

## **MINUTES OF THE MEETING OF THE STAFFING COMMITTEE**

Held on Wednesday 10<sup>th</sup> September 2025 at 7.00pm

**PRESENT:** Cllr Rae Frederick – Town Mayor  
Cllr John Haywood – Chair  
Cllr Peter Kelleher  
Cllr James Swyer

**IN ATTENDANCE:** Mrs Charmaine Bennett, Town Clerk  
Mrs Jo Hurd, Deputy Town Clerk

**ABSENT:** Cllr Philip Day – Deputy Mayor  
Cllr Mary DeBoos – Chair of Policy & Finance Committee  
Cllr Glenys Turner

### **S/0133**

#### **APOLOGIES FOR ABSENCE**

Apologies for absence were recorded from Cllrs Day, M DeBoos, and Turner.

### **S/0134**

#### **DECLARATIONS OF INTEREST**

No interests were declared.

### **S/0135**

#### **MINUTES OF THE PREVIOUS MEETING**

**RESOLVED:** That the minutes of the meeting held on 30<sup>th</sup> April 2025, having been circulated, be approved and signed by the Chairman as a correct record.

### **S/0136**

#### **RECRUITMENT UPDATE**

The Town Clerk gave an update on current recruitment. The Grounds Manager's last working day would be Friday 26 September, and this role was currently being advertised. No changes had been made to the Job Description as this had been reviewed earlier in the year. The Senior Groundsman will act up during the interim period. The Finance Manager's last working day would be Wednesday 2 October. Consideration was being given to employing a locum to ensure a handover with the current incumbent and allow time to recruit. A proposal had been received from LGRC, a sector specific company offering a locum service, but costs were high. It was therefore agreed that the Town Clerk should continue to look into other options and that these be presented to Policy & Finance Committee for consideration.

**RESOLVED:** 1) That the verbal update from the Town Clerk be received.  
2) That the Town Clerk continue to research options to fill the role of Finance Manager, for consideration by Policy & Finance Committee at its next meeting.

<b>ACTION</b> C Bennett
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### **S/0137**

#### **EXTENDING NOTICE PERIODS FOR SENIOR MANAGEMENT ROLES**

Members considered the Town Clerk's report and recommendations therein (*Annex A*).

- RESOLVED:** 1) That the notice periods for the Finance Manager/RFO and Grounds Manager roles be extended from 1 to 3 months.
- 2) That consideration be given to extending probation periods for other senior roles at a future meeting.

<b>ACTION C Bennett / J Hurd</b>
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**S/0138**

**LOCAL GOVERNMENT PENSION SCHEME**

Members considered the Deputy Town Clerk's report (*Annex B*).

**RESOLVED:** That the roles outlined in paragraph 2.1 of Annex B be automatically admitted to the Local Government Pension Scheme.

<b>ACTION C Bennett / J Hurd</b>
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**S/0139**

**TOWN CLERK'S PROBATION PERIOD**

In line with the Council's Probationary Procedures, it was necessary to carry out a review with the Town Clerk at 6 weeks and then just before the end of the 3-month probationary period. Two councillors should be appointed to carry out these reviews.

It had previously been discussed whether a mentor was required, and Members wished to ensure the Town Clerk had sufficient support in her role. The Chair of Staffing Committee meets with the Town Clerk once a month and said he would be happy to fulfil this role. There is also an external mentor through membership of SLCC.

Further support would be available through membership of HALC and NALC, and Members were keen that the Council rejoin to take advantage of membership benefits.

**RESOLVED:** That Cllrs Haywood and Kelleher be appointed to carry out the necessary probationary reviews.

**RECOMMENDED TO POLICY & FINANCE COMMITTEE:**

That the Council rejoin HALC and NALC.

<b>ACTION C Bennett / J Hurd</b>
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There being no further business, the Chairman closed the meeting at 7.37pm.

**Note: The text in the Action Boxes above does not form part of these minutes.**

*RECEIVED*  
*24<sup>th</sup> September 2025*

*APPROVED*  
*9<sup>th</sup> March 2025*

*TOWN MAYOR*

*COMMITTEE CHAIRMAN*

**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:

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## 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:

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