



LUDLOW TOWN COUNCIL STAFFING COMMITTEE AGENDA

To: All Members of the Council, Town Clerk
Contact: Gina Wilding
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Despatch date: 15th July 2021

STAFFING COMMITTEE

You are invited to attend a virtual meeting of
Staffing Committee at 9.30am on
Thursday 22nd July 2021
Via Zoom
Meeting link: <https://us02web.zoom.us/j/83828841471>
Meeting ID: 838 2884 1471

Gina Wilding

Gina Wilding
Town Clerk

Key Agenda Items:

- ***Recruitment – Market / DLF Assistant Grounds Person***
- ***Recruitment – DLF Assistant Grounds Person***
- ***Staffing Levels and Service Delivery***
- ***Annual Pay Increments***

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. **WELCOME**

Welcome to a virtual meeting for the consideration of this agenda by the members of Staffing Committee.

Ludlow Town Council is proud of its strong governance procedures, and it is disappointed by the government's recent decision to withdraw the ability for the council to hold decision making meetings virtually. The council feels that at this time it is not safe to hold frequent and long in-person meetings.

In the interests of transparency, I will explain our temporary process.

The council has decided to retain all the elements of good governance including publically accessible meetings, and councillor debate resulting in majority agreement. The majority agreement will be recorded and published as a recommendation for the Town Clerk to action under emergency delegated authority.

Members of the public will be given the opportunity to speak during the public open session at the beginning of the agenda, but will not be permitted, unless invited to do so by the Chairman, to speak at other times.

The Clerk has the ability to mute or remove anyone who causes a nuisance, but of course, we hope that this won't be necessary.

It is impossible to hear if everyone speaks at once. So that we have some order, I'd be grateful if you could raise your hand if you'd like to speak, and speak one at a time.

Please note that the 'chat' function will not be available during this meeting.

As there is no formal table, I will introduce the Councillors present and ask that they say hello or wave as I do so.'

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.

- a) Disclosable Pecuniary Interest
- b) Declaration of conflicts of Interest
- c) Declarations of personal interest

5. **Minutes**

To note that the minutes of 28th April 2021 will be approved to be signed as a correct record by the Chairman at the next legally constituted committee meeting.

6. **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.

ITEM	ATTACHMENT
<p>7. EXCLUSION OF PRESS AND PUBLIC: PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960 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>	No papers
<p>8. RECRUITMENT – DLF ASSISTANT GROUNDS PERSON/MARKET ASSISTANT To approve:-</p> <ul style="list-style-type: none"> a) Schedule of Recruitment b) Job Advert c) Job Description and Person Spec d) Application Form e) Short-listing Criteria/Scoresheet f) Interview Questions g) Interview Scoresheet h) Interview Timetable for the day i) To note that the interview panel will be selected at the shortlisting meeting 	<p>8a 8b 8c 8d 8e 8f 8g 8h No papers</p>



9. RECRUITMENT - DLF ASSISTANT GROUNDS PERSON	
To approve:-	
a) Advert	9a
b) Job Description and Person Specification	9b
c) Application Form	9c
d) Short-listing Criteria/Scoresheet	9d
e) Interview Questions	9e
f) Interview Scoresheet	9f
10. STAFFING LEVELS	
To consider responses to questions and an update on staffing levels.	10
11. INCREMENT REPORT	
To adopt the annual pay increments.	11
<i>M e m b e r s h i p</i>	
<i>Councillors: Lyle (Chair), Boddington, Garner, Gill, Ginger; Jones, Perks, Pote and Waite.</i>	
Date of the next Staffing Committee meeting: 18th November 2021	