

TOWN COUNCIL OF GRANGE-OVER-SANDS

Chairman/Mayor:

Cllr. Peter Endsor

Vice-Chairman/Deputy Mayor:

Cllr. Ann Walmsley

Town Clerk:

Mrs. C. Benbow



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

Minutes of the Staffing Committee

held remotely, on Thursday 4 February 2021 at 2pm.

Present: Cllrs. Endsor, Walmsley, Thomas and Handley.

Mrs Benbow – Town Clerk

Prior to the formal meeting, Janet Carter and Barbara Berry of the Light Up Lives and GAP Wellbeing Hub joined for a brief, informal discussion about their proposal to move downstairs in the Victoria Hall, which had been received for consideration at Full Council on 8 February.

MINUTES

SC 20/11 Apologies for Absence

There were no apologies.

SC 20/12 Public Participation: Have Your Say

There were no members of the public present.

SC 20/13 Minutes of the Previous Meeting

Members considered the Minutes of the Meeting of the Staffing Committee held on Wednesday 28 October 2020.

RESOLVED

That the Chairman was authorised to sign the Minutes of the Meeting of the Staffing Committee held on Wednesday 28 October 2020 as a true record and that physical signing would take place in due course.

SC 20/14 Declaration of Interests and Dispensations

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

SC 20/15 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 Item 7 was confidential as it related to individual staff.

SC 20/16 Staff Contracts and Handbook

Members received an update from the Town Clerk on the project resolved June 2019 (C20/29) to update staff employment contracts and handbook. Updated contracts and new Staff Handbook have now been issued to the Office Staff. New contracts for Front-of-House Staff to be issued in due course.

SC 20/17 Staff Appraisals

Members received an update from the Town Clerk recommending a pay increment for the Finance Administrator.

RESOLVED

That it is recommended to Full Council that a performance-related pay increase for the Finance Administrator, following annual pay review on completion of two years' service, is approved.

SC 20/18 Next Meeting

Members considered agreeing a date for the next meeting of the Staffing Committee.

RESOLVED

That the Committee would meet when next required.

The meeting closed at 2.30pm

Signed

Chairman

Date