



CLOSED SESSION MINUTES

Closed session Minutes of a meeting of the Staffing and Appeals Sub-Committee held in the Guildhall, Mill Street, Ludlow on **THURSDAY 25th October 2012 at 7.00pm**

SA/119 PRESENT

Chairman: Councillor Smithers

Vice Chairman: Councillor Perks

Councillors: McCormack, Philips, Pound, Wilcox

Also present: Naomi Brotherton, Secretary/Admin Assistant

SA/120 APOLOGIES

Apologies for absence were received from Councillor Aitken.

SA/121 DECLARATION OF INTERESTS

Discloseable pecuniary interests

None

Personal interests

All Councillors

Councillor Perks

Councillor Phillips

Councillor Pound

Reason

Applicant 14 – Internal applicant

Applicant 3 – knows the referee given

Applicant 7 – wife works for Premier Medical, although applicant had left before wife joined

Applicant 13 – suspects that applicant is an acquaintance

Applicant 7 – sister works for Premier Medical

Applicant 13 – suspects the applicant is an acquaintance

Applicant 7 – daughter works for Premier Medical

SA/122 RESOLVED (unanimous)

That during the process if a Councillor suspects a personal interest it can be declared at that point.

SA/123 MINUTES

RESOLVED (unanimous)

That subject to the amendment of the resolution at minute SA/110 i) to read as “the Acting Town Clerk is authorised to advertise the post of Market Officer, subject to the agreed amendments and to review the Job Description;”

SA/124 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/125 TOWN CLERK

RESOLVED (unanimous)

That the unsuccessfully short-listed applicants receive a letter thanking them for their application.

Councillor Perks thanked the Secretary/Admin Assistant for her involvement in the work relating to this issue.

10.20 am the Secretary/Admin Assistant left the meeting.

SA/126 SHORT-LISTING FOR TOWN CLERK

12.35 pm the meeting adjourned for lunch.

12.50 pm the meeting reconvened and the Secretary/Admin Assistant re-entered the room.

RESOLVED (unanimous)

That:-

- i) the following applicants are invited to be interviewed for the post of Town Clerk on the 31st October 2012; Applicants 1, 5, 8, 9, 12 and 14;
- ii) all applicants are requested to bring identification and copies of their qualifications;

- iii) if indicated on the application form, references are to be applied for prior to interview.

SA/127 RESOLVED (unanimous)

That Councillor Smithers chairs one of the Interview Panels and Councillor Perks the other.

SA/128 RESOLVED (unanimous)

That:-

- i) Councillors McCormack, Perks, Phillips, Pound, Smithers form the Interview Panels;
- ii) Councillors Aitken and Newbold are asked if they wish to be part of the Panel;
- iii) If both Councillor Aitken and Newbold want to be part of the Interview Panel, lots are drawn.

The meeting closed at 3.00 pm

Chairman

Date