

CLOSED SESSION MINUTES

Closed session minutes of a meeting of the Staffing and Appeals Committee held in the Guildhall, Mill Street, Ludlow on **FRIDAY 4th MARCH 2016** at **3.00pm**.

SA/14 PRESENT

Chairman: Cllr Smithers
Councillors: Draper, Gill, Jones, Sheward
Officers: Lucy Jones, Finance Officer

SA/15 HEALTH AND SAFETY

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

SA/16 APOLOGIES

Apologies for absence were received from Councillor M Jones.

SA/17 DECLARATION OF INTERESTS

Disclosable Pecuniary Interests
None

Conflict of Interest
None

Personal interests
All Councillors Item 7 Know individuals involved

SA/18 MINUTES

RESOLVED (Unanimous) RJ/PD

That the minutes of the Staffing & Appeals Committee meeting held on the 17th September 2016, be approved as a correct record and signed by the Chairman.

SA/19 EXCLUSION OF PRESS AND PUBLIC: PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960

The Chairman moved 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.

RESOLVED (Unanimous) JS/CS

That the public be excluded and the meeting continue in closed session.

Councillor Gill entered the meeting at 3.05pm

SA/20 STAFFING MATTER

The Chairman stated that a grievance had been received from a member of staff and that he had forwarded the matter to the Council's HR advisor, Ellis Whittam. He said that the member of staff had requested that she be accompanied to the grievance hearing, and Ellis Whittam had advised that this was acceptable as was the nominated person.

The Chairman asked that it be noted that there may be a delay in calling the panel due to the unavailability of the staff member's representative, the external minute taker and due to the late submission of the grievance addendum in order to seek Ellis Whittam's advice.

SA/21 PANEL

The Chairman suggested setting up two panels of three members, the first to hear the grievance and the second to consider any subsequent appeal. He also proposed that an external minute taker be used to avoid any undue pressure on other members of staff.

RESOLVED (Unanimous) JS/PD

That any further meetings in relation to this grievance be minuted by an external minute taker and that the Town Clerk of Craven Arms be asked.

SA/22 Due to availability issues of some members of the Committee, Members considered requesting further membership. They agreed that the Deputy Mayor should be excluded from the Committee so that one senior member of the Council remains separate from the matter.

RECOMMENDATION (Unanimous) PD/JS

That Full Council reconsider the membership of the Staffing and Appeals Committee and request additional members.

SA/23 RESOLVED (Unanimous) TG/RJ

That Panel 1 be made up of the Staffing and Appeals Chairman, Councillor Smithers, the Mayor, Councillor Draper and Councillor Sheward.

SA/24 RESOLVED (Unanimous) RJ/TG

That Panel 2 be made up of the Staffing and Appeals Vice-Chair, Councillor R Jones and Councillor Gill plus one other member of the Committee subject to the recommendation to Council at minute SA/22.

SA/25 FURTHER MEETING

Members considered possible dates to call a meeting of Panel 1, they agreed to hold a daytime meeting on either the 11th, 15th or 17th March 2016, subject to the availability of the staff member's representative, minute taker and a representative of Ellis Whittam.

The meeting closed at 3.27pm

Chairman

Date