



CLOSED SESSION MINUTES

Closed session minutes of a meeting of the Staffing and Appeals Sub-Committee held in the Guildhall, Mill Street, Ludlow on **FRIDAY 16th NOVEMBER 2012** at **3.00pm**

SA/139 PRESENT

Chairman: Councillor Smithers

Councillors: McCormack; Pound; Wilcox

Also present: Gina Wilding, Acting Town Clerk
Lucy Jones, Finance Secretary

SA/140 APOLOGIES

Apologies for absence were received from Councillors Aitken, Phillips and Newbold. Councillor Perks gave his apologies that he would be late to the meeting.

SA/141 DECLARATION OF INTERESTS

Disclosable Pecuniary Interests

None

Conflict of Interest

None

Personal interests

None

SA/142 MINUTES

RESOLVED (3:0:1)

That the minutes of the Staffing and Appeals Sub-Committee meeting held on the 6th November 2012, be approved as a correct record and signed by the Chairman.

SA/143 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/144 APPOINTMENT OF TOWN CLERK

The Chairman drew Members attention to the letter dated the 6th and 8th November 2012 from the candidate, accepting the position of Town Clerk dependant upon certain stipulations being approved by the Council.

The Sub-Committee agreed to her requests to continue to attend conferences and stated that they encouraged staff to continue personal development training and this was recognised in the Council training budget.

Councillor Perks entered the meeting at 3.20pm

The Finance Secretary inform Members that current staff received increments to the top of their grade only, these were awarded following their annual appraisal on the 1st April each year after the completion of six months service. Members agreed that the increments for the Town Clerk's post would be in line with other staff.

Councillor Perks stated that the candidate should be contacted prior to the Council meeting to inform her of Staffing and Appeals recommendations and to ask for her comments. Therefore Council would have all the information required to make an informed decision.

RESOLVED (unanimous)

That:-

- i) prior to the Council meeting on 19th November 2012 a letter be sent to the candidate informing her that the Staffing and Appeals Sub-Committee will make recommendations to Council that:-
 - a) her attendance at conferences and ongoing training be agreed, subject to Council workload.
 - b) she is offered the post of Town Clerk at a starting salary of SCP44
 - c) the post is offered on a six month probationary period.
 - d) in consultation with her the Council will set benchmarks to include the continued success of the market and the progression of projects and securing of funds to create a sustainable future for the Council's listed buildings currently at risk, to be used as criteria during your annual appraisal.
 - e) annual increments, subject to satisfactory appraisals, shall be awarded on the 1st April each year beginning in 2014 (after a period of service in excess of six months) up to SCP49.

- ii) the Committee Chairman work with the Town Clerk to set benchmarks for performance.

The meeting closed at 4.05 pm

Chairman

Date