

TOWN COUNCIL OF GRANGE-OVER-SANDS

Chairman/Mayor:

Cllr. Tricia Thomas

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 in the Council Chamber, Victoria Hall, on Thursday 21 October 2021 at 7pm.

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

Mrs Benbow – Town Clerk

MINUTES

SC 21/01 Apologies for Absence

There were no apologies.

SC 21/02 Public Participation: Have Your Say

There were no members of the public present.

SC 21/03 Minutes of the Previous Meeting

Members considered the Minutes of the Meeting of the Staffing Committee held on Thursday 8 April 2021.

RESOLVED That the Chairman was authorised to sign the Minutes of the Meeting of the Staffing Committee held on Thursday 8 April 2021 as a true record.

SC 21/04 Declaration of Interests and Dispensations

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

SC 21/05 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, 8 and 9 were confidential as they concerned individual staff.

SC 21/06 Appraisals

Members noted that Staff Appraisals had taken place, and considered pay increment recommended for Finance Administrator, due to outstanding performance. Members considered salaries for recommendation to Full Council in November 2021.

RESOLVED

- a) That the Finance Administrator was awarded a pay increment, within NALC payscale SPC LC2 (18-23), to be backdated to 1 September 2021, due to outstanding performance.
- b) That the 2022-23 salaries, with no other changes to salaries, was recommended to Full Council for approval.

SC 21/07 Front of House Recruitment

Members noted an update from the Town Clerk, that, presently, the recruitment for new Front of House staff was still underway, despite the Hall Manager's retirement announcement. This situation remains under review and recruitment may be postponed.

SC 21/08 Hall Manager Recruitment

Members considered the recruitment schedule, job description, person specification and salary range.

RESOLVED

That the recruitment schedule, job description, person specification and salary range were approved for immediate action.

SC 21/09 Town Clerk Appraisal

Members considered date and personnel for Town Clerk Appraisal.

RESOLVED

That the model suggested by Cllr. Logan, of an informal meeting with the Committee, every other month, to appraise the Town Clerk, was adopted.

SC 21/10 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 8.10pm

Signed

Chairman

Date