



CLOSED SESSION MINUTES

Minutes of a Staffing Committee Meeting held in the Guildhall, Mill Street, Ludlow on **FRIDAY 22ND AUGUST 2025** at 9:30 am.

ST/29 RECRUITMENT – DEPUTY SUPERVISOR

RESOLVED KC/IMM (unanimous)

To approve recruitment of the Deputy Direct Labour Force Supervisor and Market Assistant role.

To approve the Job Description (JD) and Person Specification (PS) including the Market Assistant role with a minor amendment to PS.

To approve the recruitment schedule with the addition of a shortlisting criteria meeting at 10am on Tuesday 23rd September.

To approve an interview panel including staff members and Cllrs Lyle, Maxwell-Muller and Scott-Bell (with Cllr Cowell as reserve member)

To approve the Job Advert including 'a DBS (Disclosure and Barring Service) check is required for the role', Application Form, Short-listing Criteria / Scoresheet, Interview Questions, Interview Scoresheet, and Interview Test (to take place on the same day - managed by a member of the DLF team)

The meeting closed at 10.08 am.

Chair

Date