

MINUTES

Minutes of a Staffing Meeting held in the Guildhall, Mill Street, Ludlow on **TUESDAY 14TH NOVEMBER 2023** at 9.30am.

ST/56 PRESENT

Chair: Cllr Waite

Councillors: Garner, Gill and Pote.

Officers: Gina Wilding, Town Clerk

ST/57 ABSENT

Councillors Ginger, Lyle, Jones were absent.

ST/58 HEALTH & SAFETY

The Chair informed Councillors of the fire exits, fire assembly point and asked that everyone sign the attendance log.

ST/59 RECORDING OF MEETINGS

The Chair notified those present that under the Openness of Local Government Regulations 2014, recording and broadcasting is permitted during public session of Council Meetings. The act of recording and broadcasting must not interfere with the meeting.

The Council understands that some members of the public may not wish to be recorded and asks that they turn off their camera and access the meeting via audio only.

ST/60 APOLOGIES

Apologies were received from Councillors Ginger and Lyle.

ST/61 DECLARATION OF INTERESTS

Disclosable Pecuniary Interests
None declared

Conflict of Interest

None declared

Personal interests

None declared.

ST/62 **MINUTES – 26TH SEPTEMBER 2023**

RESOLVED (unanimous) **EG/TG**

That the minutes of the 26th September 2023 be approved as a true record to be signed by the Chair.

ST/63 **ITEMS TO ACTION**

RESOLVED (unanimous) **TG/EG**

That the items to action of the 26th September 2023 be noted.

ST/64 **PUBLIC OPEN SESSION**

There were no members of the public present.

ST/65 **ANNUAL PAY AWARD**

RECOMMEND (unanimous) **DL/RP**

To adopt the annual pay award and NALC pay scales for 2023 / 24.

ST/66 **COMMITTEE TERMS OF REFERENCE (TOR)**

The committee watched the SLCC training video on a HR committee.

RECOMMENDED (unanimous) **EG/BW**

To recommend to Council the following changes to the committee terms of reference:

To add the following wording in the membership section:

2.6 As befitting for the role, the members of the committee shall act with impartiality and integrity at all times.

To amend 4.5 to include the words ‘in accordance with the council’s Recruitment and Selection Policy.’

To add a line in section 4 to state – To undertake the annual appraisal of the town clerk. In agreement with the town clerk, the appraisal panel shall be up to three members of the committee, who shall also support the town clerk through the pressures and stresses of the role.

To add a line in section 4 to state: To monitor and periodically review the Staff Induction Policy and Procedure.

To add a line in section 4 to state: To monitor and periodically review the Councillor Induction Policy and Procedure.

To bring the amended TOR back to this committee and to undertake a high-level review of the Disciplinary & Grievance Policy, Sickness and Absence Policy, Recruitment and Selection Policy, (draft) Appraisal Policy and (draft) Staff induction Policy and Procedure to consider how effectively they work as a comprehensive suite of policies.

Further to the changes to the TOR, the following policies shall be drafted for consideration at the next meeting:

- Staff Appraisal Policy.
- Staff Induction Policy.
- Councillors' Induction Policy.

ST/67 EXCLUSION OF PRESS AND PUBLIC: PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960

RESOLVED (unanimous) BW /TG

That the public and press 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.

The meeting closed at 10:26am.

Chairman

Date

Closed Session Minutes will be issued.