



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
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Despatch date: 13th February 2020

STAFFING COMMITTEE

You are summoned to attend a meeting of the
Staffing & Appeals Committee
at the Guildhall, Mill Street, Ludlow
on **THURSDAY 20th FEBRUARY 2020 at 10.30 am**

Gina Wilding

Gina Wilding
Town Clerk

Key Agenda Items:

- ***Staff Training***
- ***Staff Appraisals***
- ***Pay Awards Update***
- ***Staffing Report***

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

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 & APPEALS COMMITTEE** meeting held on **15TH JANUARY 2020**.

ITEM	ATTACHMENT
7. PAY AWARD To receive the pay award update information for the coming year.	7
8. PARENTERAL BEREAVEMENT LEAVE	
a) To receive information regarding the parenteral bereavement entitlement leave.	8a
b) To recommend the adopting of the Parenteral Bereavement Leave Policy	8b



<p>9. 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>10. STAFF TRAINING To receive a list of staff training 2019-20.</p>	10
<p>11. STAFF APPRAISALS a) To receive information regarding staff appraisals. b) To consider the appraisal form.</p>	11a 11b
<p>12. STAFFING REPORT To consider a report regarding the scoping work for the Staffing Structure Review.</p>	12

M e m b e r s h i p

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

**Date of the next Staffing & Appeals Committee meeting:
To be confirmed**