

CLOSED SESSION MINUTES

Closed session minutes of a meeting of the Staffing and Appeals Committee held in the Guildhall, Mill Street, Ludlow on **WEDNESDAY 28th SEPTEMBER 2016** at **1.00pm**.

SA/20 PRESENT

Chairman: Cllr Smithers
Councillors: Gill, Ginger (from 1.10pm), Jones, Kemp, Lyle, J Newbold,
Sheward

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

SA/21 HEALTH AND SAFETY

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

SA/22 APOLOGIES

Apologies for absence were received from Councillors Draper and Cobby.

SA/23 DECLARATION OF INTERESTS

Disclosable Pecuniary Interests
None

Conflict of Interest
None

Personal interests
None.

SA/24 MINUTES

RESOLVED (unanimous)
CS/JS

That the minutes of the Staffing & Appeals Committee meeting held on 26th July 2016 be approved as a correct record and signed by the Chairman.

SA/25 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/PK

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

SA/26 PART-TIME RECEPTIONIST/ADMIN ASSISTANT AND TIMETABLE FOR RECRUITMENT

RESOLVED (unanimous)
JS/PK

That:-

- i) The application form is referred to Ellis Whittam for an inclusion category;
- ii) Subject to minor amendments the recruitment paperwork for the post of part-time Receptionist/Admin Assistant be approved;
- iii) The timetable for recruitment be approved.

SA/27 DISCIPLINARY PANEL

RESOLVED (unanimous)
GG/RJ

That the Town Clerk seeks advice from Ellis Whittam.

SA/28 PROJECT MANAGER

RESOLVED (unanimous)
PK/RJ

That:-

- i) A Job Description and Person Specification for Deputy Town Clerk is brought to a future Staffing & Appeals meeting;
- ii) A tender document for a contracted Project Manager is brought to a future Staffing & Appeals meeting.

SA/31 INCREMENTS

RESOLVED (unanimous)
PK/GG

That the increments for 2016/17 be noted.

The meeting closed at 1:55pm

Chairman

Date