



CLOSED SESSION MINUTES

Closed session minutes of a meeting of the Staffing and Appeals Committee held in the Guildhall, Mill Street, Ludlow on **WEDNESDAY 22nd JANUARY 2014** at **2.00pm**.

SA/24 **PRESENT**

Chairman: Councillor Toop

Councillors: Ginger, Holcombe, Perks and Smithers;

Also present: Gina Wilding, Town Clerk
 Naomi Brotherton, Secretary/Admin Assistant

SA/25 **HEALTH AND SAFETY**

The Chair informed Councillors of the fire exits, fire assembly point and asked that everyone sign the attendance log.

SA/26 **APOLOGIES**

Apologies for absence were received from Councillors Jones and Newbold.

SA/27 **DECLARATION OF INTERESTS**

Disclosable Pecuniary Interests

None

Conflict of Interest

None

Personal interests

None

SA/28 **MINUTES – 23rd AUGUST 2013**

RESOLVED (2:0:3)

JS/PT

That, subject to the amendment at SA/17 recording Councillor Perks apologies, the minutes of the Staffing and Appeals Sub-Committee meeting held on the 29th August 2013, be approved as a correct record and signed by the Chairman.

SA/29 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)

PT/JS

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

SA/30 ADVERTISEMENT FOR THE POST OF TEMPORARY DLF ASSISTANTS AND ADMIN ASSISTANT

RESOLVED (unanimous)

JS/PT

That subject:-

- i) to amendment of the DLF post to read April – November;
 - ii) the posts being advertised in a local newspaper, the Town Council website and Job Centre;
- the content of the advertisements be approved.

SA/31 POSITION OF TWO TEMPORARY DLF ASSISTANTS

RESOLVED (unanimous)

GP/JS

That the position of two temporary DLF Assistants be approved to bring the capacity of DLF staff up to the level required to meet the workload within the coming season.

SA/32 JOB DESCRIPTION FOR TEMPORARY DLF ASSISTANTS

RESOLVED (unanimous)

GP/JS

That subject to the following amendments:-

- i) Conditions of Service to read staff handbook instead of Green Book;
 - ii) Personal Requirements 4.5 – the word valid should replace the word clean;
- the job description for Temporary DLF Assistant be approved.

SA/33 SHORTLISTING CRITERIA FOR TEMPORARY DLF ASSISTANT

RESOLVED (unanimous)

GG/JS

That subject to the following amendments:-

- i) the words Ability to are removed;
 - ii) the word Desirable is replaced with the word Preferred;
 - ii) under the section Desirable the following criteria is added, horticultural and grounds maintenance certificates (Spraying PA1 & PA6 and Chainsaw).
- the short-listing criteria for Temporary DLF Assistant be approved.

SA/34 INTERVIEW QUESTIONS AND SCORE SHEET, TEMPORARY DLF ASSISTANTS

RESOLVED (unanimous)

GG/GP

That subject to question 8 being removed and the DLF Supervisor and Town Clerk agreeing the remaining questions, the interview questions be approved.

SA/35 SCHEDULE FOR RECRUITMENT

RESOLVED (unanimous)

JS/PT

That the Schedule for Recruitment be approved.

SA/36 OFFICE STAFF - CEMETERY OFFICER

RESOLVED (unanimous)

GG/PT

That the existing Cemetery Office is acknowledge for their good work and that 2.2 be approved.

SA/37 OFFICE STAFF – DEPUTISING IN THE ABSENCE OF THE TOWN CLERK

RESOLVED (unanimous)

PT/JS

That 2.3 of the report be approved.

SA/38 ADMIN ASSISTANT – SHORT-LISTING CRITERIA

RESOLVED (unanimous)

JS/PT

That subject to the following amendments:-

- i) the word ability is removed;
 - ii) good customer skills is added to the criteria
- the short-listing criteria for the Admin Assistant be approved.

SA/39 ADMIN ASSISTANT – INTERVIEW QUESTIONS, SCORE SHEET AND TEST

RESOLVED (unanimous)

GP/PT

That the interview questions and score sheet for the post of Admin Assistant be approved.

SA/40 RESOLVED (unanimous)

GP/PT

That the test for the Admin Assistant post be approved.

SA/41 SCHEDULE FOR INTERVIEW ON THE 5TH MARCH 2014

RESOLVED (unanimous)

PT/JS

That:-

- i) the interview panel consist of Councillors Smithers, Toop, Holcombe and the Town Clerk and Councillor Perks to be reserve;
- ii) the short-listing process and timetable were approved.

The meeting closed at 3.25 pm.

Chairman

Date