

CLOSED SESSION MINUTES

Closed session minutes of a meeting of the Staffing and Appeals Committee held in the Guildhall, Mill Street, Ludlow on **THURSDAY 29TH NOVEMBER 2018** at **10.00 am**.

SA/12 PRESENT

Chair: Cllr Jones

Councillors: Gill (from 10.05am), Ginger, Lyle, Pote, Sheward, Smithers

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

SA/13 HEALTH AND SAFETY

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

SA/14 ELECTION OF VICE-CHAIR

Councillor Smithers nominated himself. This was not seconded.

Councillor Ginger nominated Councillor Lyle. This was seconded by Councillor Sheward.

RESOLVED (unanimous) GG/CS

That Councillor Lyle is the Vice-Chair of Staffing and Appeals Committee for 2018-19.

SA/15 APOLOGIES

Apologies for absence were received from Councillor Garner.

SA/16 DECLARATION OF INTERESTS

Disclosable Pecuniary Interests

None declared

Conflict of Interest

None declared

Personal interests

None declared.

SA/17 MINUTES – 13th JUNE 2018

RESOLVED (unanimous) RJ/TG

That the closed minutes of the Staffing & Appeals meeting held on the 13th June 2018, be approved as a correct record and signed by the Chairman.

SA/18 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) RJ/TG

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

SA/19 NJC PAYSACLE

RESOLVED (unanimous) RJ/DL

That the letter to staff be approved.

SA/20 STAFFING MATTERS

RESOLVED (unanimous) GG/TG

That:-

- i) further legal advice is sought;
- ii) advice is sought from the Occupational Health Unit if necessary.

SA/21 HEALTH AND SAFETY AT WORK

RESOLVED (5:0:2) RJ/DL

That:-

- i) the report be noted;
- ii) the outcome of the investigation be reported to the next Staffing and Appeals Committee meeting.

SA/22 STAFF TRAINING

RESOLVED (unanimous) TG/JS

That the report be noted.

SA/23 QUOTATION FROM SHROPSHIRE COUNCIL

RESOLVED (unanimous) GG/RJ

That the quotation from Shropshire Council be accepted with a total budget cost of up to £300.

The meeting closed at 10.40am

Chairman

Date