



LUDLOW TOWN COUNCIL

AGENDA

To: All Members of the Council, Town Clerk
Contact: Gina Wilding
Ludlow Town Council, The Guildhall, Mill Street, Ludlow, SY8 1DG
01584 871970
townclerk@ludlow.gov.uk
Despatch date: 11th July 2013

STAFFING & APPEALS SUB-COMMITTEE

You are summoned to attend a meeting of the Staffing & Appeals Sub-Committee to be held in the Guildhall, Mill Street, Ludlow on **WEDNESDAY 17th JULY 2013 at 3.30pm**

A handwritten signature in black ink that reads "G Wilding".

Gina Wilding
Town Clerk

The public may not be present at this meeting as it will be held in closed session dealing with confidential matters



1. Health and Safety

Councillors are to note that the fire exits can be found to the rear of the building, left outside the Council Chamber and via the front door. The fire assembly point is on the pavement opposite the Guildhall.

For fire safety purposes all Councillors should sign the attendance book and members of the public should sign the attendance sheet.

2. Election of Chairman

To elect a Chairman for the Staffing & Appeals Sub-Committee 2013-2014.

3. Election of Vice-Chairman

To elect a Vice-Chairman for the Staffing & Appeals Sub-Committee 2013-2014.

4. Apologies

5. Declarations of Interests

- a) Disclosable Pecuniary Interest
- b) Declaration of conflicts of Interest
- c) Declarations of personal interest

6. Minutes - To receive the closed minutes of the STAFFING & APPEALS SUB-COMMITTEE meeting held on TUESDAY 26th FEBRUARY 2013.

ITEM	ATTACHMENT	Page No
<p>7. EXCLUSION OF PRESS AND PUBLIC: PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960 The Chairman will move 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.</p>	No papers	
<p>8. STAFF APPRAISALS To receive a report regarding completed staff appraisals, Town Clerk's appraisal and staffing issues.</p>	8	7
<p>9. RECRUITMENT OF CLEANER To discuss recruitment of a cleaner.</p>	9	11
<p>10. RECRUITMENT OF DLF ASSISTANT GROUNDS PERSON To discuss recruitment of DLF staff.</p>	10	29
<p>11. FREEDOM OF INFORMATION To receive further information on Freedom of Information.</p>	11	35



M e m b e r s h i p

Councillors Ginger; Holcombe; Jones; Kemp; Newbold; Perks; Smithers; Toop;

Date of the next Staffing & Appeals Sub Committee meeting:
To be advised