



## CLOSED SESSION MINUTES

Closed session minutes of a meeting of the Staffing and Appeals Sub-Committee held in the Guildhall, Mill Street, Ludlow on **WEDNESDAY 17<sup>th</sup> JULY 2013** at **3.30pm**.

### SA/01 PRESENT

Councillors: Ginger; Holcombe; Jones; Smithers; Toop.

Also present: Gina Wilding, Town Clerk  
Naomi Brotherton, Secretary/Admin Assistant

### SA/02 ELECTION OF CHAIRMAN

**RESOLVED** (unanimous) PT/GG

That Councillor Toop be elected Chairman of the Staffing and Appeals Sub-Committee for 2013-14.

### SA/03 ELECTION OF VICE-CHAIRMAN

**RESOLVED** (unanimous) JS/RJ

That Councillor Holcombe be elected Vice-Chairman of the Staffing and Appeals Sub-Committee for 2013-2014.

### SA/04 APOLOGIES

Apologies for absence were received from Councillor Perks.

### SA/05 DECLARATION OF INTERESTS

Disclosable Pecuniary Interests

None

Conflict of Interest

None

Personal interests

<u>Member</u>	<u>Item</u>	<u>Reason</u>
Toop	9	Knows the current temporary Cleaner
Jones	9	Knows the current temporary Cleaner

Smithers	10	Knows the temporary members of staff
Toop	10	Knows the temporary members of staff
Jones	10	Knows one of the temporary members of staff and their family

**S/06**     **MINUTES – 26<sup>th</sup> FEBRUARY 2013**

**RESOLVED** (unanimous) JS/PT

That the minutes of the Staffing and Appeals Sub-Committee meeting held on the 26<sup>th</sup> February 2013, be received.

**SA/07**     **EXCLUSION OF THE PUBLIC AND PRESS**

The Chairman moved 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.

**RESOLVED** (unanimous) RJ/JS

That the public be excluded and the meeting continue in closed session.

**SA/08**     **STAFF APPRAISALS**

**RESOLVED** (unanimous) JS/RJ

That:-

- i) it be noted that the staff appraisals have been completed for 2013;
- ii) staff vacancies be noted;
- iii) a press release be sent out regarding staff and Councillor training.

**SA/09**     **RESOLVED** (unanimous)

That notes from the Fundamentals for Clerks Course (on the 2<sup>nd</sup> August 2013) and Power of Competence course, along with the Cilca portfolio information is circulated to Members.

**SA/10**     **APPOINTMENT OF CLEANER**

**RECOMMENDED** (unanimous) PT/RJ

That:-

- i) the post be advertised as soon as practicable;

- ii) the schedule for recruitment be approved (**Appendix 3**);
- iii) the job description be approved (**Appendix 4**);
- iv) the short-listing criteria and questions at **Appendix 5** be used.

**SA/11**    **RECOMMENDED** (unanimous) PT/JS

That:-

- i) the post be divided into two, to prevent 7 day working and help ensure that during times of absence cover is available all year round;
- ii) the Job Description is reviewed again once the Buttercross is occupied;

**SA/12**    **APPOINTMENT OF DLF ASSISTANT**

**RECOMMENDED** (unanimous) PT/RJ

That:-

- i) the post be advertised internally, interviews take place and post be offered to an in-house applicant;
- ii) should the internal applicants be unsuitable, the post be advertised externally.

**SA/13**    **FREEDOM OF INFORMATION**

**RESOLVED** (unanimous) PT/RJ

That the Freedom of Information Exemptions are noted.

**SA/14**    **PANEL FOR INTERVIEWS**

The Town Clerk drew Members attention to the Recruitment Policy and invited three Members to form the interview Panels for the current vacancies. She highlighted that the Panel should consist of three Councillors, the Town Clerk and the DLF Supervisor.

She highlighted the conflict of interest for the DLF Supervisor, in the appointment of DLF Assistant Grounds Person and stated that he could not be involved in the process. It was agreed that a fourth Member should be part of this Panel.

**RECOMMENDED** (unanimous) RJ/PT

That:-

- i) one Panel is appointed to interview for both vacancies;
- ii) the following Councillors form part of the Interview Panel for the post of Cleaner; Jones, Smithers and Toop.

- ii) Councillor Holcome is the additional Member of the Interview Panel for the DLF Assistant Grounds Person.

The meeting closed at 4.50 pm.

\_\_\_\_\_  
Chairman

\_\_\_\_\_  
Date