



## CLOSED SESSION MINUTES

Closed Session Minutes of a meeting of the Staffing and Appeals Sub-Committee held in the Guildhall, Mill Street, Ludlow on **Thursday, 23<sup>rd</sup> August 2012 at 2.00 pm**

### **SA/44    PRESENT**

Chairman:                      Councillor Smithers

Vice Chairman:                Councillor Perks

Councillors:                    Aitken; McCormack; Phillips; Pound; Wilcox

Also Present:                  Gina Wilding, Acting Town Clerk (up to Minute SA/51)  
L Jeavons, Committee Officer, Shropshire Council

### **SA/45    APOLOGIES**

An apology for absence was received from Councillor Newbold.

### **SA/46    DECLARATIONS OF INTEREST**

<u>Personal</u>	<u>Interest</u>	<u>Reason</u>
All Councillors	Pride of Place	Insured by Ludlow Town Council
All Councillors	Lanyon Bowdler	As previously declared

### **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)**

That the public be excluded from the meeting.

**SA/48 MINUTES**

The Sub-Committee considered the minutes of the meeting held on 16<sup>th</sup> July 2012.

**RESOLVED (unanimous)**

- (i) That the Minutes of the Staffing and Appeals Sub-Committee meeting held on the 16<sup>th</sup> July 2012, be approved as a correct record and signed by the Chairman, subject to the following amendments:

Minute No. SA/28 - The last sentence of the first paragraph to read as follows:

“He stated that a Town Clerk needed legal knowledge and a management technique both of which he felt was a matter for concern.”

Minute No. SA/31 – The resolution to read as follows:

“That the Town Clerk provides the Town Council with a report to include all the major projects...”

Minute No. SA/32 – The resolution to read as follows:

“That the Mayor and Chairman of the Staffing & Appeals Committee would meet with the Town Clerk regarding this.”

- (ii) That the Acting Town Clerk circulate a hard copy of the NALC Town Clerk contract proforma, along with a copy of the Chair’s communication as detailed above, to all Members of the Staffing & Appeals Sub-Committee.
- (iii) That, pending the installation of a satisfactory email system, all pertinent documentation, be circulated in hard copy to all Members of the Staffing and Appeals Sub-Committee.

**SA/49** The Sub-Committee considered the minutes of the meeting held on 1<sup>st</sup> August 2012.

**RESOLVED (4:0:3)**

- (i) That the minutes of the Staffing and Appeals Sub-Committee meeting held on the 1<sup>st</sup> August 2012, be approved as a correct record and signed by the Chairman, subject to the following amendments:

Minute No. SA/37

A generic declaration of a personal interest had been made for all Members as Ludlow Town Council and individual members have previously had commercial dealings with Lanyon Bowdler Solicitors.

Minute No. SA/36 (i) – to read:

“Ellis Whittam quotation including clarification as to whether the provision of information related to staff and also to Members.”

In response, the Acting Town Clerk explained that Peninsula had confirmed they would provide information to both staff and Councillors (with no upper limit on the number of staff).

- (ii) That the Acting Town Clerk contact Ellis Whittam for clarification on the wording in brackets as detailed in their quotation in bullet points 3 and 4, page 2, namely, (and your nominated colleagues), to determine whether or not this included both staff and Councillors.

**SA/50     INSURANCE POLICY**

**RESOLVED (unanimous)**

That:-

- (i) the Aviva Insurance Policy be noted; and
- (ii) a hard copy of the Aviva Insurance Policy be circulated to all Members of the Sub-Committee.

**SA/51     HR & H&S PACKAGES**

**RESOLVED (unanimous)**

That:

- (i) Prior to the Staffing & Appeals Sub-Committee making a decision on the two-tabled providers, the Acting Town Clerk contact the current insurance providers and ALC to see what immediate employment law and protection cover was available to them.
- (ii) Prior to the next meeting, Members of the Staffing & Appeals Sub-Committee forward any questions/concerns relating to the two tabled quotations to the Acting Town Clerk in order for her to seek answers from the companies concerned.
- (iii) Members of the Sub-Committee contact Ludlow College for feedback/references relating to Peninsula.
- (iv) The next meeting of the Staffing and Appeals Sub-Committee be held at 2.30 pm on Wednesday, 29<sup>th</sup> August 2012 to formulate a recommendation on the preferred insurance provider to be presented to Council on the 3<sup>rd</sup> September 2012.

The Acting Town Clerk left the meeting at this point.

**SA/52    RECRUITMENT**

**RESOLVED (unanimous)**

That:-

- (i)     this item be deferred to the next meeting, scheduled for 2.30 pm on Wednesday, 29<sup>th</sup> August 2012.
- (ii)    the Chairman contact Karen Roper, Chief Executive, Shropshire Association of Local Councils, to explore the support and options that would be available to the Town Council should there be a need to appoint a temporary clerk.

The meeting closed at 3.45 pm

\_\_\_\_\_  
Chairman

\_\_\_\_\_  
Date