



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: 18th March 2021

STAFFING COMMITTEE

You are summoned to attend a virtual meeting of
the Staffing Committee at 3:30pm on
Thursday 25th March 2021
Via Zoom
<https://us02web.zoom.us/j/81209458205>
Meeting ID: 812 0945 8205

Gina Wilding

Gina Wilding
Town Clerk

Key Agenda Items:

- ***Local Government Pay Claim 2021***
- ***Employee Handbook & Contract update***
- ***Staff Training***
- ***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. **WELCOME**

To receive a welcome from the meeting Chairman:

To note that this is a formal Town Council meeting and will be held, just as ones in the Guildhall, using the published agenda.

This is a formal Town Council meeting. During the period between the notice of the election on 15 March 2021 and the election itself on 6 May 2021, local authorities should not publish any publicity on controversial issues or report views or proposals in such a way that identifies them with any individual members or groups of members.

As with meetings in the Guildhall, members of the public will be given the opportunity to speak during public participation, 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 does cause 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 speak one at a time and use the 'reactions' button at the bottom of the Zoom screen and raise your virtual hand if you'd like to speak.

Please note that we will not be using the 'chat' function and will not be sharing any files via Zoom. In order to avoid your technology being compromised, please do not use Chat and do not respond to any messages made via Chat.

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

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 turn off their camera and access to 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. 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 session minutes of the STAFFING COMMITTEE meeting held on 7th JANUARY 2021.

ITEM	ATTACHMENT
7. NATIONAL LIVING WAGE To note the national living wage.	7
8. LOCAL GOVERNMENT PAY CLAIM 2021 To note the Local Government Pay Claim 2021.	8
9. 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.	No papers
10. EMPLOYEE HANDBOOK AND STAFF CONTRACTS	
a) To approve the updated Employee Handbook.	10a
b) To adopt the updated staff contract template for new staff, required in line with new legislation.	10b
11. STAFFING STRUCTURE REVIEW UPDATE To receive an update	No papers
12. STAFF TRAINING To receive the list of training undertaken by staff for 2020-2021.	12
13. RECRUITMENT – MUSEUM ASSISTANT	



a) To consider the report and agree on a sufficient number of applications.	13a
To approve the following documents:-	
b) Schedule of Recruitment	13b
c) Job Advert	13c
d) Job Description	13d
e) Application Form	13e
f) Short-listing Criteria/Scoresheet	13f
g) Interview Test	13g
h) Interview Questions	13h
i) Interview Scoresheet	13i
j) To note that the interview panel will be selected at the shortlisting meeting	No papers
14. RECRUITMENT – DLF & MARKET ASSISTANT	Papers to follow
a) To consider the report and agree on a sufficient number of applications.	
To approve the following documents:-	
b) Schedule of Recruitment	
c) Job Advert	
d) Job Description	
e) Application Form	
f) Short-listing Criteria/Scoresheet	
g) Interview Test	
h) Interview Questions	
i) Interview Scoresheet	
j) To note that the interview panel will be selected at the shortlisting meeting	
<i>M e m b e r s h i p</i>	
<i>Councillors: Lyle (Chair), Cobley, Garner (Vice), Gill, Ginger; Jones, Pote, Sheward and Smithers</i>	
Date of the next Staffing Committee meeting: To be confirmed	