

CLOSED SESSION MINUTES

Closed session minutes of a meeting of the Staffing and Appeals Committee held in the Guildhall, Mill Street, Ludlow on **MONDAY 30TH SEPTEMBER 2019** at **3.30Pm.**

ST/55 **PRESENT**

Chair: Cllr Perks
Councillors: Cobley, Garner, Gill, Pote and Sheward and Smithers.
Officers: Gina Wilding, Town Clerk
 Naomi Brotherton, Senior Admin Assistant

ST/56 **HEALTH AND SAFETY**

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

ST/57 **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/58 **APOLOGIES**

Apologies for absence had been received from Councillors Ginger, Jones and Lyle.

ST/59 **DECLARATION OF INTERESTS**

Disclosable Pecuniary Interests
None declared

Conflict of Interest
None declared

Personal interests
None declared

ST/60 **MINUTES – 19th JULY 2019**

RESOLVED (5:0:2) TG/RP

That the closed minutes of the Staffing & Appeals meeting held on the 19th July 2019, be approved as a correct record and signed by the Chairman.

ST/61 **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) GP/CS

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

ST/62 **RESIGNATIONS**

RESOLVED (unanimous) GP/EG

That:-

- i) The current Cemetery Officer be formally thanked and wished well for her new job;
- ii) The update on resignations be noted and if required a further update will be brought to the Committee.

ST/63 **RECRUITMENT SCHEDULE**

RESOLVED (unanimous) GP/EG

That the Recruitment Schedule for the DLF Assistant Grounds Person and Cemetery & Admin Office be approved.

ST/64 **RECRUITMENT PAPERS FOR DLF ASSISTANT GROUNDS PERSON**

RESOLVED (unanimous) EG/TG

That subject to amendments the Job Advert, Job Description, Application Form and Shortlisting Criteria/Scoresheet is approved.

ST/65 INTERVIEW QUESTIONS, INTERVIEW SCORESHEET, INTERVIEW PANEL

RESOLVED (unanimous) DL/TG

To note that the interview questions, interview scoresheet and interview Panel members will be agreed at the short-listing meeting on Tuesday 5th November 2019.

ST/66 RECRUITMENT PAPERS FOR CEMETERY & ADMIN OFFICER

RESOLVED (unanimous) GP/EG

That subject to amendments the Job Advert, Job Description, Person Specification, Application Form, Short-listing Criteria/Scoresheet be approved.

ST/67 INTERVIEW QUESTIONS, INTERVIEW SCORESHEET, INTERVIEW TEST, INTERVIEW PANEL

RESOLVED (unanimous) GP/RP

To note that the Interview Questions, Interview Scoresheet, Interview Test and Interview Panel will be agreed at the short-listing meeting on Tuesday 5th November 2019.

ST/68 RESOLVED (unanimous) TG/CS

That all Members are informed of the two posts being advertised.

ST/69 NEXT MEETING

RESOLVED (unanimous) AC/GP

That it be noted that the next meeting of the Staffing Committee falls two days after interviews on Thursday 14th November 2019.

The meeting closed at 4.25pm

Chairman

Date