

LUDGERSHALL TOWN COUNCIL



STAFFING COMMITTEE

Notice is hereby given that a meeting of the above committee will be held on Monday 20th February 2023 at 9.30am in the 3d Castledown Business Park, Tidworth Road, Ludgershall.

All members of the Committee are hereby summoned to attend for the purpose of considering and resolving upon the business to be transacted at the meeting as set out hereunder.

Dated this day 15th February 2023

Signed: *K. Allingham – Town Clerk*

AGENDA

THIS MEETING WILL BE RECORDED

1. Declaration of Interest.

(Members are bound by the provision of the Code of Conduct adopted by Ludgershall Town Council and are required to declare their interest in any matter in which they have a personal interest or a pecuniary interest).

Under the Public Bodies (Admission to Meetings) Act 1960 the following agenda items will be closed to the public due to its confidential nature.

- 2. Minutes of previous meetings held 4th October 2022**–in agenda pack for ratification
- 3. Confirmation of recording of hours in Lieu, holiday an overtime** – in agenda pack
- 4. Staff hours when in New Office** – discuss information in agenda pack
- 5. Town Clerk Job Description** – first draft in agenda pack
- 6. Appraisals a) Admin Assistants b) Town Clerk** – dates
- 7. Training** – info in agenda pack
- 8. Holiday entitlement 2023/2024 a) confirm 1 extra day to be added to all staffs' holiday entitlement as per NJC pay scale agreement, b) Town Clerk unused days to carry forward**
- 9. Agenda points for next meeting.**