



CLOSED SESSION MINUTES

Closed session Minutes of a meeting of the Staffing and Appeals Sub-Committee held in the Guildhall, Mill Street, Ludlow on **Friday 5th October 2012** at **2.00pm**

SA/80 PRESENT

Vice Chairman: Councillor Perks

Councillors: Aitken, McCormack, Newbold, Philips, Pound, Wilcox

Also present: Gina Wilding Acting Town Clerk

SA/81 APOLOGIES

No Apologies for absence were received.

SA/81 DECLARATION OF INTERESTS

Discloseable pecuniary interests

None

Personal interests

Member

Cllr Aitken

Cllr McCormack

Cllr Wilcox

Interest

Named in correspondence

Named in correspondence

Named in correspondence

SA/82 MINUTES

a) **4th September 2012**

RESOLVED (4:0:3)

That the closed session minutes of the Staffing Appeals Sub-Committee meeting held on the 4th September 2012 be approved as a correct record and signed by the Chairman

SA/83 b) 25th September 2012

RESOLVED (5:0:2)

That the closed session minutes of the Staffing Appeals Sub-Committee meeting held on the 25th September 2012, be approved as a correct record and signed by the Chairman.

SA/84 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)

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

SA/85 STAFFING MATTERS

RESOLVED (unanimous)

That the letter be noted.

SA/86 RECRUITMENT OF TOWN CLERK

RESOLVED (unanimous)

That:-

- i) further legal advice is sought from Peninsula by the Acting Town Clerk and Vice-Chairman
- ii) that the Staffing & Appeals Task and Finish Group meet on Wednesday 10th October at 2 pm.

SA/87 RECRUITMENT OF MARKET OFFICER

The Committee requested their thanks be passed onto the Market Manager for his dedication and best wishes for his new job.

RESOLVED (unanimous)

That:-

- i) the post be reviewed prior to being advertised.
- ii) an exit interview is to be carried out.

SA/88 STAFFING MATTERS REPORT

RECOMMENDED (4:1:2)

That :-

- i) the report be noted.
- ii) the Town Council adopts a Dignity at Work Policy;
- iii) all proposed amendments of grammatical or typographical errors in minutes are to be reported to the Town Clerk by 10.00 am on the day of the meeting, if practicable;
- iv) All Committee minutes to be received at Full Council in draft form be received without discussion or debate;
- v) Members receive training on staff performance management;
- vi) Until December 2012 when Christmas Lights are in situ a further temporary Assistant Grounds person is recruited for 3 months from the previously interviewed Grounds Maintenance Staff, to be chosen by the Acting Town Clerk as provided within the Scheme of Delegation, adopted on the 9th May 2012.

The meeting closed at 4.00 pm

Chairman

Date