

LUDGERSHALL TOWN COUNCIL



STAFFING COMMITTEE

Notice is hereby given that a meeting of the above committee will be held on Friday 28th April 2023 at 10.00am in the Council Offices, 10-12 High Street, 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 24th April 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 22nd February 2023—in agenda pack for ratification**
- 3. Discuss Admin's resignation & exit interview**
- 4. Discuss new appointment and what LTC requires**
- 5. Discuss & confirm, Job description/specification, advert & timeline**
- 6. Discuss & confirm interview process**
- 7. TC reporting error in days holiday in admin contracts, Green book revised**
- 8. Confirmation of new timesheet reporting system**
- 9. Agenda points for next meeting.**