



LUDLOW TOWN COUNCIL

AGENDA

To: All Members of the Council, Town Clerk
Contact: Gina Wilding
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Despatch date: 22nd September 2016

STAFFING & APPEALS COMMITTEE

You are summoned to attend a meeting of the
Staffing & Appeals Committee
at the Guildhall, Mill Street, Ludlow
on **28th SEPTEMBER 2016 at 1.00pm**

Gina Wilding
Town Clerk

Key Agenda Items:

- *Part-time Reception / Admin Post*
- *Project Manager Role*
- *Increments*

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 **26th JULY 2016**.

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. PART-TIME RECEPTIONIST / ADMIN ASSISTANT a) To consider the advert and Job Description/Person Specification for Part-time Receptionist/Admin Assistant, short-listing criteria, timetable for the day, interview questions and test.</p>	6a
<p>b) To approve the timetable for recruitment.</p>	6b
<p>7. DISCIPLINARY PANEL To appoint a panel.</p>	No papers
<p>8. PROJECT MANAGER To consider the job description and staffing structure</p>	8

**9. INCREMENTS**

To note report 2016 increments.

9**M e m b e r s h i p**

Councillors: Smithers (Chair); R Jones (Vice); Copley; Draper; Gill; Ginger; Kemp; J Newbold and Sheward

**Date of the next Staffing & Appeals Committee meeting:
Monday 31st October 2016 – To be confirmed - Shortlisting**