



## LUDLOW TOWN COUNCIL STAFFING COMMITTEE AGENDA

To: All Members of the Council, Town Clerk  
Contact: Gina Wilding  
Ludlow Town Council, The Guildhall, Mill Street, Ludlow, SY8 1DG  
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Despatch date: 10<sup>th</sup> March 2022

### STAFFING COMMITTEE

You are summoned to attend a meeting of the  
Staffing Committee  
at the Guildhall, Mill Street, Ludlow  
on **TUESDAY 15<sup>TH</sup> MARCH 2022 at 2:15pm**

*Gina Wilding*

Gina Wilding  
Town Clerk

#### Key Agenda Items:

- ***Staff Training***
- ***Communications and Market***

**Public Open Session (15 minutes) – Members of the public are invited to make representations to the Council on any matters relating to the work of the Council or to raise any issues of concern.**



## 1. Health and Safety

Councillors are to note that the fire exit can be found left outside the Council Chamber via the front door. The fire assembly point is on the pavement opposite the Guildhall.

For fire safety purposes all Councillors should sign the attendance book and members of the public should sign the attendance sheet.

## 2. Recording of Meeting

Under the Openness of Local Government Regulations 2014, recording and broadcast including blogging, tweeting and other social media is permitted during this meeting.

The act of recording and broadcasting must not interfere with the meeting.

The Council understands that some members of the public may not wish to be recorded and asks that they turn off their camera and access the meeting via audio only.

## 3. Apologies

To receive apologies as notified to the Town Clerk.

## 4. Declarations of Interests

*Members are reminded that they must not participate in the discussion or voting on any matter in which they have a Disclosable Pecuniary Interest and should leave the room prior to the commencement of the debate.*

- a) Disclosable Pecuniary Interest
- b) Declaration of conflicts of Interest
- c) Declarations of personal interest

## 5. Minutes

- a) To approve as a correct record and sign the minutes of the **STAFFING COMMITTEE of 28<sup>TH</sup> APRIL 2021.**
- b) To note the delegated decisions of the **9<sup>th</sup> February 2022**

## 6. Public Open Session (15 minutes)

Members of the public are invited to make representations to the Council on any matters relating to the work of the Council.

ITEM	ATTACHMENT
<p><b>7. EXCLUSION OF PRESS AND PUBLIC: PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960</b></p> <p>The Chairman will move 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</p>	<p><b>No papers</b></p>



business to be transacted.

- |  |                  |
|--|------------------|
| <b>8. STAFF TRAINING</b>   |                  |
| To receive the list of training undertaken by staff for 2021-2022. | <b>8</b>         |
| <b>9. COMMUNICATIONS &amp; MARKETING OFFICER</b>                   |                  |
| a) To note the recruitment schedule                                | <b>9a</b>        |
| To approve the following documents prior to recruitment:-          |                  |
| b) Job Advert  | <b>9b</b>        |
| c) Job Description and Person Specification                        | <b>9c</b>        |
| d) Application Form  | <b>9d</b>        |
| e) Short-listing Criteria/Scoresheet                               | <b>9e</b>        |
| f) Interview Questions   | <b>9f</b>        |
| g) Interview Scoresheet  | <b>9g</b>        |
| h) Interview Test – to consider options for a test.                | <b>No papers</b> |
| <b>10. DLF ASSISTANT GROUNDS PERSON</b>                            |                  |
| To approve the following documents prior to recruitment:-          |                  |
| a) Job Advert  | <b>10a</b>       |
| b) Job Description and Person Specification                        | <b>10b</b>       |
| c) Application Form  | <b>10c</b>       |
| d) Short-listing Criteria/Scoresheet                               | <b>10d</b>       |
| e) Interview Questions   | <b>10e</b>       |
| f) Interview Scoresheet  | <b>10f</b>       |
| <b>11. PUBLIC CONVENIENCE CLEANER</b>                              |                  |
| To consider a separate recruitment schedule.                       | <b>To follow</b> |
| <b>12. PAY AWARD 2021 / 22</b>                                     |                  |
| To note the national pay award                                     | <b>12</b>        |

### ***M e m b e r s h i p***

*Councillors: Lyle (Chair), Adams, Boddington, Garner, Gill, Ginger; Jones, Pote and Waite (Vice Chair).*

**Date of the next Staffing Committee meeting:  
To be confirmed**