

# LUDGERSHALL TOWN COUNCIL



## STAFFING COMMITTEE MINUTES

Minutes of the Staffing meeting held on Tuesday 5 August 2025 in the Council Offices, 10-12 High Street, Ludgershall, SP11 9PZ at 6.30pm.

**Present:** Cllrs P Foreshe, S Garmonsway & J Swallow

### AGENDA ITEM

**024-25/26 1. Apologies for absence.** Apologies received from Cllrs D Davies & D Lansley-Smith Cllrs RESOLVED to accept these apologies and record under the LGA 1972 Section 99 and Sch 12 para 40.

**025-25/26 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.**

**026-25/26 3. Previous Minutes.** None Shared for ratification.

**027-25/26 4. Performance Reviews.** Discussions held – Staffing Committee have agreed the following:

- The HR Appraisals policy will be reviewed by Staffing Committee, the Town Clerk will be involved in agreeing the final policy and will facilitate its publication.
- The language used will be agreed and maintained for consistency.
- The policy will have an element on procedure and will include dates for key performance review related activity, such as goal setting, check ins, mid-year appraisal, and end of year gradings see below. The timeline will align to the Council year.
- The Appraisal Policy will be presented at the Staffing Meeting on Tue 2 September for committee approval. **Action SC**
- The Town Clerk will be responsible for the Staff appraisal/performance reporting and the LTC Chair will be responsible for the Town Clerks appraisal/performance reporting, in collaboration with the Staffing Committee Chair.
- Any appraisal, or performance reporting processes will be formal and a written/typed, signed by both parties record will be kept.
- The reporting rhythm will be:
  - a. **Jun** Review previous year and start new performance year, set objectives/goals for the year.
  - b. **Sep** Conduct a check in and review progress against goals, highlight any issues now.
  - c. **Dec** Mid year check in, consider achievement against goals to this date, staff provides a statement/summary of their progress, Line Manager provides a statement/summary of progress.
  - d. **Mar** Conduct a check in and review progress against goals, highlight any issues now that may lead to an overall performance rating lower than met.
  - e. **May** Performance Year End, complete appraisal, appoint an attainment for each goal and an overall performance rating. Staff should look at their goals and consider what rating they would self-appoint, and overall rating, a formal discussion with LM should then take place with the LM grade being awarded.

**Action on Town Clerk** to provide a copy of the HR provided Appraisal policy and the templated document to SC by COP Fri 8 Aug 25.

**028-25/26 5. Staff Training Records** Discussions held – The SC have determined that no decisions on training should take place until the following;

- A database of training is created. The Town Clerk will ask the Assistant Clerk to create an excel database on training for tracking purposes. **Action Town Clerk**
- The SC Chair will engage the HR contractor to seek confirmation on what mandatory training is considered to be, and where that training can be accessed. Will advise at Sep SC meeting, if not before. **Action SC Chair**
- All essential training will be completed first, followed by desirable training, and then a look at potential expansion training. It would be prudent for a training pathway to be considered and implemented for each member of staff. Performance reviews will support in identifying where there are gaps in capability for which training should be secured to support staff development.

**029-25/26 6. Staff day to day activities.** Discussions about workload, and effective ways of working.

**030-25/26 7. Staff Support - Government Services Pay Award 25/26.** Discussions about implementation of the 2025/2026 pay award of 3.2%, to be effective from 1 April 2025. Other topics have been redacted due to personal data, and exempted from disclosure.

**031-25/26 8. Using Action Log.** It was noted that the action log was for use of tracking FTC and Interim Council Meeting actions.

**032-25/26 9. AOB.** Items for the next staffing committee discussed, any other items to be provided no later than Thu 21 Aug.

**There being no further business to discuss the meeting was closed at 8.23pm.**

**Date of Next Meeting: Tue 2 Sep 25**

Signed.....

Date.....