

## CLOSED SESSION MINUTES

Closed session minutes of a meeting of the Staffing and Appeals Committee held in the Guildhall, Mill Street, Ludlow on **MONDAY 8<sup>th</sup> APRIL 2019** at **5.00 pm**.

### **SA/24**     **PRESENT**

Chair:                    Cllr Jones

Councillors:        Coble, Garner; Gill, Ginger, Lyle (from 5:05pm), Perks, Pote (from 5:05pm), Sheward, Smithers (from 5:05pm)

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

### **SA/25**     **HEALTH AND SAFETY**

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

### **SA/26**     **APOLOGIES**

No apologies for absence had been received.

### **SA/27**     **DECLARATION OF INTERESTS**

Disclosable Pecuniary Interests  
None declared

Conflict of Interest

<u>Councillor</u>	<u>Item</u>	<u>Reason</u>
G. Perks	6	Raised the matter.

Personal interests

<u>Councillor</u>	<u>Item</u>	<u>Reason</u>
G. Perks	7	Staff training plan requested

**SA/28 MINUTES – 29<sup>th</sup> NOVEMBER 2018**

**RESOLVED (unanimous) RJ/TG**

That the closed minutes of the Staffing & Appeals meeting held on the 29<sup>th</sup> November 2018, be approved as a correct record and signed by the Chairman.

5.05pm Councillors Lyle, Pote and Smithers joined the meeting.

**SA/29 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/30 SHROPSHIRE COUNCIL HR**

**RESOLVED (unanimous) RJ/TG**

That the update is accepted and received.

**SA/31 TRAINING**

**RESOLVED (unanimous) RJ/TG**

That the staff training undertaken 2018-19 is noted.

**SA/32 HEALTH AND SAFETY OUTCOME**

**RESOLVED (8:1:0) GP/RJ**

That the report be noted;

**SA/33 REPORT DLF ASSISTANT**

**RESOLVED (8:1:0) GP/RJ**

That the report be noted.

**SA/34 RECRUITMENT PAPERWORK FOR DLF ASSISTANT GROUNDS PERSON**

**RESOLVED (unanimous) RJ/TG**

That subject to ensuring the wording of the advert and Job Description are reflected, the Short-listing criteria/scoresheet, the Schedule of Recruitment, Job Advert, Job Description, Application Form, the Interview Questions and Interview Scoresheet be approved.

**SA/35 REPORT LUDLOW MUSEUM ASSISTANT**

**RESOLVED (unanimous) RJ/GP**

That an increase from 12 hours per week to 15 hours per week for each Museum Assistant (2) – an overall weekly increase of six hours be approved.

**SA/36 RECRUITMENT PAPERWORK FOR LUDLOW MUSEUM ASSISTANT**

**RESOLVED (unanimous) RJ/TG**

That subject to;

- i) the increase of hours for the Job Advert to 15 hours;
- ii) amendments to the Job Description;
- iii) amendments to the Interview Test
- iv) amendments to the Interview Questions;
- v) amendments to the Interview Scoresheet;

the above documents plus the Application Form, Short-listing Criteria and Schedule of Recruitment be approved for the post of Ludlow Museum Assistant.

**RESOLVED (unanimous) TG/RJ**

That the Interview Panels for the DLF Assistant Grounds Person and Museum Assistant are discussed and agreed at Short-listing on Tuesday 7<sup>th</sup> May 2019.

The meeting closed at 5.53pm

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Chairman

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Date