

CLOSED SESSION MINUTES

Closed session minutes of a meeting of the Staffing and Appeals Committee held in the Guildhall, Mill Street, Ludlow on **TUESDAY 6th MARCH 2018** at **10.30 am**.

SA/90 PRESENT

Vice Chairman: Cllr Lyle

Councillors: Garner, Gill, Ginger and Sheward

Officers: Gina Wilding, Town Clerk

SA/91 HEALTH AND SAFETY

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

SA/92 APOLOGIES

Apologies for absence were received from Councillors Cobley, Jones, Pote and Smithers.

SA/93 DECLARATION OF INTERESTS

Disclosable Pecuniary Interests

None declared

Conflict of Interest

None declared

Personal interests

<u>Member</u>	<u>Item</u>	<u>Reason</u>
Cllr Garner	<u>6</u>	Knows applicants 17 and 18 and possibly 1.
Cllr Gill	6	Knows applicants 5, 13, 17,18 and possibly 21.
Cllr Ginger	6	Knows applicants 5, 17, and 18.

Cllr Lyle	6	Knows applicants 5, 17, and 18.
Cllr Sheward	6	Knows applicants 1, 2, 5, 13, 17 and 18
Town Clerk	6	Knows applicants 1, 2, 5, 17 and 18.

SA/94 MINUTES – 16th JANUARY 2018**RESOLVED (unanimous) CS/EG**

That the closed minutes of the Staffing & Appeals meeting held on the 16th January 2018, be approved as a correct record and signed by the Chairman.

SA/95 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) DL/CS

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

SA/96 SHORT LISTING FOR THE POST OF DEPUTY TOWN CLERK**RESOLVED (unanimous) DL/CS**

That the Committee looks at each application, comments individually and a short-list of candidates is drawn up by way of majority consensus.

SA/97 RESOLVED (unanimous) DL/CS

That applicants 2, 7, 12, 17, 18, 19 and 21 be invited for interview.

SA/98 TIMETABLE FOR THE DAY**RESOLVED (unanimous) DL/CS**

That:-

- i) the interview time is extended to 1 hour per candidate;
- ii) candidates are asked to give a five minute presentation at the start of the interview;

- iii) the question for the presentation is given to the candidates in the interview letter.

11.50am Councillor Ginger left the meeting.

SA/99 INTERVIEW DATE – 20th MARCH 2018

RESOLVED (Unanimous) DL/CS

That the Interview Panel consists of Councillor Garner, Gill, Lyle, Sheward and the Town Clerk.

The meeting closed at 11.52am

Chairman

Date