



LUDLOW TOWN COUNCIL STAFFING COMMITTEE AGENDA

To: All Members of the Council, Town Clerk
Contact: Kate Adams
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Despatch date: 12th September 2025

STAFFING COMMITTEE

You are summoned to attend a meeting of the
Staffing Committee
at the Guildhall, Mill Street, Ludlow, SY8 1AZ
on **THURSDAY 18TH SEPTEMBER 2025 at 9:30am**

Kate Adams
Deputy Town Clerk

Key Agenda Items:

- **RECRUITMENT & SELECTION POLICY**
- **SEXUAL HARRASSMENT POLICY**
- **EFFICIENCY REVIEW**

Public Open Session (15 minutes) – Members of the public are invited to make representations to the Council on any matters relating to the work of the Council or to raise any issues of concern.



1. **Health and Safety**

Councillors and members of the public are to note that the fire exit can be found to the left outside the Council Chamber and via the front door. The fire assembly point is on the pavement opposite the Guildhall. For fire safety purposes all Councillors should sign the attendance book and members of the public should sign the attendance sheet.

2. **Recording of Meeting**

Under the Openness of Local Government Regulations 2014, recording and broadcast including blogging, tweeting and other social media is permitted during this meeting.

The act of recording and broadcasting must not interfere with the meeting.

The Council understands that some members of the public may not wish to be recorded and asks that they make this known immediately.

3. **Apologies**

To receive apologies as notified to the Deputy Town Clerk.

4. **Declarations of Interests**

Members are reminded that they must not participate in the discussion or voting on any matter in which they have a Disclosable Pecuniary Interest and should leave the room prior to the commencement of the debate. (Disclosable Pecuniary Interests) Regulations 2012 (SI 2012/1464) (NB this does not preclude any later declarations.

- a) Disclosable Pecuniary Interest
- b) Declaration of Conflicts of Interest
- c) Declarations of Personal Interest

5. **Public Open Session (15 minutes)**

Members of the public are invited to make representations to the Council on any matters relating to the work of the Council.

6. **Minutes**

To approve as a correct record and sign the open and closed minutes of the **STAFFING COMMITTEE** of 22nd August 2025.

7. **Items to Action**

To note the items to action from the **STAFFING COMMITTEE** on 22nd August 2025.



ITEM	ATTACHMENT
8. <u>RECRUITMENT & SELECTION POLICY</u> To consider the updated Recruitment and Selection Policy.	8
9. <u>SEXUAL HARRASSMENT POLICY</u> To review the risk assessment, policy and action plan.	9
10. <u>EXCLUSION OF PRESS AND PUBLIC: PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960</u> The Chairman will move 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.	No papers
11. <u>EFFICIENCY REVIEW</u> To consider the proposed Terms of Reference and a draft outline timetable for the efficiency review.	10
12. <u>UPDATE ON STAFFING ISSUE</u> To receive a verbal update on a staffing issue.	No papers
13. <u>UPDATE ON CURRENT RECRUITMENT</u> To receive an update on the current status of recruitment for the Deputy Supervisor and Market Assistant role.	No papers
<p style="text-align: center;"><i>M e m b e r s h i p</i></p> <p style="text-align: center;"><i>Councillors: Cowell, Gill, Harris, Hepworth, Lyle, Owen and Scott-Bell (Chair).</i></p>	
<p style="text-align: center;">Date of the next Staffing Committee meeting: 9.30am on Thursday 17th December 2025</p>	