



LUDLOW TOWN COUNCIL STAFFING COMMITTEE AGENDA

To: All Members of the Council, Town Clerk
Contact: Gina Wilding
Ludlow Town Council, The Guildhall, Mill Street, Ludlow, SY8 1DG
01584 871970
townclerk@ludlow.gov.uk
Despatch date: 3rd February 2022

STAFFING COMMITTEE

You are invited to attend a virtual meeting of
Staffing Committee at 2pm on
Wednesday 9th February 2022
Via Zoom

Meeting Link: <https://us02web.zoom.us/j/87374277364>
Meeting ID: 873 7427 7364

Gina Wilding

Gina Wilding
Town Clerk

Key Agenda Items:

- ***Short-listing – Receptionist & Admin Assistant***
- ***Short-listing – Finance Assistant***
- ***Occupational Health Reports***

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**

Welcome to a virtual meeting for the consideration of this agenda by the members of Staffing Committee.

Ludlow Town Council is proud of its strong governance procedures, and it is disappointed by the government's recent decision to withdraw the ability for the council to hold decision-making meetings virtually. The council feels that at this time it is not safe to hold frequent and long in-person meetings.

In the interests of transparency, I will explain our temporary process.

The council has decided to retain all the elements of good governance including publically accessible meetings, and councillor debate resulting in majority agreement. The majority agreement will be recorded and published as a recommendation for the Town Clerk to action under emergency-delegated authority.

Members of the public have the opportunity to speak during the public open session at the beginning of the agenda, and are not permitted to speak at other times, unless invited to do so by the Chairman.

The Clerk has the ability to mute or remove anyone who causes a nuisance, and 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 raise your hand if you'd like to speak, and speak one at a time.

Please note that the 'chat' function will not be available during this meeting.

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

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 this meeting.

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.



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. Minutes

To note the delegated decisions of 18th November 2021.

6. 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>7. EXCLUSION OF PRESS AND PUBLIC: PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960 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>	No papers
<p>8. RECEPTIONIST & ADMIN ASSISTANT SHORTLISTING To short-list for the post</p>	8
<p>9. FINANCE ASSISTANT SHORTLISTING To short-list for the post.</p>	9
<p>10. INTERVIEW PROCESS, TIMETABLE & INTERVIEW PANELS</p>	
<p>a) To consider the timetable for the day and that face-to-face interviews will be undertaken.</p>	10a
<p>b) To select the interview panel.</p>	No papers
<p>11. OCCUPATIONAL HEALTH REPORTS</p>	
<p>a) To adopt the report from occupational health</p>	
<p>b) To approve the recommendations of the report from occupational health.</p>	



M e m b e r s h i p

Councillors: Lyle (Chair), Adams, Boddington, Garner, Gill, Ginger; Jones, Pote and Waite (Vice).

**Date of the next Staffing Committee meeting:
17th March 2022**