



CLOSED SESSION MINUTES

Closed session minutes of a meeting of the Staffing and Appeals Committee held in the Guildhall, Mill Street, Ludlow on **TUESDAY 17th JUNE 2014** at **3.00pm**.

SA/01 PRESENT

Chairman: Holcombe

Councillors: Draper; Gill; Ginger; Mold and Smithers

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

SA/02 HEALTH AND SAFETY

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

SA/03 APOLOGIES

Apologies for absence were received from Councillor Jones.

SA/04 DECLARATION OF INTERESTS

Disclosable Pecuniary Interests

None

Conflict of Interest

None

Personal interests

None

SA/05 MINUTES

RESOLVED (unanimous)
JS/NH

That the notes of the Staffing & Appeals Committee meeting held on the 26th February 2014, be noted.

SA/06 DISCIPLINARY MATTERS

The Town Clerk outlined the action taken recently and tabled the letter sent to the member of staff regarding their actions. The Chair stated that he felt that the process has been followed and the action was fair.

RESOLVED (unanimous)
GG/NH

That the disciplinary action be noted.

SA/07 STAFF APPRAISALS

The Town Clerk outlined that all staff had received an appraisal either in March or April of 2014. She outlined essential training which had been booked for staff which included; First Aid, Practical Risk Assessments, Roadside Working and Market Team Working.

She added that further training would be required for certificates which were due to expire in the coming year and also highlighted essential training yet to be arranged as well as training which staff had requested and identified, through the appraisal process. Training would be organised where the budget allowed.

RESOLVED (unanimous)
NH/TM

That:-

- i) it is noted that appraisals for all permanent staff, including the Town Clerk, have taken place in March and April 2014;
- ii) The Town Clerk is authorised to arrange training, as appropriate;
- iii) from April 2015, the DLF/Market Supervisor will be on Scale 6 SCP 26-28, to recognise increased responsibilities for staff.

SA/08 RECENT APPOINTMENT

RESOLVED (unanimous)
PD/GG

That the recent new appointments be approved.

SA/09 OUT OF HOURS POLICY

RECOMMENDED (unanimous)
NH/TG

That:-

- i) on-call staff receive an additional £25 for the week that they are on-call;
- ii) on-call staff receive £25 for each approved call out, plus their hourly rate;
- iii) the Out of Hours procedure is adopted;

The meeting closed at 3.45 pm.

Chairman

Date