

CLOSED SESSION MINUTES

Closed session minutes of a meeting of the Staffing and Appeals Committee held in the Guildhall, Mill Street, Ludlow on **TUESDAY 26th JULY 2016** at **11.00am**.

SA/12 **PRESENT**

Chairman: Cllr Smithers
Councillors: Ginger & Sheward

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

SA/13 **HEALTH AND SAFETY**

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

SA/14 **APOLOGIES**

Apologies for absence were received from Councillors, Copley, Draper, Gill, R Jones, Kemp, and J Newbold.

SA/15 **DECLARATION OF INTERESTS**

Disclosable Pecuniary Interests
None

Conflict of Interest
None

Personal interests

<u>Member</u>	<u>Item</u>
C. Sheward	7
All	7

<u>Reason</u>
May have interviewed candidate 11 before in a previous capacity/employment
Candidate 7 – internal candidate

SA/16 **MINUTES**

RESOLVED (unanimous)
JS/CS

That the minutes of the Staffing & Appeals Committee meeting held on 28th June 2016, be approved as a correct record and signed by the Chairman.

SA/17 ITEMS TO ACTION

RESOLVED (unanimous)
JS/CS

That the Items to Action from the 28th June 2016, be noted.

SA/18 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/19 FLEXIBLE WORKING

RESOLVED (unanimous)
GG/CS

That the request from the Receptionist to reduce working hours to 22 worked on Wednesday 7.5 hrs, Thursday 7.5 hrs and Friday 7 hours based at the Town Council Offices at the Guildhall is approved.

The meeting closed at 11:45am

Chairman

Date

Shortlisting by Cllr Sheward & Cllr Smithers, the Senior Admin Assistant and the Town Clerk continued under the Town Clerk's delegated authority.