

LUDGERSHALL TOWN COUNCIL



STAFFING COMMITTEE

Minutes of the Staffing meeting held on Tuesday 6th January 2026 in the Council Offices, 10-12 High Street, Ludgershall, SP11 9PZ at 6.30pm.

Present: Councillors P Foreshaw, S Garmonsway, J Swallow, J Walker

Apologies: D Lansley-Smith,

Absent: 0

Staff: Town Clerk K Allingham

AGENDA ITEM

059-25/26 1. Apologies for absence. Cllr D Lansley-Smith. Cllrs **RESOLVED** to accept these apologies under LGA 1972 Section 99 and Schedule 12, Paragraph 40.

060-25/26 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. Resolved to accept

061-25/26 3. Previous Minutes. 1st July 25 minutes were shared with the staffing committee. **3 resolved to accept, 1 abstained** (due to not being on the committee at the time of the meeting). All other outstanding minutes will be shared with the staffing committee no later than Wed 28 Jan for resolution at the Feb Staffing Committee meeting. **Town Clerk Action.**

062-25/26 4. Review of Staff Timesheets. Timesheets were reviewed and comments provided. It was queried who should administer in Line Manager capacity the staff timesheets when their respective Line Managers are absent, all agreed this should be a representative from the staffing committee. Cllr P Foreshaw to action previous timesheets. There was a discussion about conducting return to work discussions following sickness absence, noting an outstanding action from 9 Dec that needs to be rectified, Councillor Foreshaw to rectify. Discussions took place in regards to permitting the staff to use Special Paid Leave (SPL) to attend the funeral of a previous Town Clerk and Councillor, it was noted this was a one off issuance of SPL, no precedent would be set, and that no one Councillor or Chair can make a unilateral decision to gift time to the staff, however issuance may be approved at the Staffing Committee, or by exception the Full Town Council if the matter was unable to go to a staffing meeting due to time dependence. **All resolved to accept the issuance of SPL for the staff for Wed 7th Jan 2026.**

063-25/26 5. Outstanding Actions Review. A discussion took place about the outstanding actions from the staffing meeting. Councillors, or the Town Clerk were made aware of any actions assigned to them that required priority focus.

064-25/26 6. Performance Reporting. Cllr S Garmonsway briefed performance management activity she processed the Assistant Clerk and Engagement Lead. No actions or decisions required. Discussions were had in relation to the Town Clerks need to have performance management activity started, it was noted that delays in October and then absence restricted the ability to conduct activity. It was agreed attempts would be made to have initial discussions on Fri 9 Jan 26, with objective setting completed by 20 Jan 26. Cllr P Foreshaw to engage the Town Clerks Line Manager to advise. During discussions it was noted the LTC website accessibility statement was outdated the Town Clerk advised this has tasked the Assistant Clerk. **Action Cllr P Foreshaw.**

065-25/26 7. Staff Recent Concern. This agenda item was moved to the last to be discussed. **All resolved to accept it being moved in discussion order at the meeting.** Moved in discussion order as resolved by the Councillors present. Due to the sensitive nature of this discussion no further details are provided. Following the three-fold discussion specific actions were agreed. **All resolved to accept.**

066-25/26 8. Training Activity. Discussions about course provision of the Mandatory Training Group, that due to changes in the catalogue of courses requested there was a cost uplift to £69.99 per person for 12 months access. Cllr P Foreshew to forward catalogue of courses to Town Clerk. It was further noted that staff who had conducted performance management activity already identified some priority courses for completion. **All resolved to accept and agree the slightly higher costs.** Further discussion regarding training identification for the team by the Town Clerk, that she should continue to plan and book necessary training, being mindful of the performance management priority activity, Assertion 10 requirements, and ensuring the ability to maintain an office open to the public that we serve. The Town Clerk is confident she can identify, allocate and manage office opening whilst ensuring continued development for staff. It was discussed that typically staffing committee approval would not be needed, however awareness and transparency would be helpful, and that all training time should be recorded on group diaries for visibility to all Councillors. In general, better use of diaries was requested. It was further noted and agreed staff needed to complete baseline training before additional, or elevated training would be procured. It was discussed that all core, and statutory tasks need to be the primary focus. The Town Clerk kindly advised she felt staff were up to date with their tasks. Cllr P Foreshew to share updated actions tracker with Town Clerk and Councillors. **Action Cllr P Foreshew & Town Clerk.**

067-25/26 9. Absence Management Policy. Councillor Foreshew apologised as had not completed the Absence Improvement Policy and advised it would be shared by 19 Jan 26 for review. A general discussion took place in to reporting absence processes, including how staff should report absence if their Line Manager was unavailable, a memo would be sent to reaffirm process, **Cllr P Foreshew to action. All resolved and accepted that the policy would be available for review and approval at the next staffing meeting.**

068-25/26 10. HR Policies for Review & Approval. The outstanding policies for update were discussed, Councillor Foreshew to action with support from the Town Clerk. The updated TOIL policy was discussed, the Town Clerk was thanked for her input and recommendations. **All resolved to accept the updated TOIL policy, Cllr P Foreshew to provide to the FTC for adoption/endorsement.**

069-25/26 11. Locum Report, Action Plan. A brief discussion took place in regard to the scope of the locum tasking, to support, review and advise. Councillor Foreshew to reshare the scope with the locum and with the Town Clerk. It was noted that 3 reports had been received so far, however, it felt that some evidence to support comments would be valued. It was requested to defer creating an action plan until all reports were received. **All resolved to accept and agree deferment.**

070-25/26 12. Applications Access for Working Process, to support office working. Cllr J Swallow was asked to continue with identification of suitable process recording software to support the office staff with recording standard operating processes, and creation of guidance documentation for statutory and non-statutory tasks/activity. **Action Cllr J Swallow.** A discussion took place about securing access to Cemetery support through the Institute of Cemetery and Crematorium Management (ICCM), with a cost of approx. £105 per year for memberships. **All resolved to accept the purchase of membership to the ICCM.** The Town Clerk advised she would task the Engagement Lead to procure membership.

071-25/26 13. To NOTE the Provisional Employer Contribution Rates from 1 April 2026 to 31 March 2029. The Town Clerk kindly advised on the provisional contribution rates (provisionally set as 17.7%) required by the Council and confirmed this had already been taken into consideration for budgetary planning. FTC to be advised for awareness. No decisions required, Councillor Foreshew action to advise FTC for awareness. **All noted.**

The SC Chair asked the committee to resolve to continue past the 2 hours for a meeting under Standing Order 3x all agreed and a 5 minute pause in the meeting was taken, all resolved to continue past 2030hrs.

MOVED AGENDA ITEM discussed but minuted at 065-25/26 point 7.

072-25/26 14. Agenda Points for Next Meeting. None discussed, all agenda points to be provided no later than 26 Jan 26.

There being no further business to discuss the meeting was closed at 20.50pm.

The next meeting is 3rd February 2026.

Signed.....

Date.....