

# Ringwood Town Council

Ringwood Gateway, The Furlong, Ringwood, Hampshire BH24 1AT  
Tel: 01425 473883  
[www.ringwood.gov.uk](http://www.ringwood.gov.uk)

## STAFFING COMMITTEE

Dear Member

4<sup>th</sup> September 2025

A meeting of the Staffing Committee will be held in the Forest Suite, Ringwood Gateway on **Wednesday 10<sup>th</sup> September 2025** at 7pm and your attendance is requested.



Mrs Charmaine Bennett  
Town Clerk

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## AGENDA

### 1. APOLOGIES FOR ABSENCE

### 2. DECLARATIONS OF INTEREST

### 3. MINUTES OF THE PREVIOUS MEETING

To approve as a correct record the minutes of the meeting held on 30<sup>th</sup> April 2025

### 4. RECRUITMENT UPDATE

To receive a verbal report from the Town Clerk

### 5. EXTENDING NOTICE PERIODS FOR SENIOR MANAGEMENT ROLES

To consider the Town Clerk's report and recommendations therein (*Report A*)

### 6. LOCAL GOVERNMENT PENSION SCHEME

To confirm to Hampshire Pension Services the roles eligible to join the LGPS  
(*Report B*)

### 7. TOWN CLERK'S PROBATION PERIOD

To discuss the Town Clerk's probation procedures

If you would like further information on any of the agenda items, please contact Charmaine Bennett, Town Clerk on (01425) 484720 or email [charmaine.bennett@ringwood.gov.uk](mailto:charmaine.bennett@ringwood.gov.uk)

#### Committee Members

Cllr Rae Frederick – Town Mayor  
Cllr Philip Day – Ex-officio  
Cllr Mary DeBoos – Chair of Policy and Finance Committee  
Cllr John Haywood  
Cllr Peter Kelleher  
Cllr James Swyer  
Cllr Glenys Turner  
Copied by e-mail to other Members for information

#### Officers

Charmaine Bennett, Town Clerk  
Jo Hurd, Deputy Town Clerk

**STAFFING COMMITTEE****10 September 2025****Extending notice periods for senior management roles****1. Introduction and reason for report**

- 1.1 Following the recent resignations of the Grounds Manager and Finance Manager, it has come to light that senior manager roles (except for the Town Clerk) have relatively short notice periods (one month). This raises concerns around continuity, handover, and operational planning.
- 1.2 Worknest confirms that there is no sector-wide standard for notice periods; that longer notice periods can be considered; and that existing contracts can only be amended with the agreement of the individual. It is common practice for notice periods to increase with seniority or length of service. For example:

Junior roles: 1 month

Mid-level managers: 2 months

Senior managers / long-serving staff: 3 months or more

- 1.3 Benefits of Longer Notice Periods:  
Improved continuity: More time to plan for replacements and ensure smooth handovers.  
Better knowledge transfer: Allows for structured handover processes.  
Operational stability: Reduces disruption during transitions, especially in key roles.
- 1.4 There are potential drawbacks to consider, namely that longer notice periods may deter some candidates, and that amending existing contracts requires individual agreement and careful handling.

**2. Issues for decision and any recommendations**

- 2.1 It is RECOMMENDED that immediate consideration is given to whether to extend the notice periods for the RFO and/or Grounds Manager roles as part of the upcoming recruitment process.
- 2.2 It is RECOMMENDED that we defer consideration for other senior roles to a future committee meeting as, given current staffing pressures, it is not advisable to consult existing staff at this time.

For further information, contact:

Charmaine Bennett, Town Clerk  
Direct Dial: 01425 484720  
Email: [charmaine.bennett@ringwood.gov.uk](mailto:charmaine.bennett@ringwood.gov.uk)

Jo Hurd, Deputy Town Clerk  
Direct Dial: 01425 484721  
Email: [jo.hurd@ringwood.gov.uk](mailto:jo.hurd@ringwood.gov.uk)

## STAFFING COMMITTEE

10 September 2025

### Local Government Pension Scheme – Eligible Roles

#### 1. Introduction and reason for report

- 1.1 The Town Council is a designated employer in the Local Government Pension Scheme, which is administered by Hampshire Pension Services. This means the Council has the right to choose whether or not to allow employees to be admitted into the LGPS. In order to admit members into the scheme, a resolution must be passed, and a copy must be sent to Hampshire Pension Services for their records.
- 1.2 Hampshire Pension Services (HPS) have advised they do not have an up-to-date resolution for the Town Council on file. They have requested that an updated resolution is passed covering all members currently participating in the scheme, and a copy sent to them. The resolution can name specific employees or job roles, or allow for all employees to be eligible to join the LGPS.

#### 2. Current Situation

- 2.1 Currently employees in the following roles are enrolled in the LGPS:

Town Clerk  
Deputy Town Clerk  
Finance Manager  
Finance Officer  
Office Manager  
Office Administrator/Information Officer  
Information Officers x 2  
Caretaker/Cleaner  
Clubhouse & Events Manager  
Clubhouse & Events Assistant  
Clubhouse Café Manager  
Grounds Manager  
Senior Groundsman  
Grounds Operatives x 3

- 2.2 Other roles are not deemed to be eligible as annual earnings are below the auto enrolment trigger of £10,000.

#### 3. Issues for decision and any recommendations

- 3.1 It is RECOMMENDED that the roles outlined in paragraph 2.1 above are automatically admitted to the LGPS.

For further information, contact:

Chris Wilkins, Town Clerk  
Direct Dial: 01425 484720  
Email: [chris.wilkins@ringwood.gov.uk](mailto:chris.wilkins@ringwood.gov.uk)

Jo Hurd, Deputy Town Clerk  
Direct Dial: 01425 484721  
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