



## CLOSED SESSION MINUTES

Closed session minutes of a meeting of the Staffing and Appeals Committee held in the Guildhall, Mill Street, Ludlow on **THURSDAY 11<sup>TH</sup> SEPTEMBER 2014** at **3.00pm**.

### **SA/10**    **PRESENT**

Chairman:            Holcombe

Councillors:        Draper; Jones and Smithers

Officers    :        Gina Wilding, Town Clerk  
                         Naomi Brotherton, Secretary/Admin Assistant

### **SA/11**    **HEALTH AND SAFETY**

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

### **SA/13**    **APOLOGIES**

Apologies for absence were received from Councillors Mold and Ginger.

### **SA/14**    **DECLARATION OF INTERESTS**

Disclosable Pecuniary Interests

None

Conflict of Interest

None

Personal interests

None

### **SA/15**    **MINUTES**

**RESOLVED** (unanimous) JS/PD

That the minutes of the Staffing & Appeals Committee meeting held on the 17<sup>th</sup> June 2014, be approved as a correct record and signed by the Chair.

**SA/16 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/PD**

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

**SA/17 STAFFING AND RECRUITMENT REPORT**

The Chair requested that congratulations be passed onto LJ.

**RESOLVED (unanimous) RJ/JS**

That:-

- i) the changes to staff JDs as detailed in the report are approved;
- ii) the training and higher level of work being undertaken by Admin Assistant (SH) in the absence of LJ is recognised with an increase from SCP 11 £14,880 to SCP 13 £15,598;
- iii) the recruitment JD, PS, timetable and package is approved subject to the change in date for short-listing to Wednesday 15<sup>th</sup> October 2014;
- iv) the recruitment of a permanent Admin Assistant is approved.

**SA/18 INTERVIEW PANEL**

Councillor Draper stated that he was not available for the 22<sup>nd</sup> October 2014. The remaining Committee Members confirmed that they would be available to undertake interviews on this date.

**RESOLVED (unanimous) NH/PD**

That:

- i) Councillors Holcombe, Jones and Smithers make up the Interview Panel for the post of Admin Assistant;
- ii) the start time for short-listing and interviews will be 9.30 am.

The meeting closed at 3.25 pm.

\_\_\_\_\_  
Chairman

\_\_\_\_\_  
Date