

# TOWN COUNCIL OF GRANGE-OVER-SANDS

**Chairman/Mayor:**

Cllr. Roger Handley

**Vice-Chairman/Deputy Mayor:**

Cllr. Ann Walmsley

**Town Clerk:**

Mrs. C. Benbow



Council Offices  
Main Street  
Grange-over-Sands  
Cumbria  
LA11 6DP

Tel: (015395) 32375  
www.grangeoversandstowncouncil.gov.uk  
email: [council@grangeoversands.net](mailto:council@grangeoversands.net)

V.A.T. Reg.No: 164 8707 80

## **DRAFT Minutes of the Staffing Committee**

**held in the Chamber, Victoria Hall, on Wednesday 20 November at 7pm.**

Present: Cllrs. R. Handley, A. Walmsley, T. Thomas, J. Walmsley

Mrs. Benbow: Town Clerk.

### **DRAFT MINUTES**

#### **SC 24/09 Apologies for Absence**

##### **RESOLVED**

Apologies from Cllr. C. Logan due to other commitments were approved.

#### **SC 24/10 Public Participation: Have Your Say**

There were no members of the public present.

#### **SC 24/11 Minutes of the Previous Meeting**

Members considered the Minutes of the Meeting of the Staffing Committee held on 12 June 2024.

##### **RESOLVED**

That the Chairman was authorised to sign the Minutes of the Meeting of the Staffing Committee held on 12 June 2024 as a true record.

#### **SC 24/12 Declaration of Interests and Dispensations**

There were no interests disclosed in matters to be discussed or requests for dispensations.

### **SC 24/13 Public Bodies (Admission to Meetings) Act 1960**

Members considered if any items should be considered without the presence of the press and public, pursuant to the Public Bodies (Admission to Meetings) Act 1960 Section 2.

Although there were no public or press present, Members noted that Items 6, 7 and 10 were confidential as they concerned individual staff.

### **SC 24/14 Appraisals**

Members noted that the annual staff appraisals had taken place and received an update from the Town Clerk on progress and actions agreed.

#### **RESOLVED**

That Full Council is recommended to re-grade the Hall Cleaner role to SCP LCI (13-17) to make it commensurate with the Hall Team staff grade. The increment to be backdated from 1 April 2024.

### **SC 24/15 Turnstone HR Update**

Members noted an update from the Town Clerk following consultation and considered recommendations from Turnstone HR.

#### **RESOLVED**

- a. That Full Council is recommended to re-grade the Hall Manager role to SCP LC2 (24-28) to reflect the significant and increasing line management responsibilities undertaken. An increment to be awarded from 1 January 2025 to reflect this and the Chairman authorised to sign the updated salaries sheet.
- b. That a Hall Coordinator is recruited on grade SCP LC2 (18-23) for up to 24 hours per week following the resignation of the Hall Caretaker.

### **SC 24/16 Hall Cleaner Recruitment**

Members noted an update from the Town Clerk, that recruitment is underway.

### **SC 24/17 Front of House and Maintenance Team Recruitment**

Members noted an update from the Town Clerk, that recruitment has been successful and six casual Hall Team staff members have been recruited, and training is underway.

### **SC 24/18 Town Clerk Appraisal**

Members noted that the resolution was made in October 2021 (SC 21/09) to adopt the model suggested by Cllr. Logan, of an informal meeting with the Committee, every other month, to appraise the Town Clerk.

Members noted that this system has been operating since then and is effective.

### **SC 24/08 Next Meeting**

Members noted that the next meeting of the Staffing Committee would be convened as required.

The meeting closed at 8 pm.

Signed

Chairman

Date