



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: 10th March 2022

STAFFING COMMITTEE

You are summoned to attend a meeting of the
Staffing Committee
at the Guildhall, Mill Street, Ludlow
on **TUESDAY 26th APRIL 2022 at 9:30am**

Gina Wilding

Gina Wilding
Town Clerk

Key Agenda Items:

- ***Short-listing for Communications Officer***
- ***Short-listing for DLF Assistant Grounds Person***
- ***Recruitment packs***
- ***Pay Awards 2021-22***

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

To approve as a correct record and sign the minutes of the **STAFFING COMMITTEE** of **15th MARCH 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
7. PAY AWARD 2021-22 To adopt the pay award for 2021-22.	7
8. EXCLUSION OF PRESS AND PUBLIC: PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960 The Chairman will move that the public be excluded from the meeting for the following item(s) of business pursuant to	No papers



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.

9. INCREMENTS 2022-23	
To adopt the pay increments for 2022-23.	9
10. COMMUNICATIONS & MARKETING OFFICER	
a) To short-list for the post.	10a
b) To approve the interview test.	10b
11. DLF ASSISTANT GROUNDS PERSON	
To short-list for the post.	11
12. INTERVIEWS & INTERVIEW PANELS	
a) To consider the timetable for the day.	12a
b) To select the interview panel.	No papers
13. RECRUITMENT	
a) To consider a report to review JDs for new posts.	13a
b) To consider options for advertising recruitment.	13b
14. PUBLIC CONVENIENCE CLEANER	
To approve the following documents:-	
a) Schedule for recruitment	14a
b) Job Advert	14b
c) Job Description and Person Specification	14c
d) Application Form	14d
e) Short-listing Criteria/Scoresheet	14e
f) Interview Questions	14f
g) Interview Scoresheet	14g
15. FINANCE ASSISTANT	
To consider the following documents:-	
a) Job Advert	15a
b) Job Description and Person Specification	15b
c) Application Form	15c
d) Short-listing Criteria/Scoresheet	15d
e) Interview Questions	15e
f) Interview Test	15f
g) Interview Scoresheet	15g



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**