

## CLOSED SESSION MINUTES

Closed session minutes of a meeting of the Staffing and Appeals Committee held in the Guildhall, Mill Street, Ludlow on **TUESDAY 5<sup>TH</sup> NOVEMBER 2019** at **10.00am**.

### **ST/70     PRESENT**

Chair:                    Cllr Lyle

Councillors:         Garner, Pote and Sheward.

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

### **ST/71     HEALTH AND SAFETY**

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

### **ST/72     RECORDING OF MEETINGS**

The Chair informed Council and the public that under the Openness of Local Government Regulations 2014, recording and broadcast including blogging, tweeting and other social media was permitted during the public session of Council meetings. He stated that the act of recording and broadcast must not interfere with the meeting.

### **ST/73     APOLOGIES**

Apologies for absence had been received from Councillors, Gill, Jones, Perks, and Smithers.

### **ST/74     DECLARATION OF INTERESTS**

#### Disclosable Pecuniary Interests

None declared

#### Conflict of Interest

None declared

#### Personal interests

All Cllrs	9	Knows applicants 4 and 13
Cllr Pote	9 & 10	At least half of the applicants taught as pupils.

**ST/75 PUBLIC OPEN SESSION**

There were no members of the public present.

**ST/76 MINUTES – 30<sup>th</sup> SEPTEMBER 2019**

**RESOLVED (unanimous) RP/EG**

That the closed minutes of the Staffing & Appeals meeting held on the 30<sup>th</sup> September 2019, be approved as a correct record and signed by the Chairman.

**ST/77 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) DL/CS**

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

**ST/78 CEMETERY & ADMIN OFFICER - INTERVIEW QUESTIONS, SCORESHEET AND TEST**

Cemetery Officer Post

**RESOLVED (unanimous) DL/EG**

That subject to amendments the Interview Questions and Scoresheet be approved.

**ST/79 TEST FOR THE CEMETERY & ADMIN OFFICER POST**

**RESOLVED (unanimous) DL/EG**

That the test for the Cemetery & Admin Officer post is approved.

**ST/80 DLF ASSISTANT GROUNDS PERSON - INTERVIEW QUESTIONS AND SCORESHEET**

**RESOLVED (unanimous) DL/EG**

That subject to amendments the Interview Questions and Scoresheet for the DLF Assistant Grounds Person be approved.

**ST/81     SHORT-LISTING FOR THE POST OF CEMETERY & ADMIN OFFICER**

**RESOLVED (unanimous)     DL/RP**

That the two internal applicants, 4 and 13 are invited for interview and also the following applicants are invited for interview for the post of Cemetery & Admin Officer, 5, 6, 11, 12, 16 and 19.

**ST/82     SHORT-LISTING FOR THE POST OF DLF ASSISTANT GROUNDS PERSON**

**RESOLVED (unanimous)     DL/RP**

That the following applicants are invited for interview for the post of DLF Assistant Grounds Person 1, 2, 3, 8, 16, 18, 19 and 21.

**ST/83     TIMETABLE FOR THE DAY – 12<sup>TH</sup> NOVEMBER 2019**

**RESOLVED (unanimous)     DL/EG**

That subject to amendments the timetable for the Interviews on the day for 16 Candidates on the 12<sup>th</sup> November 2019 be approved.

**ST/84     INTERVIEW PANEL FOR DLF ASSISTANT GROUNDS PERSON**

**RESOLVED (unanimous)     DL/EG**

That the Interview Panel for the DLF Assistant Grounds Person consists of Councillors Garner, Lyle, Sheward and the Deputy Town Clerk.

**ST/85     INTERVIEW PANEL FOR CEMETERY & ADMIN OFFICER**

**RESOLVED (unanimous)     DL/EG**

That the Interview Panel for the Cemetery & Admin Officer consists of Councillors Garner, Gill, Lyle and the Town Clerk.

The meeting closed 11.45 am

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Chairman

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Date