



## 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: 25<sup>th</sup> October 2016**

## STAFFING & APPEALS COMMITTEE

You are summoned to attend a meeting of the  
Staffing & Appeals Committee  
at the Guildhall, Mill Street, Ludlow  
on **31<sup>st</sup> OCTOBER 2016 at 10.30am**

Gina Wilding  
Town Clerk

### Key Agenda Items:

- *Shortlisting for the post of Admin Assistant*
- *Select Interview Panel*
- *Deputy Clerk*

**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 **17<sup>th</sup> OCTOBER 2016**.

ITEM	ATTACHMENT	
<p><b>5. 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><b>6. HR &amp; LEGAL ADVICE</b> To receive the advice from Ellis Whittam.</p>	To be tabled	
<p><b>7. DEPUTY CLERK</b> To consider the job description, person specification &amp; remuneration.</p>	7	9
<p><b>8. INTERVIEW DATE – 8<sup>TH</sup> NOVEMBER 2016</b> To note the interview date for the post of Admin Assistant and to select the Interview Panel.</p>	8	19



<p><b>9. SHORT-LISTING FOR THE POST OF ADMIN ASSISTANT</b> To short-list for the post of part-time Admin Assistant.</p>	<b>9</b>	21
<p><b>M e m b e r s h i p</b></p> <p>Councillors: Smithers (Chair); R Jones (Vice); Copley; Draper; Gill; Ginger; Kemp; Lyle; J Newbold and Sheward</p>		
<p><b>Date of the next Staffing &amp; Appeals Committee meeting: To be confirmed</b></p>		