



LUDLOW TOWN COUNCIL

AGENDA

To: All Members of the Council, Town Clerk
Contact: Gina Wilding
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Despatch date: 11th January 2018

STAFFING & APPEALS COMMITTEE

You are summoned to attend a meeting of the
Staffing & Appeals Committee
at the Guildhall, Mill Street, Ludlow
on **TUESDAY 16th JANUARY 2018 at 3.00pm**

Gina Wilding
Town Clerk

Key Agenda Items:

- *Staff Training and Appraisals*
- *Recruitment*

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 OCTOBER 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>	No papers	
<p>6. STAFF TRAINING, APPRAISALS, PAYSCALES AND INCREMENTS 2018/19 To receive a report on staff training undertaken 2017-18 and an update on the timetable for the appraisals and staff increments for 2018/19.</p>	6	
<p>7. DEPUTY TOWN CLERK To consider the recruitment paperwork for the Deputy Town Clerk:-</p> <ul style="list-style-type: none"> i) to note the schedule; ii) approve the advertising strategy and costs; iii) to note the advert; iv) to note the application form; 	<p>7i 7ii 7iii 7iv</p>	



v) to note the Job Description and Person Specification;	7v	
vi) to note the Interview questions;	7vi	
vii) to note the test questions.	7vii	
8. INTERVIEW DATE – TUESDAY 20TH MARCH 2018 To note the Interview date for the recruitment of Deputy Town Clerk as the 20 th March 2018.	No papers	
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: 6th March 2018 (short-listing)		