



## LUDLOW TOWN COUNCIL STAFFING COMMITTEE AGENDA

To: All Members of the Council, Town Clerk  
Contact: Gina Wilding  
Ludlow Town Council, The Guildhall, Mill Street, Ludlow, SY8 1DG  
01584 871970  
townclerk@ludlow.gov.uk  
Despatch date: 9<sup>th</sup> November 2023

### STAFFING COMMITTEE

You are summoned to attend a meeting of the  
Staffing Committee  
at the Guildhall, Mill Street, Ludlow, SY8 1AZ  
on **TUESDAY 14<sup>th</sup> NOVEMBER 2023 at 9:30 am**

*Gina Wilding*

Gina Wilding  
Town Clerk

### Key Agenda Items:

- *Pay Award*
- *Job Evaluation*
- *HR Training*
- *Terms of Reference*

**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 turn off their camera and access the meeting via audio only.

## 3. Apologies

To receive apologies as notified to the 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 minutes of the **STAFFING COMMITTEE** of **26<sup>th</sup> September 2023**.

## 7. Items to Action

To note the items to action from of the **STAFFING COMMITTEE** on **26<sup>th</sup> September 2023**.



ITEM	ATTACHMENT
<b>8. ANNUAL PAY AWARD</b> To adopt the annual pay award.	<b>8</b>
<b>9. TRAINING</b> To view the SLCC HR Committee training video. <a href="https://www.youtube.com/watch?v=AwI-8hB2Rcs">https://www.youtube.com/watch?v=AwI-8hB2Rcs</a>	<b>No papers</b>
<b>10. COMMITTEE TERMS OF REFERENCE</b> To review the Terms of Reference.	<b>10</b>
<b>11. EXCLUSION OF PRESS AND PUBLIC: PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960</b> 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.	<b>No papers</b>
<b>12. JOB EVALUATION</b> To consider a report.	<b>12</b>
<b><i>M e m b e r s h i p</i></b>	
<i>Councillors: Lyle (Chair), Garner, Gill, Ginger; Jones, Pote and Waite (Vice).</i>	
<b>Date of the next Staffing Committee meeting:</b>  <b>12<sup>th</sup> March 2023</b>	