

LUDGERSHALL TOWN COUNCIL



Minutes of the Staffing Committee held on 1st July 2025 in the Council Offices, 10-12 High Street, Ludgershall, SP11 9PZ at 6.30pm.

Present: Chair P Foreshow & Cllrs J Swallow, D Davies & S Garmonsway

AGENDA ITEM

010-25/26 1. Apologies for Absence – Cllr D Lansley-Smith. Cllrs RESOLVED to accept these apologies and record under the LGA 1972 Section 99 and Sch 12 para 40.

011-25/26 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 or a pecuniary interest). None declared.

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

012-25/26 3. Minutes of the previous meeting held 4th June 2025 – accepted and ratified with one change to agenda point 6 a) that the Town Clerk line manages the staff. **Action Clerk.**

013-25/26 4. To discuss Toil Policy and if there is a need to change it – discussion took place, the committee were happy with the policy, but it was suggested that paragraph numbers would work. **Cllr PF to action.**

014-25/26 5. Hr Forms *a) Contracts of Employment* – were supplied before the meeting – there was discussion around the contracts and a couple of questions on how pay, exams & performance works, which was explained by the Town Clerk. Also, a question re addendums on the contracts, are they followed up with letters, yes, and signatures will be received at the same time. **Action clerk** *b) Job Descriptions* had been circulated– staff are going to have a day to discuss what they feel are their job roles, with the new roles now in place. Each of us should be able to cover for each other in general to keep the resilience going. Then go over the actual Job descriptions. **Action Cllr PF** *c) Performance Reviews with objectives* – need to tighten up the whole system of appraisals/reviews, discussed the way forward and a timetable. Looking at the job description and using these for the performance reviews and objectives. *d) Training Records* no info given push to next meeting.

015-25/26 6. Knowledge of day to day activities during a normal working day/week – Town Clerk explained we had a review done a couple of years ago and will share, it is difficult to have a typical day or explain. The committee wants to know what the statutory items are and when they need to be done. Discussion around day to day activities and ensuring time management is optimized. Also remembering when giving work to staff it can only be given via a committee meeting (working group) or through the Town Clerk. This will ensure that core/statutory work will not get put to one side.

016-25/26 7. Furniture & equipment needed to help staff perform better – discussed, JS suggested, changing remit, to get rid of desktops and use docking stations (good for GDPR) at the same time discussion in town plan for some Cllrs to have laptops LTC could buy in bulk could get a better discount. PF asked for a copy of IPAD policy, Cyber security needs to be looked at fully. TC to look at budget EMR hub **TC Action.** JS to look at expiry policy. JS will bring full costs to FTC July. **JS Action.** Discussed making curves on both reception desks for screens to go back to make more desk space bring to FTC **TC Action.** Cllrs to come in and tidy filing room and move TC's office around to make room for tables and chairs. If needed after cut out of desk, get a pull-

out section of desk to make more desk space. PF suggestion of glass wall opposite public pc.'s could be a hatch bring back at a later date.

017-25/26 8. Progression within Roles (inc training) a) *Town Clerk* –b) *Assistant Clerk* c) *Engagement & Services Officer* - ties in with Town Plan perhaps, will post pone for the future.

018-25/26 9. Confirm monthly meeting Dates & time – first Tuesday of the month at 6.30pm confirmed.

019-25/26 10. Agenda points for next meeting. – standing agenda item on timesheets.

There being no further business to discuss the meeting was closed at 8.26.

Signed.....

Date.....