



## LUDLOW TOWN COUNCIL STAFFING COMMITTEE AGENDA

To: All Members of the Council, Town Clerk  
Contact: Gina Wilding  
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Despatch date: 12<sup>th</sup> November 2021

### STAFFING COMMITTEE

You are invited to attend a virtual meeting of  
Staffing Committee at 9.30am on  
Thursday 18<sup>th</sup> November 2021  
Via Zoom

Meeting Link: <https://us02web.zoom.us/j/87094996684>  
Meeting ID: 870 9499 6684

*Gina Wilding*

Gina Wilding  
Town Clerk

### Key Agenda Items:

- *Managing Attendance*
- *National Living Wage*
- *Job Descriptions*

**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**

Welcome to a virtual meeting for the consideration of this agenda by the members of Staffing Committee.

Ludlow Town Council is proud of its strong governance procedures, and it is disappointed by the government's recent decision to withdraw the ability for the council to hold decision-making meetings virtually. The council feels that at this time it is not safe to hold frequent and long in-person meetings.

In the interests of transparency, I will explain our temporary process.

The council has decided to retain all the elements of good governance including publically accessible meetings, and councillor debate resulting in majority agreement. The majority agreement will be recorded and published as a recommendation for the Town Clerk to action under emergency-delegated authority.

Members of the public have the opportunity to speak during the public open session at the beginning of the agenda, and are not permitted to speak at other times, unless invited to do so by the Chairman.

The Clerk has the ability to mute or remove anyone who causes a nuisance, and 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 raise your hand if you'd like to speak, and speak one at a time.

Please note that the 'chat' function will not be available during this meeting.

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

## 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 note the delegated decisions of 31<sup>st</sup> August 2021.

#### 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.

<b>ITEM</b>	<b>ATTACHMENT</b>
<b>7. EXCLUSION OF PRESS AND PUBLIC: PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960</b> 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.	<b>No papers</b>
<b>8. MANAGING ATTENDANCE</b> To consider a report on sickness absences.	<b>8</b>
<b>9. NATIONAL LIVING WAGE 2022</b> To note the increase in the National living wage from April 2022.	<b>9</b>
<b>10. LOCAL GOVERNMENT PAY CLAIM 2021/22</b> To note the update.	<b>10</b>
<b>11. FINANCE ASSISTANT</b> To approve the following documents prior to recruitment in January 2022	
a) Job Advert	<b>11a</b>
b) Job Description and Person Specification	<b>11b</b>
c) Application Form	<b>11c</b>
d) Short-listing Criteria/Scoresheet	<b>11d</b>
e) Interview Questions	<b>11e</b>
f) Interview Test	<b>11f</b>
g) Interview Scoresheet	<b>11g</b>



## 12. RECEPTION / ADMIN ASSISTANT

To approve the following documents prior to recruitment in January 2022

- |                                             |            |
|---------------------------------------------|------------|
| a) Job Advert                               | <b>12a</b> |
| b) Job Description and Person Specification | <b>12b</b> |
| c) Application Form                         | <b>12c</b> |
| d) Short-listing Criteria/Scoresheet        | <b>12d</b> |
| e) Interview Questions                      | <b>12e</b> |
| f) Interview Test                           | <b>12f</b> |
| g) Interview Scoresheet                     | <b>12g</b> |

## 13. FLEXIBLE WORKING REQUESTS

- |                                                                           |            |
|---------------------------------------------------------------------------|------------|
| a) To consider a request for flexible working as explained in the report. | <b>13a</b> |
| b) To consider a request for flexible working as explained in the report. | <b>13b</b> |

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

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

**Date of the next Staffing Committee meeting:  
17 March 2022**