

CLOSED SESSION MINUTES

Minutes of a Staffing Meeting held in the Guildhall, Mill Street, Ludlow on **TUESDAY 26th SEPTEMBER 2023** at 9.30am.

ST/42 PRESENT

Chair: Cllr Lyle

Councillors: Garner, Ginger, Pote, B. Waite.

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

ST/43 HEALTH & SAFETY

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

ST/44 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/45 APOLOGIES

Apologies had been received from Councillor Gill due to recovering from surgery.

Councillor Jones was absent from the meeting.

ST/46 DECLARATION OF INTERESTS

Disclosable Pecuniary Interests

None declared

Conflict of Interest

None declared

Personal interests

None declared

ST/47 **MINUTES – 11th JULY 2023**

RESOLVED (4:0:1) DL/BW

That the minutes of the 11th July 2023 be approved as a true record to be signed by the Chair.

ST/48 **ITEMS TO ACTION**

RESOLVED (unanimous) DL/EG

That the items to action of the 11th July 2023 be noted.

ST/49 **PUBLIC OPEN SESSION**

There were no members of the public present.

ST/50 **EXCLUSION OF PRESS AND PUBLIC: PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960**

RESOLVED (unanimous) DL/BW

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/51 **RECRUITMENT**

Councillors Garner and Pote confirmed that they were available for the Interview Panel.

RESOLVED (unanimous) DL/EG

That with amendments to the application form to mirror the layout of the DLF application form, and changes to the advert that ensure the emphasis of the job is cleaning the recruitment pack be approved.

ST/52 JOB EVALUATION

RESOLVED (3:0:2) DL/EG

To approve Job Evaluation for the submitted job description.

ST/53 SICKNESS POLICIES

RESOLVED (unanimous) DL/BW

To review the existing policy with regard to Shropshire Council's policy and that an amended version and brought back to the Staffing Committee for consideration.

ST/54 DLF SUPERVISOR TRAINING SCHEDULE

RESOLVED (unanimous) DL/BW

To note the DLF Supervisor Training Schedule.

ST/55 TERMS OF REFERENCE

RESOLVED (unanimous) DL/EG

To defer until the Councillor training item at the November meeting.

The meeting closed at 10:42am.

Chairman

Date

