



CLOSED SESSION MINUTES

Closed session minutes of a meeting of the Staffing and Appeals Committee held in the Guildhall, Mill Street, Ludlow on **THURSDAY 17TH SEPTEMBER 2015** at **3.00pm**.

SA/01 PRESENT

Chairman: Cllr Smithers

Councillors: Draper, Gill, Sheward

Officers : Gina Wilding, Town Clerk
Naomi Brotherton, Senior Secretary/Admin Assistant

SA/02 HEALTH AND SAFETY

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

SA/03 APOLOGIES

Apologies for absence were received from Councillors M Jones and R Jones.

SA/04 DECLARATION OF INTERESTS

Disclosable Pecuniary Interests

None

Conflict of Interest

None

Personal interests

None

SA/05 MINUTES

RESOLVED (3:0:1)

TG/PD

That the minutes of the Staffing & Appeals Committee meeting held on the 16th April 2015, be approved as a correct record and signed by the Chair.

SA/06 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)
JS/PD**

That the public be excluded and the meeting continue in closed session.

SA/07 STAFF APPRAISALS

Members noted the staff appraisals for 2015.

SA/08 TRAINING

Members noted the staff training undertaken in 2014-15 and the proposed staff training for 2015-16 be noted.

SA/09 TOWN CLERK'S APPRAISAL

Members received the update on the Town Clerk's appraisal.

SA/10 PAYSCALE REPORT

Members noted the pay scale report and pay scales.

SA/11 FLEXIBLE WORKING

**RESOLVED (unanimous)
TG/PD**

That the request for flexible working is approved.

SA/12 STAFF DEVELOPMENT

**RESOLVED (unanimous)
JS/PD**

That:-

- i) the NALC pay scales 2014-2016 be noted;
- ii) the Finance Assistant's pay is increased to SCP 14 with effect from 1st October 2015 and to increase the pay grade, subject to satisfactory appraisal, by one increment annually on 1st April to SCP 19.

SA/13 CILCA PORTFOLIO

Members noted the Cilca portfolio.

The meeting closed at 3.20pm

Chairman

Date