

## CLOSED SESSION MINUTES

Closed session minutes of Staffing Committee Meeting held at the Guildhall, Mill Street, Ludlow on **TUESDAY 19<sup>th</sup> JULY 2022** at 9.30am

### **ST/51     PRESENT**

Chair:                    Cllr Lyle

Councillors:         Ginger, Gill, Pote.

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

### **ST/52     HEALTH & SAFETY**

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

### **ST/53     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/54     APOLOGIES**

Apologies had been received from Councillor Waite.

### **ST/55     DECLARATION OF INTERESTS**

Disclosable Pecuniary Interests

None declared

Conflict of Interest

None declared

Personal interests

None declared

**ST/56**     **MINUTES – 14<sup>th</sup> JUNE 2022**

**RESOLVED (unanimous)   DL/TG**

That the minutes of the 14<sup>th</sup> June 2022 be approved as a true record to be signed by the Chair.

**ST/57**     **PUBLIC OPEN SESSION**

There were no members of the public present.

**ST/58**     **EXCLUSION OF PRESS AND PUBLIC: PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960**

**RESOLVED (unanimous)   DL/RP**

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/59**     **CHANGE OF AGENDA**

**RESOLVED (unanimous)   DL/RP**

That items 11, 12 and 13 are discussed before the remainder of the agenda.

**ST/60**     **DEPUTISING**

**RESOLVED (unanimous)   GG/RP**

That a report detailing the Deputising and Out-of-Hours arrangements be taken to a Full Council Meeting.

**ST/61**     **PANDEMIC TOIL**

**RESOLVED (unanimous)   TG/RP**

That in recognition of the issues arisen during the Staffing Structure Review and pandemic that a payment to clear the excessive overtime accrued during this period is approved.

**ST/62**     **RESOLVED (unanimous)   DL/TG**

That an additional report regarding proposed changes to toil management is discussed at an additional meeting of Staffing on Tuesday 11<sup>th</sup> October 2022.

**ST/63 REVIEW OF DIFFERENTIAL PAYMENT**

**RESOLVED (unanimous) DL/TG**

In recognition of the duties being undertaken by MH, a revised JD is issued, and the salary scale is raised by one point immediately to SCP 9, which is the top of the scale.

**ST/64 RESOLVED (unanimous) DL/TG**

That the Agenda is continued from item 8.

Councillor Ginger left the meeting

**ST/65 SHORT-LISTING FOR THE POST OF DLF ASSISTANT GROUNDS PERSON**

**RESOLVED (unanimous) DL/TG**

That candidates 4, 5, 6, 7, 8, 10, 11 are invited for interview.

**ST/66 INTERVIEW TIMETABLE AND PANEL**

**RESOLVED (unanimous) TG/DL**

That:-

- i) the interview date is Tuesday 26<sup>th</sup> July 2022.
- ii) the timetable for the day is approved with interviews beginning at 10.15am.
- iii) the Interview Panel consists of the Town Clerk and Councillors Pote, Gill to confirm and Councillors Waite and Garner to be contacted for their availability.

**ST/67 RECRUITMENT FOR THE POST OF FINANCE & ADMIN ASSISTANT**

**RESOLVED (unanimous) TG/DL**

That:-

- i) The decisions made to date are noted;
- ii) Subject to typographical amendments the JD and PS be approved;
- iii) Subject to minor amendments the advert be approved;
- iv) The role is re-advertised;
- v) The schedule for recruitment is approved.

The meeting closed at 10.40am.

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Chairman

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Date