



CLOSED SESSION MINUTES

Closed session minutes of a meeting of the Staffing and Appeals Committee held in the Guildhall, Mill Street, Ludlow on **THURSDAY 16TH APRIL 2015** at **10.00am**.

SA/10 PRESENT

Chairman: Cllr Jones

Councillors: Gill, Ginger, Kemp and Smithers

Officers : Gina Wilding, Town Clerk
 Sean Turgoose, DLF Supervisor
 Naomi Brotherton, Senior Secretary/Admin Assistant

SA/11 HEALTH AND SAFETY

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

SA/12 APOLOGIES

Apologies for absence were received from Councillor Draper.

SA/13 DECLARATION OF INTERESTS

Disclosable Pecuniary Interests

S Turgoose

Related to applicant 1 (DLF post)
and 5 (DLF/Market post)

Conflict of Interest

None

Personal interests

None

SA/15 **MINUTES**

RESOLVED (unanimous)
JS/GG

That the minutes of the Staffing & Appeals Committee meeting held on the 13th March 2015, be approved as a correct record and signed by the Chair.

SA/16 **EXCLUSION OF PRESS AND PUBLIC: PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960**

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)
GG/JS

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

SA/17 **SHORT-LISTING FOR THE POST OF DLF ASSISTANT GROUNDSPERSON**

RESOLVED (unanimous)
RJ/JS

That applicants 1, 2, 4, 7, 8, 12 and 25 be invited for interview on the 22nd April for the post of DLF Assistant Groundsperson.

SA/18 **SHORT-LISTING FOR THE POST OF DLF ASSISTANT GROUNDSPERSON/MARKET ASSISTANT**

RESOLVED (unanimous)
RJ/JS

That applicants 2, 3, 4, 5, and 8 be invited for interview on the 22nd April for the post of DLF Assistant Groundsperson/Market Assistant.

SA/19 **INTERVIEW QUESTIONS**

RESOLVED (unanimous)
RJ/JS

That the interview questions for the DLF Assistant Groundsperson and DLF Assistant Groundsperson/Market Assistant be approved.

SA/20 INTERVIEW DATE – 22ND APRIL 2015

RESOLVED (unanimous)

RJ/JS

That the interview date of the 22nd April 2015 be noted and that Councillors Jones and Smithers make up the interview panel along with the Town Clerk and Councillor Gill subject to availability.

The meeting closed at 1.00 pm

Chairman

Date