



CLOSED SESSION MINUTES

Closed session Minutes of a meeting of the Staffing and Appeals Sub-Committee held in the Guildhall, Mill Street, Ludlow on **TUESDAY 6th NOVEMBER 2012** at **2.00pm**

SA/129 PRESENT

Chairman: Councillor Smithers

Vice Chairman: Councillor Perks

Councillors: Aitken, Newbold, Pound, Wilcox

Also present: Naomi Brotherton, Secretary/Admin Assistant

SA/130 APOLOGIES

Apologies for absence were received from Councillors McCormack and Phillips.

SA/131 DECLARATION OF INTERESTS

Discloseable pecuniary interests

None

Personal interests

None

Reason

SA/132 MINUTES 24th OCTOBER 2012

RESOLVED (unanimous)

That subject to the amendment of the resolution at minute SA/116 iii) to read as "the Panel consist of Councillors Newbold, Pound and Smithers and Councillors Phillips and Perks remained available if a further panel is required;" the minutes be approved as a correct record and signed by the Chairman

SA/133 MINUTES 25th OCTOBER 2012

RESOLVED (5:0:1)

That subject to the amendment of SA/120 to note Councillor Aitken's apology for absence, the minutes be approved as a correct record and signed by the Chairman.

SA/134 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/135 ET3 RESPONSE

RESOLVED (unanimous)

That:-

- i) Point 2. A copy of the minutes of Council 28th are to be sent to Peninsula.
- ii) Points 8 and 11 the Acting Town Clerk is authorised to complete and asking Peninsula for clarification at point 11.
- iii) Point 13. That between the words “during” and “meetings” the word “other” is inserted;
- iv) Point 16. The word “filing” is removed.
- v) Point 24. The word “County” is removed and following the word Council “Standards Committee” is inserted;
- vi) Point 27. Note that 2012 relates to the year 2011.
- vii) Point 28. That minutes are provided to Peninsula.
- viii) That minutes are clarified with Peninsula.
- ix) The Acting Town Clerk is authorised to complete the ET3 Response in accordance with committee’s instructions.

SA/136 RECRUITMENT OF MARKET OFFICER

RESOLVED (unanimous)

That the following documents be agreed for the recruitment of Market Officer:-

- i) Timescale for advertising, short-listing,
- ii) Advert
- iii) Job Description
- iv) Person Specification
- v) Interview Questions
- vi) Interview Exercises
- vii) Short-listing Criteria

SA/137 RESOLVED (unanimous)

That:

- i) the post is advertised Monday 12th November 2012;
- ii) 6 candidates maximum are short-listed for interview;
- iii) the Staffing & Appeals Sub-Committee is invited to short-list;
- iv) the Interview Panel consists of Councillors Smithers, Newbold and Pound, the Acting Town Clerk and the DLF Supervisor (by agreement);

SA/138 DATE OF THE NEXT MEETING

RESOLVED (unanimous)

That the date of the next meeting of the Staffing and Appeals Sub-Committee be Wednesday 12th December 2012 at 2.00 pm.

The meeting closed at 3.45 pm

Chairman

Date