



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
01584 871970
townclerk@ludlow.gov.uk
Despatch date: 21st July 2017

STAFFING & APPEALS COMMITTEE

You are summoned to attend a meeting of the
Staffing & Appeals Committee
at the Guildhall, Mill Street, Ludlow
on **THURSDAY 27TH JULY 2017 at 11.30am**

Gina Wilding
Town Clerk

Key Agenda Items:

- *Maternity Cover*

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 the **10TH JULY 2017** and **14th JULY 2017**.

ITEM	ATTACHMENT
<p>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.</p>	<p>No papers</p>
<p>7. FULL-TIME MATERNITY COVER FINANCE ASSISTANT</p> <ul style="list-style-type: none"> a) To approve the recruitment schedule. b) To approve the advert, application form and job description. c) To approve the short-listing criteria. d) To approve the interview timetable for the day, scoring sheet, interview questions and test. 	<p>7a 7b 7c 7d</p>
<p>8. INTERVIEW PANEL To agree and Interview Panel for 5th September 2017.</p>	<p>No papers</p>



M e m b e r s h i p

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

**Date of the next Staffing & Appeals Committee meeting:
Shortlisting – 30th August 2017 (To be confirmed at meeting)**