



## 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: 24<sup>th</sup> September 2019**

## STAFFING COMMITTEE

You are summoned to attend a meeting of the  
Staffing Committee  
at the Guildhall, Mill Street, Ludlow  
on **MONDAY 30<sup>TH</sup> SEPTEMBER 2019 at 3:30PM**

Gina Wilding  
Town Clerk

### Key Agenda Items:

- *Recruitment of DLF Groundsperson*
- *Recruitment of Cemetery Officer*

**Public Open Session (15 minutes) – Members of the public are invited to make representations to the Council on any matters relating to the work of the Council or to raise any issues of concern.**



## 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. Recording of Meeting

Under the Openness of Local Government Regulations 2014, recording and broadcast including blogging, tweeting and other social media is permitted during public session of Council meetings.

The act of recording and broadcasting must not interfere with the meeting.

The Council understands that some members of the public may not wish to be recorded and asks that they make this known immediately.

## 3. Apologies

To receive apologies from Councillors not present.

## 4. Declarations of Interests

*Members are reminded that they must not participate in the discussion or voting on any matter in which they have a Disclosable Pecuniary Interest and should leave the room prior to the commencement of the debate.*

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

## 5. Public Open Session (15 minutes)

Members of the public are invited to make representations to the Council on any matters relating to the work of the Council.

## 6. Minutes - To approve the closed minutes of the **STAFFING COMMITTEE** meeting held on **THURSDAY 19<sup>th</sup> JULY 2019**.

ITEM	ATTACHMENT
<p><b>7. EXCLUSION OF PRESS AND PUBLIC: PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960</b>            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>	<p><b>No papers</b></p>



<b>8. RESIGNATIONS</b>	To receive a verbal update from the Town Clerk.	<b>No papers</b>
<b>9. RECRUITMENT SCHEDULE</b>	To agree the recruitment schedule for DLF Assistant Groundsperson and Cemetery & Admin Officer.	<b>9</b>
<b>10. RECRUITMENT FOR DLF ASSISTANT GROUNDS PERSON</b>	To agree:-	
a)	Job Advert	<b>10a</b>
b)	Job Description	<b>10b</b>
c)	Application Form	<b>10c</b>
d)	Shortlisting Criteria/Scoresheet	<b>10d</b>
e)	To note that the interview questions and interview scoresheet will be agreed at the short-listing meeting.	<b>No papers</b>
f)	To note that the interview Panel will be approved at the short-listing meeting.	<b>No papers</b>
<b>11. RECRUITMENT FOR CEMETERY OFFICER</b>	To agree:-	
a)	Job Advert	<b>11a</b>
b)	Job Description and Person Specification	<b>11b</b>
c)	Application Form	<b>11c</b>
d)	Short-listing Criteria/Scoresheet	<b>11d</b>
e)	To note that the interview questions and interview scoresheet will be agreed at the short-listing meeting.	<b>No papers</b>
f)	To note that the interview test will be agreed at the short-listing meeting.	<b>No papers</b>
g)	To note that the interview Panel will be agreed at the short-listing meeting.	<b>No papers</b>
<b>12. DATE OF THE NEXT MEETING</b>	To note that the date of the next meeting is the 14 <sup>th</sup> November 2019.	<b>No papers</b>

### **M e m b e r s h i p**

Councillors: Lyle (Chair); Copley; Garner, Gill, Ginger; Jones, Perks; Pote, Sheward and Smithers

**Date of the next Staffing Committee meeting:**  
**14<sup>th</sup> November 2019**