

LUDGERSHALL TOWN COUNCIL



STAFFING COMMITTEE MINUTES

Minutes of the Staffing meeting held on Mon 8 Sep 2025 in the Council Offices, 10-12 High Street, Ludgershall, SP11 9PZ at 2.30pm.

Present: Cllrs P Foreshew, S Garmonsway, J Swallow, D Davies & D Lansley-Smith

AGENDA ITEM

033-25/26 1. Apologies for absence. None

034-25/26 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 interest 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.

035-25/26 3. Previous Minutes. Due to absence none received. **Action: Town Clerk to prepare for the next Staffing Meeting on 7 Oct 25.**

036-25/26 4. Timesheet Review. General observations were made and will be shared with the relevant staff member. **Action: Town Clerk and LTC Chair to physically sign at end of period.**

037-25/26 5. Performance Reporting & Training Records.

- **Performance Reporting.** Previous performance reporting practises were discussed, the new process to be adopted was discussed. **Action: Town Clerk to provide previous performance reports.**
- **Training Records.** It was discussed that there is no centralised list for mandatory training. A draft database for Council training, including potential mandatory training and then role specific essential and desirable training had been drafted for review. Staffing Committee members would research training providers and discuss min 3 options at next meeting. It was also noted the Training Policy would need development (deadline Nov). It was voted and agreed by all that an external training provider should be contracted, and the Training Policy was to be updated. **Action: Staffing Committee to confirm any missing requirements, and to research training provider options.**

038-25/26 6 HR Policies for review & approval. It was agreed the Staffing Committee are rightly placed to create, update, or amend staffing related policies. It was agreed legal compliance and diligence would be maintained. It was agreed, where possible, the Town Clerk would be invited to comment but noted they have no voting powers. It was agreed a policy database was required, which must be shared with the F&P Committee.

- NEW Performance Management Policy. **Voted – All agreed.**
- NEW Performance Improvement Policy. To be provided to Staffing Committee to vote on in Oct meeting.
- UPDATED Disciplinary Policy. **Voted – all agreed.**
- NEW Clean Space, Safe Working Environment & Clear Desk. **Voted – all agreed.**
- **Action: Staffing Chair to finalise the approved policies and issue to the Town Clerk, and to advise the FTC at the Interim meeting. To share the drafted policy database with the Staffing Committee and F&P Chair.**
- **Action Staffing Committee to consider priority order for other staffing/HR policies.**
- **Action: Town Clerk to publicise the approved policies after FTC approval**

039-25/26 7. Staff Support.

- It was agreed at an FTC that the staffing Chair could commission specific external support. **Action: Staffing Chair to identify and commission by 27 Sep. Voted- All agreed.**

Cllr DLS left at 1540hrs.

- Staffing Chair to complete a review and update on the absence policies, to include clear approvals and appeal processes – **Deadline Oct Staffing Meeting**
- Previously commissioned external services recommendations were discussed and actionable options were agreed. **Action: Staffing Committee to research some external ‘Products and Services’ providers Voted- All agreed.**

040-25/26 8. Agenda points for next meeting. Previous outstanding requests to be provided. Cllr S Garmonsway to kindly share legacy contract language observations.

There being no further business to discuss the meeting was closed at 1600hrs.

Date of Next Meeting: Tue 7 Oct 25

Signed.....

Date.....