



## CLOSED SESSION MINUTES

Closed Session Minutes of a meeting of the Staffing and Appeals Sub-Committee held on **Wednesday 29 August 2012 at 2.30 pm** in the Council Chamber, Guildhall, Mill Street, Ludlow.

### **SA/60 PRESENT**

Chairman: Councillor Smithers  
Vice Chairman: Councillor Perks  
Councillors: Aitken, McCormack, Newbold, Phillips, Pound.  
Also Present: Gina Wilding, Acting Town Clerk  
Ann Almond, Committee Officer, Shropshire Council

### **SA/61 APOLOGIES**

An apology for absence was received from Councillor Wilcox.

### **SA/62 DECLARATIONS OF INTEREST**

#### **Personal**

<u>Member</u>	<u>Interest</u>	<u>Reason</u>
All Councillors	Lanyon Bowdler	As previously declared, Solicitors firm had been used for personal matters.

### **SA/63 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 items 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 from the meeting.

**SA/64 INSURANCE POLICY**

The Acting Town Clerk confirmed that she would provide Members with a copy of the policy wording.

**SA/65 HR & H&S PACKAGES**

**RESOLVED (unanimous)**

That:-

- i) Councillor Perks contact Ludlow College for feedback regarding Peninsula.
- ii) the Acting Town Clerk contact Ellis Whittam and Peninsula to:
  - a. Thank them for the information provided thus far;
  - b. Request details of other customers, of a similar type and size, that could provide testimonials and feedback;
  - c. Establish whether either company had ever exceeded their maximum insurance cover costs; and
  - d. Seek confirmation that, having provided details of the current situation regarding the grave collapse in the cemetery and the formal grievance lodged against Ludlow Town Council, it would still be in a position to provide insurance cover.
- iii) the Acting Town Clerk clarify with Peninsula:
  - a. The overall costs regarding the workforce;
  - b. The period of cover; and
  - c. The legal advice being available to both Councillors and Staff.
- iv) upon receipt of satisfactory references, the Acting Town Clerk prepare a report to be presented to Council on Monday 3<sup>rd</sup> September 2012, setting out this Sub-Committee's preferred option of Peninsula, as Peninsula would provide an inclusive, comprehensive package, 24 hours support with no additional costs, particularly in areas such as litigation and training.

**SA/66 RECRUITMENT**

**RESOLVED (unanimous)**

That:-

- i) following Council approval of the company, the draft job description be sent to the company to review and provide any feedback before publication in the press;
- ii) the insurance company be provided with a copy of the current handbook, personal specification, and any other documentation that would be sent to prospective applicants, for their review and comment; and

- iii) the next meeting of the Staffing & Appeals Sub-Committee be held on Tuesday 4<sup>th</sup> September 2012 at 2.00 p.m. in the Council Chamber, Guildhall, Mill Street, Ludlow;

The meeting closed at 4.00 pm

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Chairman

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Date