



## LUDLOW TOWN COUNCIL STAFFING COMMITTEE AGENDA

To: All Members of the Council, Town Clerk  
Contact: Gina Wilding  
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Despatch date: 22<sup>nd</sup> April 2021

### STAFFING COMMITTEE

You are summoned to attend a virtual meeting of  
the Staffing Committee at 9.30am on  
Wednesday 28<sup>th</sup> April 2021  
Via Zoom  
<https://us02web.zoom.us/j/84364455108>  
Meeting ID: 843 6445 5108

*Gina Wilding*

Gina Wilding  
Town Clerk

### Key Agenda Items:

- ***Recruitment – DLF Assistant Grounds Person/Market Assistant***

**Public Open Session (15 minutes) – Members of the public are invited to make representations to the Council on any matters relating to the work of the Council or to raise any issues of concern.**



## 1. **WELCOME**

To receive a welcome from the meeting Chairman:

To note that this is a formal Town Council meeting and will be held, just as ones in the Guildhall, using the published agenda.

This is a formal Town Council meeting. During the period between the notice of the election on 15 March 2021 and the election itself on 6 May 2021, local authorities should not publish any publicity on controversial issues or report views or proposals in such a way that identifies them with any individual members or groups of members.

As with meetings in the Guildhall, members of the public will be given the opportunity to speak during public participation, but will not be permitted, unless invited to do so by the Chairman, to speak at other times.

The Clerk has the ability to mute or remove anyone who does cause a nuisance, but of course, we hope that this won't be necessary.

It is impossible to hear if everyone speaks at once. So that we have some order, I'd be grateful if you could speak one at a time and use the 'reactions' button at the bottom of the Zoom screen and raise your virtual hand if you'd like to speak.

Please note that we will not be using the 'chat' function and will not be sharing any files via Zoom. In order to avoid your technology being compromised, please do not use Chat and do not respond to any messages made via Chat.

As there is no formal table, the Chairman will introduce the Councillors present and ask that they say 'hello or wave.'

## 2. **Recording of Meeting**

Under the Openness of Local Government Regulations 2014, recording and broadcast including blogging, tweeting and other social media 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 to the meeting via audio only.

## 3. **Apologies**

To receive apologies as notified to the Town Clerk.



#### 4. Declarations of Interests

Members are reminded that they must not participate in the discussion or voting on any matter in which they have a Disclosable Pecuniary Interest and should leave the room prior to the commencement of the debate.

- a) Disclosable Pecuniary Interest
- b) Declaration of conflicts of Interest
- c) Declarations of personal interest

#### 5. Public Open Session (15 minutes)

Members of the public are invited to make representations to the Council on any matters relating to the work of the Council.

ITEM	ATTACHMENT
<p><b>6. EXCLUSION OF PRESS AND PUBLIC: PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960</b> The Chairman will move 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.</p>	<b>No papers</b>
<p><b>8. SHORT-LISTING CRITERIA</b> To approve the criteria.</p>	<b>8</b>
<p><b>9. SHORT-LIST FOR DLF ASSISTANT GROUNDS PERSON/MARKET ASSISTANT</b> To shortlist for the post.</p>	<b>9</b>
<p><b>10. INTERVIEW QUESTIONS</b> To approve the interview questions.</p>	<b>10</b>
<p><b>11. INTERVIEWS &amp; INTERVIEW PANEL</b></p> <ul style="list-style-type: none"> <li>a) To note that face-to-face interviews process for the day.</li> <li>b) To choose the interview panel.</li> </ul>	<p><b>11a</b></p> <p><b>No papers</b></p>
<p><b><i>M e m b e r s h i p</i></b></p> <p><i>Councillors: Lyle (Chair), Cobley, Garner (Vice), Gill, Ginger; Jones, Pote, Sheward and Smithers</i></p>	
<p><b>Date of the next Staffing Committee meeting: To be confirmed</b></p>	