

CLOSED SESSION MINUTES

Closed session minutes of Staffing Committee Meeting held at the Guildhall Mill Street, Ludlow on **TUESDAY 14th JUNE 2022** at 9.30am

ST/33 PRESENT

Chair: Cllr Lyle

Councillors: Pote and Waite.

Officers: Gina Wilding, Town Clerk
 Kate Adams, Deputy Town Clerk
 Naomi Brotherton, Senior Admin Assistant

ST/34 HEALTH & SAFETY

The Chair informed Councillors of the fire exits, fire assembly point and asked that everyone sign the attendance log.

ST/35 ELECTION OF VICE-CHAIR

Councillor Lyle nominated Councillor Waite.

There were no other nominations.

RESOLVED (unanimous) DL/RP

That Councillor Waite be nominated as Vice-Chair for the Staffing Committee for 2022-23.

ST/36 RECORDING OF MEETINGS

The Chair notified those present that under the Openness of Local Government Regulations 2014, recording and broadcasting 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 the meeting via audio only.

ST/37 **APOLOGIES**

Apologies had been received from Councillors Garner, Gill and Ginger.

ST/37 **DECLARATION OF INTERESTS**Disclosable Pecuniary Interests

None declared

Conflict of Interest

None declared

Personal interests

<u>Cllr</u>	<u>Item</u>	<u>Reason</u>
Lyle	Recruitment	Knows Candidate 7 Comms Post
Pote	Recruitment	Know 2 applicants for the posts

ST/38 **MINUTES – 26th APRIL 2022****RESOLVED (unanimous) DL/RP**

That the minutes of the 26th April 2022 be approved as a true record and signed by the Chair.

ST/39 **PUBLIC OPEN SESSION**

There were no members of the public present.

ST/40 **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) DL/BW

That the public and press be excluded and the meeting continue in closed session.

ST/41 SHORT-LISTING FOR COMMUNICATIONS & MARKETING OFFICER

RESOLVED (unanimous) DL/BW

That candidates 2, 3, 6 and 8 are invited for interview.

ST/42 INTERVIEW TEST FOR COMMUNICATIONS & MARKETING OFFICER

RESOLVED (unanimous) DL/BW

That:-

- i) the interview test for the Communications & Marketing Officer be approved;
- ii) the interview time for each candidate is extended to 30 minutes.

ST/43 INTERVIEW PANEL

RESOLVED (unanimous) DL/BW

That the panel consists of Councillors, Lyle, Pote and Waite, the Town Clerk and Deputy Town Clerk.

ST/44 SHORT-LIST FOR FINANCE ASSISTANT

RESOLVED (unanimous) DL/BW

That:-

- i) applicants 1 and 2 invited for interview.
- ii) it be noted that one candidate is overseas and the interview will need to be virtual.

ST/45 INTERVIEW QUESTIONS

RESOLVED (unanimous) DL/RP

That an additional question is added to the interview questions for the post of Finance Assistant.

ST/46 SHORT-LIST FOR THE PUBLIC FACILITIES OPERATIVE

RESOLVED (unanimous) DL/BW

That candidates 1, 2 and 4 are invited for interview.

ST/47 **INTERVIEW TIMETABLE**

RESOLVED (unanimous) DL/BW

That the interview panel for all three posts, Communications & Marketing Officer, Finance Assistant and Public Facilities Operative be carried out on Tuesday 21st June 2022.

ST/48 **OCCUPATIONAL HEALTH**

RESOLVED (unanimous) DL/RP

That the member of staff is written to, to formalise the recommendations from the Occupational Health report, to clarify the process and a way forward.

ST/49 **RECRUITMENT FOR DLF ASSISTANT GROUNDS PERSON**

RESOLVED (unanimous) DL/BW

The Schedule for Recruitment, Job Advert, Job Description and Person Specification, Application Form, Short-listing Criteria/Score sheet, Interview Questions and Interview Score sheet be approved.

ST/50 **TOIL**

RESOLVED (unanimous) DL/BW

That further information be brought back to the next meeting.

The meeting closed at 11.12am.

Chairman

Date