



## CLOSED SESSION MINUTES

Minutes of a Staffing Meeting held in the Guildhall, Mill Street, Ludlow on **THURSDAY 14<sup>TH</sup> NOVEMBER 2024** at 9.30am.

### **ST/49      STAFF TRAINING**

#### **RESOLVED (unanimous) EG/DT**

To note that sixteen members of staff attended a team working and prevention of sexual harassment training session at the Guildhall led by Councillor B. Waite and Councillor E. Garner on 6<sup>th</sup> November 2024.

That the points raised relating to risks during the prevention of sexual harassment staff training session would be anonymised and collated for further consideration by the Committee.

### **ST/50      RECRUITMENT**

#### **RESOLVED (unanimous) EG/RJ**

To note that shortlisting for the DLF Grounds Assistant will take place at the Guildhall on 18<sup>th</sup> November at 9.30am.

### **ST/51      RESOLVED (unanimous) EG/RJ**

To approve that Councillors B. Waite and Thompson join the Deputy Town Clerk and DLF Supervisor on the DLF Grounds Assistant interview panel.

That the interview questions be approved.

To note that the Senior Admin Assistant will commence their employment on 2<sup>nd</sup> January 2025.

### **ST/52      HEALTH AND SAFETY UPDATE**

#### **RESOLVED (unanimous) EG/DT**

To note that at the time of writing the agenda there were no Health and Safety Issues.

To note that a full investigation of a subsequent incident regarding low hanging Christmas lights will be carried out by the Deputy Town Clerk and a report will be brought back to Staffing Committee. The Town Clerk provided a short verbal update at the meeting.

**ST/53     RESOLVED (unanimous) EG/RJ**

To note that the annual Worknest Health and Safety visit will take place on 25<sup>th</sup> November 2024.

The meeting closed at 10:10 am.

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Chair

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Date