

LUDGERSHALL TOWN COUNCIL



STAFFING COMMITTEE

Notice is hereby given that an extraordinary meeting of the above committee will be held on Tuesday 6 January 2026 at 6.30pm, in the Council Offices, 10-12 High Street, Ludgershall, SP11 9PZ.

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 here under.

Dated this day 30th December 2025

Signed: *K Allingham*, Proper Officer

AGENDA

THIS MEETING WILL BE RECORDED FOR MINUTING PURPOSES

1. *Apologies for absence*

2. *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).

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

3. *Previous Minutes*

4. *Review of Staff Timesheets*

5. *Outstanding Actions Review*

6. *Performance Reporting*

7. *Staff Recent Concern*

8. *Training Activity*

9. *Absence Management Policy*

10. *HR Policies for Review & Approval*

11. *Locum Report, Action Plan*

12. *Application access for working processes*

13. *To Note the provisional employer contribution rates from 1 April 2026 to 31 March 2029*

14. *Agenda Points for Next Meeting*

Date of Next Scheduled Meeting: Tue 3 Feb 26