



CLOSED SESSION MINUTES

Closed session minutes of a meeting of the Staffing and Appeals Sub-Committee held in the Guildhall, Mill Street, Ludlow on **WEDNESDAY 12th DECEMBER 2012** at **2.00pm**

SA/164 PRESENT

Chairman: Councillor Smithers

Councillors: Aitken; McCormack; Perks; Pound; Toop; Wilcox

Also present: Gina Wilding, Acting Town Clerk (until 2.30pm)
Naomi Brotherton, Secretary/Admin Assistant
Lucy Jones, Secretary/Finance Assistant

SA/165 APOLOGIES

Apologies for absence were received from Councillors; Newbold, Philips.

SA/166 DECLARATION OF INTERESTS

Disclosable Pecuniary Interests

None

Conflict of Interest

None

Personal interests

None

SA/167 MINUTES

RESOLVED (unanimous)

That the minutes of the Staffing and Appeals Sub-Committee meeting held on the 26th November 2012, be approved as a correct record and signed by the Chairman.

SA/168 EXCLUSION OF THE PUBLIC AND PRESS

The Chairman moved 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.

RESOLVED (unanimous)

That the public be excluded and the meeting continue in closed session.

SA/169 POST OF MARKET OFFICER

The Chairman updated the Sub-Committee on the process and explained that six applicants had been short-listed to be interviewed on Monday 17th December and that all the Candidates had confirmed they would be attending.

RESOLVED (unanimous)

That:-

- i) the update and timetable for the Market Officer interviews on Monday 17th December 2012 be noted;
- ii) the Interview Panel consist of Councillors Smithers, Toop, Pound and the Acting Town Clerk;
- iii) it be noted that the DLF Supervisor will be conducting separate tours of the market on a one-to-one basis.

2.30pm The Acting Town Clerk left the meeting.

SA/170 POST OF TOWN CLERK

There was considerable discussion regarding the post of Town Clerk.

2.55pm Councillor Perks entered the meeting.

3.37pm Councillor Aitken left the meeting.

3.39pm Councillor Aitken re-entered the meeting.

The Chair made the following proposals;

That:-

- i) the Acting Town Clerk is offered the permanent post of Town Clerk;
- ii) a probationary period of 6 months would apply from commencement of the post;
- iii) the Cilca qualification be completed;
- iv) on discussion with the Acting Town Clerk, mentoring, staffing and study support to be arranged;
- v) following discussion with the Acting Town Clerk a recommendation is made to Full Council for a temporary, part-time Project Manager be recruited to assist the Acting Town Clerk with the current projects.

This was not seconded and no vote took place.

4.00pm Councillors Toop and Wilcox left the meeting.

4.02pm Councillor Wilcox re-entered the meeting.

4.03pm Councillor Pound left the meeting.

4.04pm Councillor Toop re-entered the meeting.

4.20pm Councillor Aitken left the meeting.

4.22pm Councillor Aitken re-entered the meeting.

The Sub-Committee sought advice from the Acting Town Clerk who re-entered the meeting at 4.22pm.

The Acting Town Clerk verified that the Sub-Committee was still quorate and the meeting could continue.

4.35pm The Acting Town Clerk left the meeting.

RESOLVED (unanimous)

That the Acting Town Clerk be offered the permanent post of Town Clerk with a probationary package of 6 months.

SA/171 The Committee requested information regarding payroll and the Secretary/Finance Assistant was requested to join the meeting.

4.40pm The Secretary/Finance Assistant entered the meeting.

4.45pm The Secretary/Finance Assistant left the meeting.

RESOLVED (unanimous)

That the position of Town Clerk should be offered at the starting salary scale of SCP 43, with incremental rise to SCP 49.

4.50pm The Acting Town Clerk entered the room.

SA/172 The Chair offered the post of Town Clerk to the Acting Town Clerk in accordance with SA/170 and SA/171 above and in accordance with delegated powers from Full Council FC/292.

The meeting closed at 5.00 pm.

Chairman

Date