



LUDLOW TOWN COUNCIL

AGENDA

To: All Members of the Council, Town Clerk
Contact: Gina Wilding
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Despatch date: 29th June 2017

STAFFING & APPEALS COMMITTEE

You are summoned to attend a meeting of the
Staffing & Appeals Committee
at the Guildhall, Mill Street, Ludlow
on **FRIDAY 14TH JULY 2017 at 10.00am**

Gina Wilding
Town Clerk

Key Agenda Items:

- *Short-listing for the post of Maternity Cover Finance Assistant*
- *Select Interview Panel*

The public may not be present at this meeting because confidential matters will be considered in closed session



1. Health and Safety

Councillors are to note that the fire exits can be found to the rear of the building, left outside the Council Chamber and via the front door. The fire assembly point is on the pavement opposite the Guildhall.

For fire safety purposes all Councillors should sign the attendance book and members of the public should sign the attendance sheet.

2. Apologies

3. 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

ITEM	ATTACHMENT	
<p>4. EXCLUSION OF PRESS AND PUBLIC: PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960 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.</p>	No papers	
<p>5. FULL-TIME (MATERNITY COVER) FOR FINANCE ASSISTANT To note the letter from the Full-Time Finance Assistant, the Job Description and to consider the advice from Ellis Whittam.</p>	5	P5
<p>6. SHORT-LIST FOR THE POST OF PART-TIME (MATERNITY COVER) FINANCE ASSISTANT To short-list for maternity cover for the post of part-time Finance Assistant.</p>	6	P9
<p>7. INTERVIEW DATE – 21st JULY 2017 To agree the interview Panel.</p>	No papers	
<p>8. SCHEDULE FOR THE DAY To approve the schedule for the day.</p>	8	P71



9. TEST To approve the test.	9	P73
M e m b e r s h i p Councillors: Jones (Chair); Lyle (Vice); Cobley; Garner; Gill; Ginger; Pote and Sheward		
Date of the next Staffing & Appeals Committee meeting: Interviews for DLF post Thursday 20th July and Finance Post 21st July 2017		