

MINUTES

Minutes of a Staffing Committee Meeting held in the Guildhall, Mill Street, Ludlow on **THURSDAY 18TH SEPTEMBER 2025** at 9:30 am.

ST/30 PRESENT

Chair: Councillor Scott-Bell

Councillors: Cowell and Lyle.

Officers: Kate Adams, Deputy Town Clerk
 Helen Jones, Senior Administrative Assistant

ST/31 ABSENT

Councillors Gill, Harris, Hepworth, Maxwell-Muller and Owen.

ST/32 HEALTH & SAFETY

The Chair informed Councillors of the fire exits, fire assembly point and asked that everyone sign the attendance log.

ST/33 RECORDING OF MEETINGS

The Chair notified those present that under the Openness of Local Government Regulations 2014, recording and broadcasting is permitted during public session of Council Meetings.

ST/34 APOLOGIES

Apologies were received from Councillors Gill, Hepworth & Maxwell-Muller.

ST/35 DECLARATION OF INTERESTS

Disclosable Pecuniary Interests
None declared.

Conflict of Interest
None declared.

Personal Interests
None declared.

ST/36 PUBLIC OPEN SESSION

There were no members of the public or press present.

ST/37 MINUTES

RESOLVED KC/DL (unanimous)

That the open and closed session minutes of the Staffing Committee meeting held on the 22nd August 2025 be approved as a true record and signed by the Chair.

ST/38 ITEMS TO ACTION

RESOLVED DL/KC (unanimous)

That the items to action of the Staffing Committee meeting held on the 22nd August 2025 be noted.

ST/39 RECRUITMENT & SELECTION POLICY

RESOLVED ISB/KC (unanimous)

That the updates to the Recruitment & Selection Policy be approved and recommended to Policy & Finance Committee.

ST/40 SEXUAL HARASSMENT POLICY

RESOLVED ISB/DL (unanimous)

That the Sexual Harassment Policy, risk assessment and action plan be approved and recommended to Policy & Finance Committee.

ST/41 EXCLUSION OF PRESS AND PUBLIC: PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960

RESOLVED ISB/DL (unanimous)

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

The meeting closed at 9.47 am.

Chair

Date

Closed Session minutes will be issued.