

CLOSED SESSION MINUTES

Closed session minutes of a meeting of the Staffing and Appeals Committee held in the Guildhall, Mill Street, Ludlow on **TUESDAY 28TH JUNE 2016** at **3.00pm**.

SA/01 **PRESENT**

Chairman: Cllr Smithers
Councillors: Gill, Ginger (till 3.25pm) and Sheward

Officers: Gina Wilding, Town Clerk
 Naomi Brotherton, Senior Admin Assistant

SA/02 **HEALTH AND SAFETY**

The Chair informed Councillors of the fire exits, fire assembly point and asked that everyone sign the attendance log.

SA/03 **APOLOGIES**

Apologies for absence were received from Councillors, Copley, Draper and Kemp.

SA/04 **DECLARATION OF INTERESTS**

Disclosable Pecuniary Interests
None

Conflict of Interest
None

Personal interests
None

SA/05 **MINUTES**

RESOLVED (unanimous)
RJ/PD

That the minutes of the Staffing & Appeals Committee meeting held on the 4th March 2016, be approved as a correct record and signed by the Chairman.

SA/06 EXCLUSION OF PRESS AND PUBLIC: PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960

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)
JS/CS

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

SA/07 STAFFING - MUSEUM AT THE BUTTERCROSS

RESOLVED (unanimous)
GG/JS

That the Friends of Ludlow Museum are updated on the current status of the Museum at the Buttercross and the schedule for recruitment.

SA/08 RESOLVED (unanimous)
TG/JS

That short-listed candidates are invited on a separate evening date (TBC) to visit the Buttercross and meet the Town Clerk and Councillors.

SA/09 RESOLVED (unanimous)
TG/JS

That subject to minor amendments all documentation is agreed and the recruitment process proceeds as per agreed timetable.

SA/10 RESOLVED (unanimous)
JS/CS

To select the interview panel at the short listing meeting.

SA/11 CURRENT AND FUTURE CAPACITY

RESOLVED (unanimous)
TG/CS

That as soon as practicable the Mayor calls an informal meeting with members of Staffing & Appeals Committee to consider the need for a project officer; conducting a review current staff job descriptions for an overview of current roles and capacity, and in the process identify the parameters of the role and person specification for a project officer.

The meeting closed at 4.00pm

Chairman

Date
