

CLOSED SESSION MINUTES

Closed session minutes of a meeting of the Staffing and Appeals Committee held in the Guildhall, Mill Street, Ludlow on **THURSDAY 18TH JULY 2019** at **10.30am**.

SA/41 PRESENT

Chair: Cllr Lyle

Councillors: Cobley (from 10.35am) Gill, Ginger, Perks, Pote and Sheward.

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

SA/42 ELECTION OF VICE-CHAIR

Councillor Gill nominated Councillor Sheward. Councillor Sheward withdrew.

Councillor Ginger nominated Councillor Perks.

RESOLVED (unanimous) GG/RP

That Councillor Perks be elected Vice-Chairman of Staffing & Appeals Committee for 2019/2020.

SA/43 HEALTH AND SAFETY

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

SA/44 APOLOGIES

Apologies for absence had been received from Councillor Garner.

SA/45 DECLARATION OF INTERESTS

Disclosable Pecuniary Interests

None declared

Conflict of Interest

None declared

Personal interests

<u>Councillor</u>	<u>Item</u>	<u>Reason</u>
G. Perks	6	Chair of Standing Orders Working Group
	7	Chair of Standing Orders Working Group

SA/46 **MINUTES – 8th APRIL 2019****RESOLVED (unanimous) TG/DL**

That the closed minutes of the Staffing & Appeals meeting held on the 8th April 2019, be approved as a correct record and signed by the Chairman.

SA/47 **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) TG/DL

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

SA/48 **COMMITTEE TITLE****RECOMMENDED (unanimous) DL/RP**

That:-

- i) the committee title is changed to Staffing Committee;
- ii) the Terms of Reference remain the same.

SA/49 **RECOMMENDED (unanimous) DL/TG**

That subject to the amendment of wording to replace 'Mayor' with 'Vice-Chair of Committee', the draft Terms of Reference be approved for the Disciplinary Hearing Panel and the Appeals Panel.

SA/50 **RESOLVED (unanimous) DL/TG**

That it is noted that appropriate training is being sourced and will be notified in due course. It will be made available to all members of the Council, who will be encouraged to participate in the training to enable the Town Council to fulfil its obligations as an employer.

SA/51 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/TG

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

SA/52 NJC PAYSCALES

RESOLVED (unanimous) DL/GG

That the NJC paycales for 2019-20 be adopted.

SA/53 STAFFING MATTERS

RESOLVED (6:0:1) TG/RP

That:-

- i) the start dates of the DLF and Buttercross Staff in June be noted;
- ii) the current short staffing and temporary cover arrangements at the Guildhall, and the public conveniences be noted;
- iii) that the ongoing staff development training be noted;

SA/54 NEXT MEETING

RESOLVED (unanimous) DL/TG

That:-

- i) the next scheduled meeting is Thursday 12th March 2020;
- ii) an additional meeting is scheduled for Thursday 14th November 2019, at 10.30 am.

The meeting closed at 11.07am

Chairman

Date