

CLOSED SESSION MINUTES

Minutes of a Staffing Meeting held in the Guildhall, Mill Street, Ludlow on **MONDAY 19th JUNE 2023** at 9.30am.

ST/1 PRESENT

Chair: Cllr Lyle

Councillors: Garner, Gill, Ginger, Pote and B. Waite.

Officers: Gina Wilding, Town Clerk

ST/2 HEALTH & SAFETY

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

ST/3 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/4 APOLOGIES

Apologies had been received from Councillors Jones.

ST/5 DECLARATION OF INTERESTS

Disclosable Pecuniary Interests

None declared

Conflict of Interest

None declared

Personal interests

None declared

ST/6 **MINUTES – 4th APRIL 2023**

RESOLVED (5:0:1) DL/BW

That the minutes of the 4th April 2023 be approved as a true record to be signed by the Chair.

ST/7 **ITEMS TO ACTION**

RESOLVED (unanimous) DL/BW

That the items to action of the 4th April be noted.

ST/8 **PUBLIC OPEN SESSION**

There were no members of the public present.

ST/9 **ELECTION OF VICE-CHAIR**

The Chair invited nominations for Vice-Chair.

Councillor Ginger nominated Councillor B Waite. This was seconded by Councillor Gill.

No further nominations were received.

RESOLVED (unanimous) GG/TG

That Councillor B. Waite is Vice-Chair of Staffing Committee for 2023-24.

ST/10 **EXCLUSION OF PRESS AND PUBLIC: PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960**

RESOLVED (unanimous) DL/EG

That the public and press 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.

ST/11 **FLEXIBLE WORKING****NOT CARRIED (2:3:1) GG/BW**

To approve the request for flexible working.

The flexible working was not granted because of concerns regarding an officer unnecessarily lone working.

ST/12 **STAFF COVER****RESOLVED (unanimous) GG/TG**

To approve the temporary Acting Up enhancement for the Deputy DLF Supervisor of SCP 18 effective from 4th May until the new DLF Supervisor has been appointed.

ST/13 **RECRUITMENT****RESOLVED (unanimous) GG/TG**

To approve a temporary agency worker or contractors to assist the DLF team until recruitment has been concluded.

ST/14 **RECRUITMENT PACK – DLF SUPERVISOR****RESOLVED (unanimous) DL/GG**

To amend the schedule (and other documentation as appropriate) as follows:

Agenda Despatch	Tuesday 13th June 2023
Meeting	Monday 19th June 2023
Advert Placed (advertised for 2 weeks)	Tuesday 27th June 2023
Closing Date	Tuesday 11th July 2023
Short-listing	Thursday 13th July 2023
Interview Date	Tuesday 18th July 2023

To approve the interview panel: **KA / DL / RP / TG**

ST/15 **JOB ADVERT****RESOLVED (unanimous) DL/GG**

To approve the advert.

ST/16 **JOB DESCRIPTION AND PERSON SPECIFICATION**

RESOLVED (unanimous) DL/GG

Subject to agreed amendments, to approve the JD & PS

ST/17 **APPLICATION FORM**

RESOLVED (unanimous) DL/GG

To approve the Application Form

ST/18 **SHORT-LISTING CRITERIA/SCORESHEET**

RESOLVED (unanimous) DL/GG

Subject to amendments, to approve the shortlisting criteria.

ST/19 **INTERVIEW QUESTIONS**

RESOLVED (unanimous) DL/GG

Subject to amendments, to approve the interview questions

ST/20 **INTERVIEW SCORE SHEET**

RESOLVED (unanimous) DL/GG

Subject to amendments, to approve the interview questions

ST/21 **INTERVIEW TEST**

RESOLVED (unanimous) DL/GG

Subject to amendments, to approve the interview questions

ST/22 **SUSPEND STANDING ORDERS**

RESOLVED (unanimous) DL/GG

To suspend standing orders to revisit the questions.

ST/23 INTERVIEW TEST

RESOLVED (unanimous) DL/GG

To add an extra question as agreed.

ST/24 RE-INSTATE STANDING ORDERS

RESOLVED (unanimous) DL/GG

To re-instate standing orders

The meeting closed at 10:50am.

Chairman

Date