

## **CLOSED SESSION MINUTES**

Closed session minutes of a meeting of the Staffing and Appeals Committee held in the Guildhall, Mill Street, Ludlow on **THURSDAY 20<sup>th</sup> FEBRUARY 2020** at **10.30am**.

### **ST/115 PRESENT**

Chair: Cllr Lyle

Councillors: Garner, Pote, Smithers.

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

### **ST/116 HEALTH AND SAFETY**

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

### **ST/117 APOLOGIES**

Apologies for absence had been received from Councillors Ginger, Jones, Perks and Sheward.

### **ST/118 DECLARATION OF INTERESTS**

#### Disclosable Pecuniary Interests

None declared

#### Conflict of Interest

None declared

#### Personal interests

None declared

### **ST/119 PUBLIC OPEN SESSION**

There were no members of the public present.

### **ST/120 MINUTES –15<sup>th</sup> JANUARY 2020**

#### **RESOLVED (unanimous) DL/EG**

That the minutes of the Staffing Committee meeting held on the 15<sup>th</sup> January 2020, be approved as a correct record and signed by the Chairman.

**ST/121 PAY AWARD**

**RESOLVED (unanimous) RP/EG**

That the pay award update information for the coming year is received.

**ST/122 PARENTAL BEREAVEMENT LEAVE INFORMATION AND POLICY**

**RECOMMENDED (unanimous) DL/RP**

That:-

- i) the information regarding the parental bereavement entitlement leave be received;
- ii) subject to removal of 1.3 as recommended by Ellis Whittam, the Parental Bereavement Leave Policy be adopted.

**ST/123 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/RP**

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

**ST/124 STAFF TRAINING**

**RESOLVED (unanimous) RP/JS**

That the list of staff training undertaken in 2019-20 be received.

**ST/125 STAFF APPRAISALS**

**RESOLVED (unanimous) EG/RP**

That the list of staff appraisals for 2020 be received.

**ST/126 STAFF APPRAISAL FORM**

**RESOLVED (unanimous) DL/RP**

That subject to the following changes recommended by Ellis Whittam;

- i) removal of the wording on page 1 'as well as likely costs';

- ii) under the section, Consider your role, each question is separated and numbered

The Staff Appraisal form be approved.

**ST/127 STAFFING REPORT**

**RECOMMENDED (unanimous) DL/RP**

- i) that subject to approval from the Town Council's solicitor, the tender document and accompanying documents be approve;
- ii) that the following local authorities and companies are invited to tender; Shropshire Council, Society of Local Council Clerks, Telford & Wrekin Council and Ellis Whittam, be approved;
- iii) that the tender timetable V1 be approved.

The meeting closed 11.15am

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Chairman

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Date