



CLOSED SESSION MINUTES

Closed session minutes of a meeting of the Staffing and Appeals Sub-Committee held in the Guildhall, Mill Street, Ludlow on **MONDAY 26th NOVEMBER 2012** at **3.00pm**

SA/145 PRESENT

Chairman: Councillor Smithers

Councillors: Aitken; McCormack; Newbold; Perks; Phillips; Pound; Toop; Wilcox

Also present: Naomi Brotherton, Secretary/Admin Assistant

SA/146 APOLOGIES

No apologies for absence were received.

SA/147 DECLARATION OF INTERESTS

Disclosable Pecuniary Interests

None

Conflict of Interest

None

Personal interests

None

SA/148 MINUTES

RESOLVED (3:0:1)

That the minutes of the Staffing and Appeals Sub-Committee meeting held on the 16th November 2012, be approved as a correct record and signed by the Chairman.

SA/149 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/150 APPOINTMENT OF TOWN CLERK

RESOLVED (6:0:3)

That it should be noted that item 2 of the report should be headed Discussion Points and not Recommendations.

SA/151 RESOLVED (unanimous)

That:-

- i) The Chair contact the 3 external candidates to inform them that the position of Town Clerk had not been resolved and is still under consideration;
- ii) The Chair and Vice-Chair undertake a one-to-one discussion with the internal candidate to inform her of the above;
- iii) That the Interview Selection Panel review the remaining candidates in light of the Committee's discussions today, and if sufficient evidence invite him/her for further discussions.

SA/152 RESOLVED (unanimous)

That the Chair and Vice-Chair investigate the possibility of interim support resources to support the Acting Town Clerk.

SA/153 RESOLVED (unanimous)

That the following press release is issued immediately:-

- i) Ludlow Town Council is still in process of recruitment of a Town Clerk and the Acting Town Clerk, Gina Wilding will remain in post until it is completed.

4.20 pm Councillor Aitken left the meeting.

SA/154 DATE AND TIME OF NEXT MEETING

It was noted that the date of the next Staffing & Appeals Sub-Committee meeting would be on the 12th December 2012.

The following Councillors left the meeting to allow the Interview Selection Panel to discuss the remaining candidates and internal candidate; Wilcox and Toop. (Councillor Newbold remained but did not enter into the deliberations).

SA/155 RESOLVED (unanimous)

That the following letters be sent to the 3 external candidates with apologies for length of time taken to write;

- i) SH. Firstly, the position of Town Clerk has not been filled and the process has been extended. And secondly, the Sub-Committee feels that working towards a Cilca qualification is essential.
- ii) GR. Firstly, the position of Town Clerk has not been filled and the process has been extended. And secondly, asking if still interested in the position.
- iii) SG. Firstly, apologies for the delay, which has been down to difficulties. However on this occasion not been successful.

The meeting closed at 4.50 pm.

Chairman

Date