



CLOSED SESSION MINUTES

Closed session minutes of a meeting of the Staffing and Appeals Sub-Committee held in the Guildhall, Mill Street, Ludlow on **MONDAY 10th DECEMBER 2012** at **9.30am**

SA/156 **PRESENT**

Chairman: Councillor Smithers

Councillors: Toop;

Also present: Gina Wilding, Acting Town Clerk
Sean Turgoose, DLF Supervisor
Naomi Brotherton, Secretary/Admin Assistant

SA/157 **APOLOGIES**

Apologies for absence were received from Councillors; Aitken, Perks, Newbold, McCormack, Philips and Pound.

SA/158 **DECLARATION OF INTERESTS**

Disclosable Pecuniary Interests

None

Conflict of Interest

All Councillors and staff – candidate 27 internal candidate
Sean Turgoose – related to candidate 4

Personal interests

All Councillors and staff – candidate 27 internal candidate
Sean Turgoose – related to candidate 4
Councillor Toop – knows candidate 9

SA/159 The meeting was not quorate. Short-listing was continued under powers delegated to the Town Clerk who is “responsible for staff appointments below SCP 23” (copy attached).

The following notes are for information.

SA/160 **Applicants not being invited for interview**

It was agreed that the following applicants will not be invited for interview; 2, 3, 4, 6, 7, 8, 10, 11, 12, 14, 15, 16, 18, 19, 20, 21, 22, 23, 24, 25 and 26.

SA/161 Candidates being invited for interview

It was agreed that the following applicants will be invited for interview; 1, 5, 9, 13, 17, 27

SA/162 An additional question for the Market Officer post was added to the list already compiled.

SA/163 It was agreed that the Chair, Councillor Toop and the Acting Town Clerk would form the Interview Panel on the 17th December 2012, with the DLF Supervisor conducting tours round the market separately. It was noted that should interest be expressed from the remainder of the Committee a further member be elected on agreement with the Committee to be part of the Interview Panel.

The meeting closed at 1.20 pm.

Chairman

Date