



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: 13th February 2025

STAFFING COMMITTEE

You are summoned to attend an Extra Ordinary meeting of the
Staffing Committee
at the Guildhall, Mill Street, Ludlow, SY8 1AZ
on **THURSDAY 20th FEBRUARY 2025 at 9:00 am**

Gina Wilding

Gina Wilding
Town Clerk

Key Agenda Items:

- **RECRUITMENT**

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. **Health and Safety**

Councillors and members of the public are to note that the fire exit can be found to the left outside the Council Chamber and via the front door. The fire assembly point is on the pavement opposite the Guildhall. For fire safety purposes all Councillors should sign the attendance book and members of the public should sign the attendance sheet.

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. (Disclosable Pecuniary Interests) Regulations 2012 (SI 2012/1464) (NB this does not preclude any later declarations.

- 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.

6. **Minutes**

To approve as a correct record and sign the minutes of the **STAFFING COMMITTEE** of 14th **NOVEMBER 2024**.

7. **Items to Action**

To note the items to actions from the **STAFFING COMMITTEE** on 14th **NOVEMBER 2024**.



ITEM	ATTACHMENT
<p>8. <u>EXCLUSION OF PRESS AND PUBLIC: PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960</u> 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> <p>9. <u>RECRUITMENT – COMMUNICATIONS AND MARKETING OFFICER</u></p> <p>a) To approve the recruitment schedule.</p> <p>b) To approve the following documents prior to recruitment:-</p> <ul style="list-style-type: none"> i) Job Advert ii) Job Description and Person Specification iii) Application Form iv) Short-listing Criteria / Scoresheet v) Interview Questions vi) Interview Scoresheet vii) Interview Test 	<p>No papers</p> <p>9a</p> <p>9bi</p> <p>9bii</p> <p>9biii</p> <p>9biv</p> <p>9bv</p> <p>9bvi</p> <p>9bvii</p>
<p><i>M e m b e r s h i p</i></p> <p><i>Councillors: Garner (Chair), Gill, Hall, Jones, Thompson (Vice Chair), and B.Waite.</i></p>	
<p>Date of the next Staffing Committee meeting: 13th March 2025</p>	