



Longridge Town Council

Staffing Committee - Agenda

Members of Longridge Town Council's Staffing Committee are summoned to attend a meeting on Wednesday 22 July 2026 at 18:30 in the Station Buildings, Berry Lane, Longridge.

1. Election of Chair

To elect a Chair of the Staffing Committee for the 2026/27 civic year.

2. Election of Vice-Chair

To elect a Vice-Chair of the Staffing Committee for the 2026/27 civic year.

3. Apologies for absence.

To receive and approve apologies for absence.

4. Declarations of interests.

Councillors are responsible for declaring any personal/prejudicial or disclosable pecuniary interest **pertaining to matters on this agenda.**

5. To consider and approve the minutes of 29 April 2026 meeting.

6. Public participation.

This 15-minute session (time limit of three minutes per item/per person) provides members of the public an opportunity to indicate interests in an agenda item and put questions to the Committee. Such questions may be answered after the meeting or become an agenda item at future Committee meetings.

Part 1 OPEN SESSION - ITEMS for DECISION/DISCUSSION

7. Approve Terms of Reference of the Staffing Committee

To consider and approve the Terms of Reference of the Staffing Committee for the 2026/27 civic year.

Part 1 OPEN SESSION - ITEMS for INFORMATION

8. Update on Actions from Previous Meetings

To receive a report from the Clerk updating members on actions arising from recent Staffing Committee meetings, including the meeting held on 29 April 2026.

9. Cover for the Caretaker and Gardener.

Verbal update from the Clerk, for members to consider an appointment to provide cover for the current Caretaker and Gardener.

10. Consideration of matters not on the agenda.

An opportunity for the Clerk and members to provide updates, raise matters and suggest items for future meetings.

11. Future meetings in 2026.

23 September.

12. Exclusion of press and public.

To resolve that, in accordance with the Public Bodies (Admission to Meetings) Act 1960, the press and public be excluded from the meeting for the following item(s) by reason of the confidential nature of the business to be transacted, namely staffing matters relating to a named employee.

Part 2 - CONFIDENTIAL SESSION - ITEMS for DECISION/DISCUSSION**13. Performance review of the Town Clerk and Responsible Financial Officer.**

The Clerk will withdraw from the meeting for this item. The Chair will take notes of the discussion and any recommendations. The Clerk will be invited to return to the meeting to be advised of the outcome and to discuss objectives for the coming year.

Mike Hill

Clerk and Responsible Financial Officer to Longridge Town Council.

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**Mission Statement**

Endeavour through foresight and leadership, to enhance quality of life for residents and visitors. Working to enrich and nurture opportunity to protect and improve the built and natural environment and improve community pride.



Longridge

Town Council

Staffing Committee – Draft Minutes

Date:	29 April 2026		
Place:	Station Buildings, Berry Lane, Longridge.		
Present:	Councillors: Walker, Eccles, Gornall		
In Attendance:	Town Clerk, Deputy Town Clerk		
Meeting Started:	18.32	Meeting Closed	19.45

1. WELCOME BY THE CHAIR

Cllr. Walker welcomed everyone to the meeting.

2. TO RECEIVE APOLOGIES FOR ABSENCE.

Cllr. Spencer

Absent: Cllr Rainford (no apology received)

3. DECLARATIONS OF INTERESTS.

None.

4. TO CONSIDER AND APPROVE THE MINUTES OF 28 JANUARY 2026 MEETING.

RESOLVED THAT COMMITTEE:

Approve the minutes which were signed by Cllr. Walker.

5. PUBLIC PARTICIPATION.

There was no public participation.

Part 1 OPEN SESSION - ITEMS for DECISION/DISCUSSION

6. COVER FOR THE CARETAKER AND GARDENER.

RESOLVED THAT COMMITTEE:

Request the Clerk to advertise for a contractor to provide cover for the current Lengthsman and Gardener

7. WORKING GROUP FOR THE USE OF SOCIAL-MEDIA.

RESOLVED THAT COMMITTEE:

Approve Terms of Reference and membership of the Working Group.

Part 1 OPEN SESSION - ITEMS for INFORMATION

8. Deputy Clerk Training and Development Framework.

RESOLVED THAT COMMITTEE:

- a) Note the Report.
- b) Request the Clerk to amend the target levels as suggested.

9. Log of Councillors activities, training and attendance at meetings

RESOLVED THAT COMMITTEE:

Note the Report.

10. Update on Actions from Previous Meetings

RESOLVED THAT COMMITTEE:

Note the Report.

11. Consideration of matters not on the agenda

None.

12. Future meetings in 2026.

22 July 2026

13. Exclusion of press and public.

Agree that that, in accordance with the Public Bodies (Admission to Meetings) Act 1960, the press and public be excluded from the meeting for the following item(s) by reason of the confidential nature of the business to be transacted, namely staffing matters relating to a named employee.

14. Part 2 - CONFIDENTIAL SESSION - ITEMS for DECISION/DISCUSSION

RESOLVED THAT COMMITTEE:

Deferred this item to the next meeting



Meeting:	Staffing Committee
Meeting Date:	22 July 2026
Title:	Terms of Reference
Submitted by:	Clerk and Responsible Financial Officer

1. Purpose of the Report

To seek the Committee's approval of the Terms of Reference of the Staffing Committee for the 2026/27 civic year, as set out at Appendix 1, following the Committee's first meeting of the new civic year and the election of Chair and Vice-Chair under Agenda Items 1 and 2.

2. Background

Longridge Town Council's committees are required to review and re-adopt their Terms of Reference at the first meeting following each Annual Meeting of the Council, in accordance with the Council's Standing Orders and established governance practice. The Staffing Committee's Terms of Reference were last formally adopted on 23 July 2025.

The attached Terms of Reference (Appendix 1) reflect the Committee's continuing objectives, membership, responsibilities, powers, meeting arrangements and reporting lines, updated for the 2026/27 civic year. No substantive changes to the scope or responsibilities of the Committee have been made; this is an annual refresh rather than a full review.

3. Matters for the Committee's Attention

- Membership: the Terms of Reference record five (5) elected members for 2026/27 — Cllrs. Eccles, Gornall, Jameson, Spencer and Wallbank — an increase from the four (4) members specified in the 2025/26 version.
- Next Review: in line with Section 6 of the Terms of Reference, the document falls due for review again at the first Staffing Committee meeting following the 2027 Annual Meeting, or sooner if required by changes in legislation or council priorities.

4. Financial Implications

There are no direct financial implications arising from this report.

5. Recommendation

Members are recommended to:

- a. Approve the Terms of Reference of the Staffing Committee for the 2026/27 civic year, as set out at Appendix 1.
- b. Authorise the Town Clerk to finalise the adopted date, Chair and Minute Reference fields following this meeting and submit to Full Council for final adoption and approval.



For Information

Staffing Committee Terms of Reference

Adopted: 1 June 2026

Committee: Full Council

Chair: Cllr. R. Walker

Minute Ref.: 260610/10a

The policy is administered by the Town Clerk and will be reviewed annually. Next review 2027

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Mission Statement

Endeavour through foresight and leadership, to enhance quality of life for residents and visitors. Working to enrich and nurture opportunity to protect and improve the built and natural environment and improve community pride.

Objectives of the Committee

The Staffing Committee is established by Longridge Town Council to oversee all matters relating to the council's employees, ensuring effective management of human resources in compliance with employment law, council policies, and best practices. The committee aims to support a fair, transparent, and productive working environment for all staff while aligning with the council's strategic objectives

1. MEMBERSHIP

- **Composition:** The Staffing Committee shall consist of five (5) elected members of Longridge Town Council, appointed annually at the Annual Meeting of the Council, plus the Town Clerk. For 2026/27 the elected members are Cllrs. Eccles, Gornall, Jameson, Spencer and Wallbank.
- **Chair and Vice Chair:** The Committee shall elect a Chair and Vice Chair at its first meeting following the Annual Meeting. The Chair and Vice Chair will serve for one year and may be re-elected.
- **Quorum:** The quorum for meetings shall be three (3) members.
- **Ex-Officio Members:** The Mayor and Deputy Mayor may attend as ex-officio members but shall not have voting rights unless formally appointed to the committee.
- **Co-option:** The committee may co-opt non-council members with relevant expertise (e.g., HR professionals) in an advisory, non-voting capacity, subject to council approval.

2. RESPONSIBILITIES

The Staffing Committee is responsible for:

- **Recruitment and Selection:** Overseeing the recruitment process for all council staff, including job descriptions, advertisements, interviews, and appointment recommendations to the full council.
- **Employment Policies:** Developing, reviewing, and recommending updates to employment-related policies (e.g., grievance, disciplinary, absence, equality, and health and safety) for council approval.
- **Performance Management:** Monitoring staff performance, including appraisals, training needs, and professional development, ensuring alignment with council objectives.
- **Terms and Conditions:** Reviewing and recommending changes to staff contracts, pay scales, and conditions of service, in line with national guidelines (e.g., National Joint Council for Local Government Services).
- **Staff Welfare:** Promoting staff well-being, including addressing workplace concerns, health and safety issues, and work-life balance initiatives.

- **Disciplinary and Grievance Procedures:** Handling disciplinary, grievance, and capability matters in accordance with council policies and legal requirements, ensuring confidentiality and impartiality.
- **Confidential Matters:** Managing sensitive staffing issues, including disputes, redundancies, or dismissals, and making recommendations to the full council where necessary.
- **Compliance:** Ensuring all staffing practices comply with UK employment law, including equality, diversity, and inclusion obligations.
- **Budget:** Preparing and recommending the staffing budget to the Finance Committee, including salary costs, training, and recruitment expenses.
- **Reporting:** Providing regular updates to the full council on staffing matters, maintaining confidentiality where appropriate.

3. POWERS

The committee has delegated authority to make decisions on day-to-day staffing matters, including recruitment, training, and minor policy updates, subject to budgetary limits set by the council.

Major decisions, such as staff appointments, dismissals, significant policy changes, or salary adjustments, shall be recommended to the full council for approval.

The committee may engage external HR or legal advisors, subject to council approval and budget availability.

4. MEETINGS

- **Frequency:** The committee shall meet at least quarterly, with additional meetings as required to address urgent matters.
- **Notice:** Meetings shall be convened with at least three (3) clear working days' notice, except in emergencies.
- **Agenda and Minutes:** Agendas and supporting documents shall be circulated to committee members at least three (3) days in advance. Minutes shall be recorded and presented to the next full council meeting, with confidential items redacted as necessary.
- **Confidentiality:** Meetings may be held in closed session when discussing sensitive staffing matters, in accordance with the Public Bodies (Admission to Meetings) Act 1960.

5. REPORTING AND ACCOUNTABILITY

The committee shall report to the full council at least annually, summarising its activities, decisions, and recommendations.

The committee is accountable to the full council and must operate within the council's Standing Orders, Financial Regulations, and legal framework.

If the Town Clerk is not present at a meeting, the Chair shall ensure that all committee decisions are recorded and communicated appropriately to the Town Clerk for implementation.

6. REVIEW OF TERMS OF REFERENCE

These Terms of Reference shall be reviewed annually at the Annual Meeting of Longridge Town Council or as required by changes in legislation or council priorities.

Amendments to the Terms of Reference must be approved by the full council.

7. DISSOLUTION

The Staffing Committee may be dissolved by resolution of the full council if it is deemed no longer necessary, with its responsibilities reverting to the full council or another committee.

Agenda Item 10

For Information



Longridge
Town Council

Meeting:	Staffing Committee
Meeting Date:	22 July 2026
Title:	Update on Actions from Recent Meetings.
Submitted by:	Clerk and Responsible Financial Officer

1. Purpose of the report.

To update members on actions arising from recent Staffing Committee meetings and other meetings with actions relating to staff and contractor matters, and to confirm the outcome of items considered at the meeting held on 29 April 2026.

A. ACTIONS FROM 29 APRIL 2026

Minutes of the 29 April 2026 meeting have not yet been formally approved. The items below reflect the recommendations put to that meeting and are shown as pending confirmation.

Minute Ref.	Action	Lead	Status
260429/6	Appoint a contractor to provide cover for the Caretaker/Gardener role, as-required, at £20 per hour (Clerk to instruct work).	Clerk	22 July meeting update
260429/7	Establish a Social-Media Working Group (Cllrs. Spencer and Ray) in accordance with draft Terms of Reference.	Clerk	Waiting first meeting
260429/8	Endorse the Deputy Clerk Training and Development Framework, including support for the ILCA qualification within 12 months, subject to budget.	Clerk	Passed ILCA Starting FILCA
260429/9	Note the Log of Councillor activities, training and attendance at meetings.	Clerk	Logging Started
260429/14	Confidential: outcome of the performance review of the Town Clerk and RFO — objectives to be confirmed.	Chair	Carried to 22 July (Part 2 Item)

B. ACTIONS FROM 28 JANUARY 2026

Minute Ref.	Action	Lead	Status
260128/7b	Add specific tasks relating to each of the Clerk's current appraisal objectives.	Chair	Outstanding
260128/8b	Lone Working Policy: ensure regular assessments are carried out and logged.	Clerk	Ongoing
260128/8c	Lone Working Policy/Equality Act: consider additional safety measures for people working alone.	Clerk	Surveillance camera installed
260128/9a	Address concerns regarding people using the Conf. Room alone.	Clerk	Complete
260128/9b	Report to Estates Committee on the use of weed killer on Council land.	Clerk	Complete
260128/9c	Set up a Working Group on councillor use of social media.	Clerk	Complete
260128/9d	Provide a training matrix for the Deputy Clerk.	Clerk	Complete

C. ACTIONS FROM 26 NOVEMBER 2025 — BUDGET COMMITTEE

Minute Ref.	Action	Lead	Status
251126/7c	Review contracts of the Caretaker and Gardener in regard to re-advertising the positions.	Clerk	Complete

D. ACTIONS FROM 22 OCTOBER 2025

Minute Ref.	Action	Lead	Status
251022/6b	Set up a training log for councillors, extended to include councillor activities and attendance at meetings.	Clerk	Complete

E. ACTIONS FROM 23 JULY 2025

Minute Ref.	Action	Lead	Status
250723/7b	Provide Clerk with a set of goals and objectives.	Cllr. Walker	Complete
250723/7c	Conduct an interim 6-month appraisal in January 2026 as a separate meeting.	Cllr. Walker	Complete
250723/7e	Add agenda item to the next Budget Committee to consider additional remuneration for the Clerk.	Clerk	Complete
250723/8b	Draft employment contract, advertise vacancy, purchase additional furniture and equipment; install a shed to create additional office space.	Clerk	Complete

2. Recommendations

Members are recommended to:
Note the report.



Longridge Town Council

Discussion on the Next Agenda Item Excludes the Press and Public

Part 2 Item

In accordance with the Public Bodies (Admission to Meetings) Act 1960, the press and public be excluded from the meeting for the following item(s) by reason of the confidential nature of the business to be transacted, namely staffing matters relating to a named employee.

Agenda Item 13

PART 2 - Item for Decision



Longridge
Town Council

Meeting:	Staffing Committee
Meeting Date:	22 July 2026
Title:	Performance review of the Town Clerk/Responsible Financial Officer.

1. Purpose of the Report

The purpose of this report is to invite the Staffing Committee to undertake the annual performance review of the Town Clerk / Responsible Financial Officer (RFO).

This item was originally scheduled for consideration by the Committee at its meeting on 29 April 2026 (Minute 29/04/2026, Item 14) but was deferred. It is presented to the Committee for consideration at this meeting.

2. Background

The Town Clerk is employed by Longridge Town Council as the Council's Proper Officer and Responsible Financial Officer and is currently contracted to work 30 hours per week.

The Clerk/RFO is responsible for the effective administration of the Council and for ensuring that the Council operates within its legal and financial framework. The role includes a wide range of statutory and operational duties including:

- Acting as the Council's Proper Officer;
- Acting as the Council's Responsible Financial Officer;
- Providing professional advice to members;
- Ensuring compliance with legislation, Standing Orders and Financial Regulations;
- Managing the Council's finances and preparing the Annual Governance and Accountability Return (AGAR);
- Preparing agendas and reports for Council and Committee meetings;
- Recording and publishing minutes;
- Managing council assets, projects and contractors;
- Overseeing the Council's communications and statutory notices; and
- Organising civic and mayoral activities.

The Clerk also supervises the work of the Deputy Clerk and coordinates the work of the Council's contractors.

3. Purpose of the Performance Review

The purpose of the performance review is to:

- Provide an opportunity for the Staffing Committee to review the Clerk's performance;
- Consider progress against objectives and responsibilities;
- Identify any training or development requirements;
- Consider workload and operational pressures; and

The review process also provides an opportunity for the Clerk to raise any matters relating to resources, workload or council administration.

4. Pay Scales

Local council officers are generally paid in accordance with the National Joint Council (NJC) pay scales, which are adopted by the National Association of Local Councils (NALC).

Each role is placed within a salary range depending on the size, responsibilities and complexity of the council.

5. Current Salary Positions.

The current salary arrangements for Longridge Town Council Clerk/RFO is spine point 42 and the Deputy Clerk is spine point 19.

40	£49,764	£25.79	£51,356	£26.62
41	£50,788	£26.32	£52,413	£27.17
42	£51,802	£26.85	£53,460	£27.71
43	£52,805	£27.37	£54,495	£28.25
44	£54,071	£28.03	£55,801	£28.92
45	£55,367	£28.70	£57,139	£29.62

17	£30,060	£15.58	£31,022	£16.08
18	£30,559	£15.84	£31,537	£16.35
19	£31,067	£16.10	£32,061	£16.62
20	£31,586	£16.37	£32,597	£16.90
21	£32,115	£16.65	£33,143	£17.18
22	£32,654	£16.93	£33,699	£17.47

CP 42 for the Town Clerk reflects the level of responsibility associated with the role.

Members may wish to note that the Clerk is responsible for a range of activities including:

- Council governance and statutory compliance;
- Financial management and AGAR preparation;
- Staff supervision;
- Contractor and project management;
- Civic administration and mayoral duties;
- Community liaison; and
- Support to members in policy and decision-making.

6. Workload Considerations

The Clerk is contracted to work 30 hours per week, which represents the Council's principal administrative capacity.

The Clerk's role includes both operational administration and strategic responsibilities, and members may wish to consider whether the current hours remain appropriate in light of:

- The number of council meetings and committees;
- The scale of current projects;
- Community engagement and civic activities;
- Grant management and external funding work; and
- The supervision and development of the Deputy Clerk.

7. Review Process

The Staffing Committee may wish to conduct the performance review by considering:

- Achievements during the past year;
- Performance against agreed objectives;
- Quality and timeliness of council administration;
- Financial management and audit outcomes;
- Leadership and supervision of staff; and
- Professional development.

The Committee may then determine whether:

- Any new objectives should be set for the coming year;
- Any training or development is required; and
- Any salary increment within the scale should be considered.

8. Recommendations

The Staffing Committee is recommended to:

- a. Conduct the annual performance review of the Town Clerk / RFO;
- b. Note the current salary scale applied to the role;
- c. Consider whether an incremental increase within the NALC pay scale is appropriate; and
- d. Agree any objectives or development priorities for the coming year.