



## **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: 21<sup>st</sup> July 2016**

## **STAFFING & APPEALS COMMITTEE**

You are summoned to attend a meeting of the  
Staffing & Appeals Committee  
at the Guildhall, Mill Street, Ludlow  
on **26<sup>th</sup> JULY 2016 at 11.00am**

Gina Wilding  
Town Clerk

### **Key Agenda Items:**

- ***Short-listing for the posts of Museum Assistants***
- ***Select Interview Panel***
- ***Agree evening date for Candidates to Visit the Buttercross***

**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 **TUESDAY 28<sup>TH</sup> JUNE 2016**.

## 5. Items to Action – To note the items to action sheet from the previous Staffing & Appeals Committee Meeting held on 28<sup>TH</sup> JUNE 2016.

ITEM	ATTACHMENT	Page No
<p>6. <b>EXCLUSION OF PRESS AND PUBLIC: PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960</b> 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>7. <b>SHORTLIST FOR THE POSTS OF MUSEUM ASSISTANT</b> To short-list for the two part time posts of Museum Assistant.</p>	7	13
<p>8. <b>INTERVIEW DATE – 9<sup>th</sup> AUGUST 2016</b> To note that the interview date for the post of Museum Assistants and to select the Interview Panel.</p>	No papers	
<p>9. <b>TIMETABLE FOR THE INTERVIEW DAY</b> To approve the timetable for the interview day.</p>	9	95



<p><b>10. EVENING DATE FOR CANDIDATES TO VISIT THE BUTTERCROSS</b> To note the request from the previous Staffing and Appeals Committee meeting for a separate informal evening, for candidates to visit the Buttercross and to agree a date.</p> <p><b>11. FLEXIBLE WORKING</b> To consider a report regarding Flexible Working.</p>	<p><b>No papers</b></p> <p><b>11</b></p>	<p></p> <p><b>97</b></p>
<p><b>M e m b e r s h i p</b></p> <p>Councillors: Smithers (Chair); R Jones (Vice); Cobley; Draper; Gill; Ginger; Kemp; J Newbold and Sheward</p>		
<p><b>Date of the next Staffing &amp; Appeals Committee meeting:</b> To be advised</p>		

