

## LUDGERSHALL TOWN COUNCIL



### STAFFING COMMITTEE

Notice is hereby given that an extraordinary meeting of the above committee will be held on Tuesday 3<sup>rd</sup> March 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 24<sup>th</sup> February 2026

Signed: *K Allingham*, Town Clerk

### 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. **To Ratify Previous Minutes-** dated 3rd February 2026 in agenda pack
4. **Review of Staff Timesheets-** sent previously
5. **Outstanding Actions Review** – update in agenda pack
6. **Performance Reporting – all staff**
7. **Training Activity** – report in agenda pack
8. **HR Policies for Review & Approval a) Supporting Attendance Policy with Improving Attendance Plan b) Staff Training Policy c) Employee Handbook d) next policies suggestions**
9. **Locum Reports** – discuss sent separately
10. **To Discuss Occ. Health Review & Stress Risk Assessments**
11. **Bring your child to work day** – 27th March
12. **To discuss Potential Financial Support & Budget if needed**
13. **Bimonthly meetings** – in the new council year, discuss  
**Agenda Points for Next Meeting**

Date of Next Scheduled Meeting: Tue 7<sup>th</sup> April 26