

CLOSED SESSION MINUTES

Closed session minutes of a meeting of the Staffing and Appeals Committee held in the Guildhall, Mill Street, Ludlow on **FRIDAY 14th JULY 2017** at **10.00am**.

SA/19 PRESENT

Chairman: Councillor Jones
Councillors: Gill; Pote; Sheward and Smithers
Officers: Lucy Jones, Senior Finance Assistant (Deputising in the absence of the Town Clerk)

SA/20 HEALTH AND SAFETY

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

SA/21 APOLOGIES

Apologies for absence were received from Councillor Cobley, Garner and Lyle.

SA/22 DECLARATION OF INTERESTS

Disclosable Pecuniary Interests
None

Conflict of Interest
None

Personal interests
Councillor Pote Item 8 Knows of candidate 8

SA/23 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 and press be excluded and the meeting continue in closed session.

SA/24 FULL-TIME (MATERNITY COVER) FOR FINANCE ASSISTANT

RESOLVED (Unanimous) CS/RJ

That the maternity notification letter from the Finance Assistant (Full-time), be noted.

SA/25 RESOLVED (Unanimous) RJ/TG

That:-

- i) the advice from Ellis Whittam be noted.
- ii) the recruitment process for the two maternity posts not be combined.
- iii) a further recruitment process be undertaken once more information is available.

SA/26 SHORT-LIST FOR THE POST OF PART-TIME (MATERNITY COVER) FINANCE ASSISTANT

RESOLVED (Unanimous) RJ/JS

That Candidates 1,2,5,7 and 8 are invited for interview.

SA/27 INTERVIEW PANEL

RESOLVED (Unanimous) RJ/TG

That the Interview Panel for the post of Part-time (Maternity Cover) Finance Assistant be held on the 21st July 2017 and be made up of Councillors Gill, Lyle, Pote and the Town Clerk. And that Councillor Smithers be in reserve should any of the other Councillors be unable to attend.

SA/28 SCHEDULE FOR THE DAY

RESOLVED (Unanimous) RJ/RP

That:-

- a) following the deletion of interview slot 6, the schedule for the day is approved.
- b) it be noted that candidate 8 cannot attend on the 21st July 2017, and that they be offered an alternative interview date.

SA/29 TEST

RESOLVED (Unanimous) RJ/TG

That the test for the Part-time (Maternity Cover) Finance Assistant be approved.

The meeting closed at 10.25am

Chairman

Date