



LUDLOW TOWN COUNCIL STAFFING COMMITTEE AGENDA

To: All Members of the Council, Town Clerk
Contact: Gina Wilding
Ludlow Town Council, The Guildhall, Mill Street, Ludlow, SY8 1DG
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Despatch date: 28th August 2024

STAFFING COMMITTEE

You are summoned to attend a meeting of the
Staffing Committee
at the Guildhall, Mill Street, Ludlow, SY8 1AZ
on **MONDAY 2nd SEPTEMBER 2024 at 9:30 am**

Gina Wilding

Gina Wilding
Town Clerk

Key Agenda Items:

- *Recruitment*
- *Staff Code of Conduct*
- *Pay Claim Update*

Public Open Session (15 minutes) – Members of the public are invited to make representations to the Council on any matters relating to the work of the Council or to raise any issues of concern.



1. **Health and Safety**

Councillors and members of the public are to note that the fire exit can be found to the left outside the Council Chamber and via the front door. The fire assembly point is on the pavement opposite the Guildhall. For fire safety purposes all Councillors should sign the attendance book and members of the public should sign the attendance sheet.

3. **Recording of Meeting**

Under the Openness of Local Government Regulations 2014, recording and broadcast including blogging, tweeting and other social media is permitted during this meeting.

The act of recording and broadcasting must not interfere with the meeting.

The Council understands that some members of the public may not wish to be recorded and asks that they turn off their camera and access the meeting via audio only.

4. **Apologies**

To receive apologies as notified to the Town Clerk.

5. **Declarations of Interests**

Members are reminded that they must not participate in the discussion or voting on any matter in which they have a Disclosable Pecuniary Interest and should leave the room prior to the commencement of the debate. (Disclosable Pecuniary Interests) Regulations 2012 (SI 2012/1464) (NB this does not preclude any later declarations.

- a) Disclosable Pecuniary Interest
- b) Declaration of conflicts of Interest
- c) Declarations of personal interest

6. **Public Open Session (15 minutes)**

Members of the public are invited to make representations to the Council on any matters relating to the work of the Council.

7. **Minutes**

To approve as a correct record and sign the minutes of the **STAFFING COMMITTEE** of 11th July 2024.

8. **Items to Action**

To note the items to action from of the **STAFFING COMMITTEE** on 11th July 2024.



ITEM	ATTACHMENT
9. <u>PAY CLAIM 2024 / 25</u> To note the annual pay claim / award update.	9
10. EXCLUSION OF PRESS AND PUBLIC: PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960 The Chairman will move that the public be excluded from the meeting for the following item(s) of business pursuant to section 1 of the Public Bodies (Admission to Meetings) Act 1960, on the grounds that publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted.	No papers.
11. <u>RECRUITMENT</u> To approve the report recommendations, recruitment documents for two posts:	
a) GROUND PERSON	11a
b) SENIOR ADMIN ASSISTANT	11b
12. HEALTH & SAFETY UPDATE To note that there is no further update at this time.	No papers
13. FLEXIBLE WORKING UPDATE To note the report.	13
14. STAFF CODE OF CONDUCT To consider a draft Staff Code of Conduct.	14
<p><i>M e m b e r s h i p</i></p> <p><i>Councillors: Garner (Chair), Gill, Hall; Jones, Thompson (Vice Chair), and B.Waite.</i></p>	
<p>Date of the next Staffing Committee meeting:</p> <p>Thursday 14th November 2024</p>	