



## CLOSED SESSION MINUTES

Closed session Minutes of a meeting of the Staffing and Appeals Sub-Committee held in the Guildhall, Mill Street, Ludlow on **WEDNESDAY 17<sup>th</sup> October 2012 at 7.00pm**

### **SA/97    PRESENT**

Chairman:            Councillor Smithers (for part of the meeting only)

Vice Chairman: Councillor Perks

Councillors:        Aitken, McCormack, Newbold, Philips, Pound, Wilcox

Also present:        Naomi Brotherton, Secretary/Admin Assistant  
Gina Wilding, Acting Town Clerk for Item 6 of the Agenda only

### **SA/98    APOLOGIES**

No apologies for absence were received.

### **SA/99    DECLARATION OF INTERESTS**

Discloseable pecuniary interests

None

Personal interests

None

### **SA/100   MINUTES – 5<sup>th</sup> OCTOBER 2012**

**RESOLVED (6:0:2)**

That the minutes of the Staffing and Appeals Sub-Committee held on the 5<sup>th</sup> October 2012 be approved as a correct record and signed by the Chairman.

### **SA/101   MINUTES – 10<sup>TH</sup> OCTOBER 2012**

**RESOLVED (5:0:3)**

That subject to the amendment of the membership with Councillor Wilcox recorded under apologies, the minutes be approved as a correct record and signed by the Chairman.

**SA/102 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)**

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

**SA/103 RECRUITMENT OF TOWN CLERK**

**RESOLVED (6:0:1)**

That:-

- i) the 1-5 scoring method for short-listing and interviews should be 1 being the lowest mark and 5 as being the highest;
- ii) the applications for short-listing are to be sent to the Staffing & Appeals Sub-Committee Members at least 24 hours before short-listing;
- iii) short-listing should commence at 9.30 am on Thursday 25<sup>th</sup> October 2012.

**SA/104 SHORTLISTING CRITERIA**

**RESOLVED (unanimous)**

That the personal qualities section is taken off the Short-listing Criteria sheet and included on both the Interview Scoring sheets.

**SA/105 TESTS/EXERCISES FOR INTERVIEW PROCESS**

**RESOLVED (unanimous)**

That the exercises for the interview are agreed.

**SA/106 CONFIDENTIAL PAPERS FROM ACAS**

**RESOLVED (unanimous)**

That:-

- i) The papers received from ACAS are not open to the public under the Data Protection Act or through the disclosure of Freedom of Information;
- ii) The Committee meet to discuss the papers on Wednesday 24<sup>th</sup> October 2012 at 10.00 am.

7.55 pm Councillor Smithers left the meeting at this point.

7.56 pm Councillor Perks resumed the meeting as Chair.

**SA/107 VENUE FOR INTERVIEW FOR THE POST OF TOWN CLERK**

**RESOLVED (unanimous)**

That the interviews for the post of Town Clerk take place at the Ludlow Mascall Centre.

**SA/108 TIMETABLE FOR INTERVIEW DAY FOR THE POST OF TOWN CLERK**

8.14 pm – Councillor Wilcox left the room.

8.15 pm – Councillor Wilcox entered the room.

**RESOLVED (unanimous)**

That:-

- i) the amended timetable for the interview day be adopted;
- ii) once short-listing has occurred the Town Council will apply for references prior to interviews if permission given by applicants;

**SA/109 EXTENSION OF THE MEETING**

**RESOLVED (5:0:2)**

That in accordance with Standing Orders the meeting be extended for a further 30 minutes.

9.00 pm – Gina Wilding entered the room.

**SA/110 RECRUITMENT OF MARKET OFFICER**

**RESOLVED (unanimous)**

That:-

- i) the Acting Town Clerk is authorised to advertise the post of Market Officer subject to the agreed amendments;
- ii) the Acting Town Clerk be authorised to set the recruitment process dates for the post of Market Officer.

**SA/111 DATE OF NEXT MEETING**

**RESOLVED (unanimous)**

That:-

- i) a meeting on the 24<sup>th</sup> October be called to discuss the ACAS papers;
- ii) short-listing for the Post of Town Clerk take place on 25<sup>th</sup> October 2012.

The meeting closed at 9.40 pm

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Chairman

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Date