



## LUDLOW TOWN COUNCIL

### 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: 14<sup>th</sup> November 2019**

## STAFFING COMMITTEE

You are summoned to attend a meeting of the  
Staffing & Appeals Committee  
at the Guildhall, Mill Street, Ludlow  
on **WEDNESDAY 20<sup>TH</sup> NOVEMBER 2019 at 2:15pm**

Gina Wilding  
Town Clerk

### Key Agenda Items:

- ***Recruitment for Admin Assistant***

**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 are to note that the fire exits can be found to the rear of the building, 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 public session of Council meetings.

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 make this known immediately.

## 3. Apologies

## 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. 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 the closed minutes of the **STAFFING & APPEALS COMMITTEE** meeting held on **14<sup>TH</sup> NOVEMBER 2019**.

ITEM	ATTACHMENT
<p><b>7. EXCLUSION OF PRESS AND PUBLIC: PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960</b>            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><b>No papers</b></p>



<b>8. STAFFING REPORT</b>	
To consider a report regarding staffing.	<b>8</b>
<b>9. RECRUITMENT SCHEDULE</b>	
To agree the recruitment schedule Admin Assistant.	<b>9</b>
<b>10. RECRUITMENT FOR ADMIN ASSISTANT</b>	
To agree:-	
a) Job Advert	<b>10a</b>
b) Job Description and Person Specification	<b>10b</b>
c) Application Form	<b>10c</b>
d) Short-listing Criteria/Scoresheet	<b>10d</b>
e) Interview Questions/Scoresheet	<b>10e</b>
f) Interview Test	<b>10f</b>
g) To note that the interview Panel will be decided at the short-listing meeting.	<b>10g</b>
<b>M e m b e r s h i p</b>	
Councillors: Lyle (Chair); Cobley; Garner, Gill, Ginger; Jones, Perks; Pote, Sheward and Smithers	
<b>Date of the next Staffing &amp; Appeals Committee meeting:</b> <b>12<sup>th</sup> March 2020</b>	