



LUDLOW TOWN COUNCIL

AGENDA

To: All Members of the Council, Town Clerk
Contact: Gina Wilding
Ludlow Town Council, The Guildhall, Mill Street, Ludlow, SY8 1DG
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Despatch date: 2nd April 2019

STAFFING & APPEALS COMMITTEE

You are summoned to attend a meeting of the
Staffing & Appeals Committee
at the Guildhall, Mill Street, Ludlow
on **MONDAY 8TH APRIL 2019 at 5.00 pm**

Gina Wilding
Town Clerk

Key Agenda Items:

- *Training*
- *H&S Investigation*
- *Recruitment of DLF Assistant Grounds Person*
- *Recruitment of BX Museum Staff*

The public may not be present at this meeting because confidential matters will be considered in closed session



1. Health and Safety

Councillors are to note that the fire exits can be found to the rear of the building, left outside the Council Chamber and via the front door. The fire assembly point is on the pavement opposite the Guildhall.

For fire safety purposes all Councillors should sign the attendance book and members of the public should sign the attendance sheet.

2. Apologies

3. 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

4. Minutes - To approve the closed minutes of the **STAFFING & APPEALS COMMITTEE** meeting held on **THURSDAY 29th NOVEMBER 2018**.

ITEM	ATTACHMENT
5. 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
6. SHROPSHIRE COUNCIL – HR To receive an update from Shropshire Council HR.	6
7. TRAINING To note staff training for 2018-19.	7
8. HEALTH AND SAFETY OUTCOME To receive an update.	8
9. RECRUITMENT FOR DLF ASSISTANT GROUNDSPERSON	9
i) To note the report. ii) To approve:- <ul style="list-style-type: none"> a) Schedule of Recruitment 	9iia



- | | |
|--------------------------------------|-------------|
| b) Job Advert | 9iib |
| c) Job Description | 9iic |
| d) Application Form | 9iid |
| e) Shortlisting Criteria/Score sheet | 9iie |
| f) Interview questions | 9iif |
| g) Interview Score sheet | 9iig |

10. RECRUITMENT FOR A BUTTERCROSS MUSEUM ASSISTANT

- | | |
|--------------------------------------|--------------|
| i) To note the report. | |
| ii) To approve:- | |
| a) Schedule of Recruitment | 10iia |
| b) Job Advert | 10iib |
| c) Job Description | 10iic |
| d) Application Form | 10iid |
| e) Shortlisting Criteria/Score sheet | 10iie |
| f) Interview test | 10iif |
| g) Interview questions | 10iig |
| h) Interview Score sheet | 10iih |

M e m b e r s h i p

Councillors: Jones (Chair); Cobley; Garner, Gill, Ginger; Lyle, Perks; Pote, Sheward and Smithers

Date of the next Staffing & Appeals Committee meeting:
Short-listing for the posts of DLF Assistant Grounds Person and Buttercross Museum Tuesday 7th May 2019