



MINUTES

Minutes of a Staffing Meeting held in the Guildhall, Mill Street, Ludlow on **THURSDAY 26TH JUNE 2025** at 9:30 am.

ST/01 PRESENT

Chair: Councillor Scott-Bell

Councillors: Cowell, Lyle, Maxwell-Muller and Owen.

Officers: Gina Wilding, Town Clerk
Helen Jones, Senior Administration Assistant

ST/02 ABSENT

Councillors Gill, Harris & Hepworth.

ST/03 HEALTH & SAFETY

The Chair informed Councillors of the fire exits, fire assembly point and asked that everyone sign the attendance log.

ST/04 RECORDING OF MEETINGS

The Chair notified those present that under the Openness of Local Government Regulations 2014, recording and broadcasting is permitted during public session of Council Meetings.

ST/05 ELECTION OF VICE CHAIR

RESOLVED KC/DL (unanimous)

That Councillor Maxwell-Muller be elected Vice Chair of Staffing Committee for 2026/26.

ST/06 APOLOGIES

Apologies were received from Councillors Gill (clashing commitment), Harris (family medical matter), and Hepworth (work commitment).

ST/07 DECLARATION OF INTERESTS

Disclosable Pecuniary Interests

None declared.

Conflict of Interest

None declared.

Personal Interests

None declared.

ST/08 PUBLIC OPEN SESSION

There were no members of the public or press present.

ST/09 MINUTES

RESOLVED ISB/KC (unanimous)

That the open and closed session minutes of the Staffing Committee meeting held on the 13th March 2025 be approved as a true record and signed by the Chair.

ST/10 ITEMS TO ACTION

RESOLVED DL/KC (unanimous)

That the items to action of the Staffing Committee meeting held on the 13th March 2025 be noted.

ST/11 LOCAL GOVERNMENT PAY CLAIM 2025/26

RESOLVED ISB/DL (unanimous)

That the Pay Claim for 2025/26 be noted.

ST/12 POLICIES

RESOLVED ISB/IMM (unanimous)

That the Council's policies in relation to HR including Appraisal Policy, Recruitment Policy, Wellbeing Policy, Managing Attendance Policy, Disciplinary

and Grievance Policy, Bullying and Harassment Policy, Dignity at Work, Staff Code of Conduct, and Employee Handbook be noted.

It was noted that the Bullying and Harassment Policy had not been reviewed recently and this should take place through the Policy & Finance Committee.

ST/13 EXCLUSION OF PRESS AND PUBLIC: PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960

RESOLVED ISB/DL (unanimous)

That that the public be excluded from the meeting for the following item(s) of business pursuant to section 1 of the Public Bodies (Admission to Meetings) Act 1960, on the grounds that publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted, the public be excluded and the meeting continue in closed session.

The meeting closed at 10.35am.

Chair

Date

Closed Session minutes will be issued.