

CLOSED SESSION MINUTES

Closed session minutes of a meeting of the Staffing and Appeals Committee held in the Guildhall, Mill Street, Ludlow on **THURSDAY 15th JANUARY 2020** at **3.00pm**.

ST/104 PRESENT

Chair: Cllr Lyle

Councillors: Coble, Garner, Pote, Smithers.

Officers: Gina Wilding, Town Clerk
Kate Adams, Deputy Town Clerk
Naomi Brotherton, Senior Admin Assistant
Lucy Jones, Senior Finance Officer

ST/105 HEALTH AND SAFETY

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

ST/106 APOLOGIES

Apologies for absence had been received from Councillors Ginger, Jones, Perks and Sheward.

ST/107 DECLARATION OF INTERESTS

Disclosable Pecuniary Interests
None declared

Conflict of Interest
None declared

Personal interests
None declared

ST/108 PUBLIC OPEN SESSION

There were no members of the public present.

ST/109 MINUTES –20^h NOVEMBER 2019

RESOLVED (unanimous) DL/RP

That subject to typographical errors, the closed minutes of the Staffing & Appeals meeting held on the 20th November 2019, be approved as a correct record and signed by the Chairman.

ST/110 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) DL/RP

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

ST/111 TEMPORARY STAFFING

That the Town Clerk updated the Committee regarding the temporary member of staff.

ST/112 AGENCY WORKERS REGULATIONS

The Committee noted the workers regulations.

ST/113 STAFFING REVIEW

The Town Clerk updated the Committee on the Staffing Review.

ST/114 STAFFING REPORT

RESOLVED (unanimous) DL/JS

That;

- i) There is a temporary solution for a period of up to six months during the staffing review process
- ii) As part of the solution, the town Clerk will recruit an additional temporary agency worker to assist with the workload. The cost of these additional hours will to be within the budget available for a permanent member of staff at SCP 7 for 29.5hrs over a six month period.

- iii) The existing agency worker covering the part-time Admin Assistant post, Wednesday to Friday has agreed to a change in role to take on some finance tasks during her existing 22 hours worked Wednesday – Friday inclusive.

The meeting closed 3.25pm

Chairman

Date