

CLOSED SESSION MINUTES

Minutes of a Staffing Meeting held in the Guildhall, Mill Street, Ludlow on **TUESDAY 11TH JULY 2023** at 9.30am.

ST/25 PRESENT

Chair: Cllr Lyle

Councillors: Garner, Pote (from 10.04am) and B. Waite.

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

ST/26 HEALTH & SAFETY

The Chair informed Councillors of the fire exits, fire assembly point and asked that everyone sign the attendance log.

ST/27 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/28 APOLOGIES

Apologies had been received from Councillor Gill and Ginger.

ST/29 DECLARATION OF INTERESTS

Disclosable Pecuniary Interests

None declared

Conflict of Interest

None declared

Personal interests

None declared

ST/30 **MINUTES – 19th JUNE 2023**

RESOLVED (unanimous) DL/BW

That the minutes of the 19th June 2023 be approved as a true record to be signed by the Chair.

ST/31 **ITEMS TO ACTION**

RESOLVED (unanimous) DL/EG

That the items to action of the 19th June 2023 be noted.

ST/32 **PUBLIC OPEN SESSION**

There were no members of the public present.

ST/33 **EXCLUSION OF PRESS AND PUBLIC: PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960**

RESOLVED (unanimous) DL/EG

That the public and press 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.

ST/34 **JOB EVALUATION**

RESOLVED (unanimous) DL/EG

That the Job Evaluation is approved from Shropshire Council and no changes be made to the post.

ST/35 **SICKNESS ABSENCE**

RESOLVED (unanimous) DL/BW

That:-

- i) The report and a copy of the Shropshire Council employee absence management policy is considered at the next Staffing Committee meeting, alongside Ludlow Town Council's managing attendance policy;

- ii) Further clarification is provided on the OHU reports and *satisfactory explanations of sickness given to the Town Clerk.*

ST/36 **TIME OFF IN LIEU (TOIL)**

RESOLVED (unanimous) DL/EG

That the TOIL policy is reviewed along with the report, outlining options for making changes at the next Staffing Committee.

ST/37 **SUSPEND STANDING ORDERS**

RESOLVED (unanimous) DL/BW

That Standing orders be suspended to allow discussion of the Annual Leave report.

ST/38 **ANNUAL LEAVE**

10.04am Councillor Pote joined the meeting.

The Committee commented on the following:-

- The Mayor should be informed of the Town Clerk's annual leave in advance of it being taken;
- Request for the mobile numbers of the Town Clerk and Deputy Town Clerk to be recirculated to all Members.
- Request for the spreadsheet be given to Councillors include number of days leave taken and number of days leave remaining for each member of staff.

RESOLVED (unanimous) DL/EG

That the report be noted.

ST/39 **REINSTATE STANDING ORDERS**

RESOLVED (unanimous) DL/GG

That Standing Orders be re-instated.

ST/40 **COUNCILLOR TRAINING OPTIONS**

Members requested to re-watch and discuss Podcast 1 – Building an effective

personnel committee in the SLCC six-part series, Councillors Responsibilities as Employers at the November Staffing Meeting.

ST/41 DATE OF NEXT MEETING

The Committee requested more regular Staffing Committee meetings every 6-8 weeks.

It was agreed that the next Staffing Meeting, prior to the scheduled meeting in November, should be 9.30am, on Tuesday 26th September 2023.

The meeting closed at 10:23am.

Chairman

Date