



CLOSED SESSION MINUTES

Minutes of a Staffing Meeting held in the Guildhall, Mill Street, Ludlow on **THURSDAY 20TH FEBRUARY 2025** at 9.00 am.

ST/63 RECRUITMENT TIMETABLE

RESOLVED (unanimous) EG/RH

To approve the recruitment timetable with the date of shortlisting amended to Tuesday 25th March.

ST/64 ADVERT

RESOLVED (unanimous) EG/RH

Subject to agreed amendment, to insert the wording, 'use social media, websites, press releases, and consultations' to approve the wording for the advert.

ST/65 JOB DESCRIPTION AND PERSON SPECIFICATION

RESOLVED (unanimous) EG/RH

Subject to correcting the typo and inserting agreed wording 'competence across a wide range of social media platforms' and 'Please provide examples of experience you have gained in relation to all the essential, and if possible, the desirable skills, knowledge and aptitudes listed in the person specification.', to approve the JD and PS.

ST/66 APPLICATION FORM

RESOLVED (unanimous) EG/BW

To approve the application form, subject to inserting the following text, 'Please provide examples of experience you have gained in relation to all the essential, and also if possible, the desirable skills, knowledge and aptitudes listed in the person specification.'; increasing the space on the form; and adding 'Please insert continuation sheets if necessary',

ST/67 SHORTLISTING CRITERIA

RESOLVED (unanimous) EG/RH

To amend the criteria as agreed.

ST/68 INTERVIEW QUESTIONS

RESOLVED (unanimous) EG/RH

To amend Q. 7 as agreed.

ST/69 INTERVIEW TEST

RESOLVED (unanimous) EG/Rh

To amend the wording of Q.1 as agreed.

The meeting closed at 09:50 am.

Chair

Date