



## CLOSED SESSION MINUTES

Minutes of a Staffing Meeting held in the Guildhall, Mill Street, Ludlow on **MONDAY 2<sup>ND</sup> SEPTEMBER 2024** at 9.30am.

### **ST/29      RECRUITMENT**

#### **RESOLVED (unanimous) EG/BW**

To approve like for like recruitment for the post of Grounds Person to start in January 2025.

That information regarding grounds person posts from other comparable town councils be provided for consideration at the next meeting.

### **ST/30      RESOLVED (4:0:2) TG/EG**

To approve the additional duties and an increase from 30 hours to 37 hours for the Senior Admin Role.

### **ST/31      RESOLVED (unanimous) TG/BW**

To approve the Senior Admin role as an office-based role, and to include line management of reception staff, management of GDPR functions, and committee duties to include management of pending item to action.

### **ST/32      RESOLVED (unanimous) EG/RH**

To amend the 'Knowledge Essential' person specification to read: Good standard of education to meet the requirements of the role, including vocational and professional qualifications and experience.

To approve immediate preparation of the paperwork to advertise the role for a four-week period.

**ST/33     HEALTH AND SAFETY UPDATE**

**RESOLVED (unanimous) EG/BW**

To note that there is no further update at this time.

**ST/34     FLEXIBLE WORKING UPDATE**

**RESOLVED (unanimous) RJ/TG**

To note the report.

**ST/35     STAFF CODE OF CONDUCT**

**RESOLVED (unanimous) EG/DT**

To approve the draft Staff Code of Conduct and alignment with the Council's existing social media policy and disciplinary policy.

The meeting closed at 10:20 am.

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Chair

\_\_\_\_\_  
Date