

# LUDGERSHALL TOWN COUNCIL



## STAFFING COMMITTEE MINUTES

Minutes of the Staffing meeting held on Tue 7 Oct 2025 in the Council Offices, 10-12 High Street, Ludgershall, SP11 9PZ at 6.30pm.

**Present:** Cllrs P Foreshow, S Garmonsway, J Swallow

**Absent:** Cllr D Davies

### AGENDA ITEM

**041-25/26 1. Apologies for absence.** Cllr D Langsley-Smith **All accepted** Cllrs RESOLVED to accept these apologies and record under the LGA 1972 Section 99 and Sch 12 para 40.

**042-25/26 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**

**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. All Resolved**

**043-25/26 3. Previous Minutes.** Due to availability none received. **Action: Town Clerk to prepare for the next Staffing Meeting on 4 Nov 25.**

**044-25/26 4. Timesheet Review.** General observations were made and will be shared with the relevant staff member. **Action: Observations to be shared & printed timesheets with future payroll prints.**

**045-25/26 5. Outstanding Actions Review.** Review completed of actions log, 1 item removed as an amended request, and 1 item closed. Other outstanding actions will be delivered, **Action SC Chair to resend log to all. TC to kindly send previous policies to SC Chair to format prior to going to FTC. TC to scan and send performance documents.**

**046-25/26 6 Training Records & EAP Options.**

- **Training :** LTC to secure a mandatory training provider with broader courses for CPD for all staff. **Action: SC Chair to review the options and provide comparison table for a decision at the November meeting. Deferred from this meeting.**
- **Employee Assistance &/or Wellbeing.** Discussions around options for wellbeing and support for all staff, it was agreed the SLCC was the best option.

**Vote All Agreed to uptake SLCC for all staff.**

**Action: SC Chair to take to FTC for endorsement**

**047-25/26 7. HR Policies for review & approval.**

a. NEW Absence Policy Performance Management Policy. Reviewed, minor amendments made, Paula to create an 18.2 para on reservist. To go to Nov FTC meeting for approval.

**Deferred. Action: Paula to create para 18.2 as discussed.**

b. NEW Performance Improvement Policy.

**Deferred** to allow time for the Town Clerk and Councillors to review and comment. To go to Nov FTC meeting for approval.

c. Training policy referred from F&P meeting **Deferred to Dec FTC meeting to allow focus on other activity.**

d. Policy Priority: Discussion about HR policies to implement or update. **Deferred to Nov meeting.**

**Time reached 2030hrs – The SC Chair asked the committee to resolve to continue past the 2 hours for a meeting under Standing Order 3x all agreed.**

**048-25/26 8. Contract Consistency and Legal Compliance.** To be fully transparent and consistent across employee contracts minor amendments will be made during future updates. **Vote: Agreed to change contracts when opportunity arose.**

**049-25/26 9. Staff Resources.** Discussions were held on the provision of Fleeces, including discussions about wider LTC branded clothing for staff. **Voted: To purchase LTC branded fleece for each staff member – All agreed to go to FTC for ratification.**

**050-25/26 10. Agenda points for next meeting.** Any action points to be kindly provided to the Town Clerk no later than Mon 27 Oct 25.

Note Cllr J Swallow provided his apologies in advance for the next meeting.

**There being no further business to discuss the meeting was closed at 2039hrs.**

**Date of Next Meeting: Tue 4 Nov 25**

Signed.....

Date.....