



## **CLOSED SESSION MINUTES**

Closed session minutes of a meeting of the Staffing and Appeals Committee held in the Guildhall, Mill Street, Ludlow on **MONDAY 31<sup>st</sup> OCTOBER 2016** at **10.30am**.

### **SA/42    PRESENT**

Chairman:        Cllr Smithers  
 Councillors:    Gill, Ginger, Lyle, and Sheward

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

### **SA/43    HEALTH AND SAFETY**

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

### **SA/44    APOLOGIES**

Apologies for absence were received from Councillors Cobley, Draper and R Jones.

### **SA/45    DECLARATION OF INTERESTS**

#### Disclosable Pecuniary Interests

None

#### Conflict of Interest

None

#### Personal interests

Councillor	Item	Reason
C. Sheward	6	Witnessed and reported the incident to the Town Clerk

### **SA/46    MINUTES**

#### **RESOLVED (unanimous)**

#### **CS/DL**

That the minutes of the Staffing & Appeals Committee meeting held on 17<sup>th</sup> October 2016 be approved as a correct record and signed by the Chairman.

**SA/47 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/CS**

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

**SA/48 HR & LEGAL ADVICE**

**RESOLVED (4:0:1)  
GG/DL**

That:-

- i) A Disciplinary Panel is formed;
- ii) The Chair of the Panel contacts Ellis Whittam directly for legal advice;

**SA/49 DISCIPLINARY PANEL**

**RESOLVED (4:0:1)  
GG/DL**

That:-

- i) Councillor Gill is the Chair of the Disciplinary Panel.
- ii) Councillors Ginger and Lyle make up the remaining Panel members.

**SA/49 DEPUTY TOWN CLERK**

**RECOMMENDED (unanimous)  
JS/TG**

That the Job Description and Person Specification for the new post of Deputy Town Clerk is approved.

**SA/50 INTERVIEW DATE**

**RESOLVED (unanimous)  
JS/GG**

That Councillors Gill, Lyle and Sheward form the Interview Panel, including the Town Clerk.

11.10am Councillor Ginger left the meeting.

**SA/51    SHORT-LISTING FOR THE POST OF ADMIN ASSISTANT (PART-TIME)**

**RESOLVED (unanimous)  
JS/CS**

That applicants 4, 5, 7, 9, 10, 11, 15,17 are invited for interview on the 8<sup>th</sup> November 2016.

The meeting closed at 12:30pm

\_\_\_\_\_  
Chairman

\_\_\_\_\_  
Date