



LUDLOW TOWN COUNCIL STAFFING COMMITTEE AGENDA

To: All Members of the Council, Town Clerk
Contact: Gina Wilding
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Despatch date: 10th December 2020

STAFFING COMMITTEE

You are summoned to attend a virtual meeting of the Staffing Committee on
Tuesday 15th December 2020
Via Zoom

Link: <https://us02web.zoom.us/j/82993875810>
Meeting ID: 829 9387 5810

Gina Wilding

Gina Wilding
Town Clerk

Key Agenda Items:

- ***Draft Review Discussion***

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. **WELCOME**

To receive a welcome from the meeting Chairman:

To note that this is a formal Town Council meeting and will be held, just as ones in the Guildhall, using the published agenda.

As with meetings in the Guildhall, members of the public will be given the opportunity to speak during public participation, but will not be permitted, unless invited to do so by the Chairman, to speak at other times.

The Clerk has the ability to mute or remove anyone who does cause a nuisance, but of course, we hope that this won't be necessary.

It is impossible to hear if everyone speaks at once. So that we have some order, I'd be grateful if you could speak one at a time and use the 'reactions' button at the bottom of the Zoom screen and raise your virtual hand if you'd like to speak.

Please note that we will not be using the 'chat' function and will not be sharing any files via Zoom. In order to avoid your technology being compromised, please do not use Chat and do not respond to any messages made via Chat.

As there is no formal table, the Chairman will introduce the Councillors present and ask that they say 'hello or wave.'

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 public session of Council meetings. 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 to 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. **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.



7. **Minutes** - To approve the closed session minutes of the **STAFFING COMMITTEE** meeting held on **19th November 2020**.

ITEM	ATTACHMENT
<p>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 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.</p>	No papers
<p>9. LCC FINAL REPORT To discuss the report</p>	9
<p>10. GUIDE TO MANAGING CHANGE To discuss the document</p>	10
<p>11. THE WAY FORWARD To make recommendations to council</p>	No papers
<p><i>M e m b e r s h i p</i></p> <p><i>Councillors: Lyle (Chair), Cobley, Garner (Vice), Gill, Ginger; Jones, Pote, Sheward and Smithers</i></p>	
<p>Date of the next Staffing Committee meeting: 25th March 2021</p>	

MINUTES

CLOSED SESSION MINUTES

Closed session minutes of a meeting of the Staffing and Appeals Committee held in the Guildhall, Mill Street, Ludlow on **THURSDAY 19th NOVEMBER 2020** at **11.12am**.

ST/15 PRESENT

Chair: Cllr Lyle

Councillors: Garner, Pote and Sheward.

Officers: Gina Wilding, Town Clerk
 Kate Adams, Deputy Town Clerk
 Naomi Brotherton, Senior Admin Assistant

ST/16 VIRTUAL MEETING WELCOME

The Chair welcomed everyone to the virtual Staffing Committee meeting, and introduced the Councillors present, and explained that:

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As with meetings in the Guildhall, members of the public will be given the opportunity to speak during public participation, but will not be permitted, unless invited to do so by the Chairman, to speak at other times.

The Clerk has the ability to mute or remove anyone who does cause a nuisance, but of course, we hope that this won't be necessary.

It is impossible to hear if everyone speaks at once. So that we have some order, I'd be grateful if you could speak one at a time and use the 'reactions' button at the bottom of the Zoom screen and raise your virtual hand if you'd like to speak.

Please note that we will not be using the 'chat' function and will not be sharing any files via Zoom. In order to avoid your technology being compromised, please do not use Chat and do not respond to any messages made via Chat.

ST/17 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. 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.

ST/18 APOLOGIES

Apologies for absence had been received from Councillors Cobley, Gill and Jones.

ST/19 DECLARATION OF INTERESTS

Disclosable Pecuniary Interests

None declared

Conflict of Interest

None declared

Personal interests

None declared

ST/20 PUBLIC OPEN SESSION

There were no members of the public present.

ST/21 MINUTES –23rd JULY 2020

RESOLVED (unanimous) DL/RP

That the minutes of the Staffing Committee meeting held on the 23rd July 2020, be approved to be signed by the Chairman as a correct record.

ST/22 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) DL/CS

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

ST/23 SHEILDING

RESOLVED (unanimous) DL/EG

That the report is noted.

ST/24 DRAFT REVIEW REPORT

RESOLVED (unanimous) DL/RP

That:-

- i) the decision is deferred to Full Council;
- ii) the report is circulated to all Members following the meeting.

ST/25 RESOLVED (unanimous) DL/RP

That a single item Extraordinary Meeting of Full Council is called to discuss the Draft Review Report.

ST/26 MANAGING ATTENDANCE

RECOMMENDED (unanimous) DL/EG

- i) That the Managing Attendance Policy be adopted subject to the following amendments:
 - sickness absence review notes between Line Managers and staff are kept on file;
 - the word Company is replaced by the word Town Council
- iii) that the Return to Work Questionnaire be adopted.

The meeting closed 11.30am

Chairman

Date