

# 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

## Minutes of the Staffing Committee

held in the Chamber, Victoria Hall, on Wednesday 7 February 2024 at 7pm.

Present: Cllrs. R. Handley, A. Walmsley, T. Thomas, C. Logan

Apologies: Cllr. J. Mason

Mrs. Benbow – Town Clerk.

### MINUTES

#### SC 23/30 Apologies for Absence

Cllr. Mason sent apologies due to other commitments.

#### RESOLVED

That apologies from Cllr. Mason due to other commitments were approved.

#### SC 23/31 Public Participation: Have Your Say

There were no members of the public present.

#### SC 23/32 Minutes of the Previous Meeting

Members considered the Minutes of the Meeting of the Staffing Committee held 6 December 2023.

#### RESOLVED

That the Chairman was authorised to sign the Minutes of the Meeting of the Staffing Committee held on 6 December 2023 as a true record.

#### SC 23/33 Declaration of Interests and Dispensations

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

### **SC 23/34 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 and 7 were confidential as they concerned individual staff.

### **SC 23/35 Appraisals**

Members considered staff appraisals and probation periods update, actions agreed and salary recommendations.

Members noted that the Caretaker's six-month probation period has been successfully completed.

#### **RESOLVED**

That Full Council is recommended to regrade the Caretaker role to the next NALC pay band (SCP LC1 (7-12) substantive benchmark range) and award two NALC pay scale increments to the Caretaker, to be backdated from 1 November 2023.

### **SC 23/36 Front of House Team Recruitment**

Members noted an update from the Town Clerk, and considered the proposal for a rolling programme of recruitment for the casual hours Front of House team, with a permanent invitation to apply published in the 'Victoria Hall' section of the Town Council website, with recruitment delegated to the Town Clerk and Hall Manager.

#### **RESOLVED**

- i) That the proposal for a rolling programme of recruitment for the casual hours Front of House team, with a permanent invitation to apply published in the 'Victoria Hall' section of the Town Council website, with recruitment delegated to the Town Clerk and Hall Manager, was approved.
- ii) That the following recommendation was made to Full Council for approval:  
That the amended Recruitment and Selection Policy and Procedure is approved.

### **SC 23/37 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