

CLOSED SESSION MINUTES

Minutes of a Staffing Meeting held in the Kemp Room, at the Bishops Mascall Centre, Ludlow on **TUESDAY 15TH NOVEMBER** at 10.00am

ST/89 PRESENT

Chair: Cllr Lyle

Councillors: Gill, Pote and Waite.

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

ST/90 HEALTH & SAFETY

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

ST/91 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/92 APOLOGIES

Apologies had been received from Councillors Garner and Jones.

ST/93 DECLARATION OF INTERESTS

Disclosable Pecuniary Interests

None declared

Conflict of Interest

None declared

Personal interests

None declared

ST/94 MINUTES – 11th OCTOBER 2022

RESOLVED (unanimous) DL/BW

That the minutes of the 11th October 2022 be approved as a true record to be signed by the Chair.

ST/95 PUBLIC OPEN SESSION

There were no members of the public present.

ST/96 EXCLUSION OF PRESS AND PUBLIC: PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960

RESOLVED (unanimous) DL/TG

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/97 LOCAL GOVERNMENT PAY AWARD 2022/23

RESOLVED (unanimous) RP/TG

That the Local Government Pay Award 2022/23 is adopted.

ST/98 STAFF TRAINING TO DATE

RESOLVED (unanimous) TG/DL

To note the staff training to date from April 2022.

ST/99 ESSENTIAL TRAINING FOR SERVICE AREAS

RESOLVED (unanimous) DL/BW

To note the essential training for each service area.

ST/100 SERVICE REVIEW – GRAVE DIGGING

RESOLVED (unanimous) DL/TG

That the words "*is approved in principle*" is removed from the 2.1 of the recommendation.

ST/101 RECOMMENDED (unanimous) DL/TG

That the option to employ one full time member of staff and an apprentice, is referred to the Budget Task and Finish Group for further costings and is brought back to Staffing Committee for consideration.

ST/102 RESOLVED (unanimous) DL/TG

That:-

- i) review and approval of the draft job description; and
- ii) the costs of the CEMETERY OPERATIVES TRAINING SCHEME (COTS) being established.

is deferred until recommendations are received from the Budget Task & Finish Group.

ST/103 CIVILITY AND RESPECT – COUNCILLOR – OFFICER PROTOCOL

RECOMMENDED (3:1:0) DL/TG

That the Civility and Respect – Councillor – Officer Protocol be referred to the Policy & Finance Committee.

The meeting closed at 10.41am.

Chairman

Date