

## CLOSED SESSION MINUTES

Closed session minutes of a meeting of the Staffing and Appeals Committee held in the Guildhall, Mill Street, Ludlow on **MONDAY 5<sup>TH</sup> JUNE 2017** at **2.00pm**.

### **SA/01**    **PRESENT**

Chairman:        Cllr Jones

Councillors:    Cobley, Gill, Lyle, 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 Ginger and Pote.

### **SA/04**    **DECLARATION OF INTERESTS**

Disclosable Pecuniary Interests  
None

Conflict of Interest  
None

Personal interests  
None

### **SA/05**    **MINUTES**

**RESOLVED** (unanimous)  
**RJ/TG**

That the minutes of the Staffing & Appeals Committee meeting held on 1<sup>st</sup> February 2017 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)  
RJ/TG**

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

**SA/07 STAFF APPRAISALS, TRAINING AND PAYSACLE REPORT**

**RESOLVED (unanimous)  
RJ/TG**

That:-

- i) Staff appraisals and training be noted;
- ii) The payscale report be noted;

**SA/08 MATERNITY COVER**

**RESOLVED (unanimous)  
RJ/DL**

That:-

- i) recruitment for 22 hrs a week Maternity Cover for the SFA prior to leaving to enable smooth transition is approved,;
- ii) subject to minor amendments, the Job Description, Person Specification, timetable and paperwork is approved.

**SA/09 DLF RECRUITMENT**

**RESOLVED  
RJ/AC**

That the Job Description, Person Specification, recruitment timetable and paperwork for the existing permanent DLF Grounds Person is approved.

The meeting closed at 2:27pm

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Chairman

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Date