



## **LUDLOW TOWN COUNCIL**

### **AGENDA**

To: All Members of the Council, Town Clerk  
Contact: Gina Wilding  
Ludlow Town Council, The Guildhall, Mill Street, Ludlow, SY8 1DG  
01584 871970  
townclerk@ludlow.gov.uk  
**Despatch date: 10<sup>th</sup> September 2015**

## **STAFFING & APPEALS COMMITTEE**

You are summoned to attend a meeting of the  
Staffing & Appeals Committee to be held  
in the Guildhall, Mill Street, Ludlow  
on **THURSDAY 17<sup>th</sup> SEPTEMBER 2015 at 3.00pm**

Gina Wilding  
Town Clerk

**The public may not be present at this meeting as it will be held in  
closed session dealing with confidential matters**



**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.

**3. Apologies**

**4. Declarations of Interests**

- a) Disclosable Pecuniary Interest
- b) Declaration of conflicts of Interest
- c) Declarations of personal interest

**5. Minutes - To approve the closed minutes of the STAFFING & APPEALS COMMITTEE meeting held on THURSDAY 16<sup>TH</sup> APRIL 2015.**

ITEM	ATTACHMENT	Page No
<p><b>6. EXCLUSION OF PRESS AND PUBLIC: PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960</b> 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><b>7. STAFF APPRAISALS</b></p> <ul style="list-style-type: none"> <li>a) To receive a verbal update regarding completed staff appraisals.</li> <li>b) To note the identified training needs for staff.</li> <li>c) To receive a verbal update on the Town Clerk's appraisal.</li> <li>d) To note current pay scales and receive a pay scale report for 2015/16</li> </ul>	<p><b>No papers</b></p> <p><b>7b</b></p> <p><b>No papers</b></p> <p><b>7d</b></p>	<p>9</p> <p>13</p>
<p><b>8. FLEXIBLE WORKING</b> To consider the report and request for a change of working hours.</p>	<b>8</b>	19
<p><b>9. STAFF DEVELOPMENT</b> To consider a report on the ongoing development of a staff role.</p>	<b>9</b>	23



<b>10. CILCA PORTFOLIO</b> To note the current Cilca Portfolio.	<b>10</b>	25
<b>M e m b e r s h i p</b>  Councillors: Draper; Gill; M Jones; R Jones (Vice); Sheward and Smithers (Chair).		
<b>Date of the next Staffing &amp; Appeals Committee meeting:</b> To be advised		

