

Minutes of a meeting of the Staffing Committee of Cockermouth Town Council  
Town Hall, Cockermouth. 15<sup>th</sup> February 2024 9.00am

Present:

Councillor Isabel Burns

Councillor Gillian Telford

Councillor Richard Watson (Chair)

Mrs Jane Ollerenshaw (Clerk)

No members of the public present.

Meeting commenced: 09:00

**235 Apologies.** Cllr Marion Bowman had prior commitments. **Resolved** to approve the absence.

**236 Minutes.** To approve the minutes of the Staffing Committee meeting held on 15<sup>th</sup> January 2024. **Resolved** to approve the minutes.

**237 Declarations of Interest.** There were no declarations of interest.

**238 Staffing Committee Terms of Reference.** **Resolved** to agree the Terms of Reference subject to amendments to the wording of sections 7 and 8 for clarity.

**239 Exclusion of Press and Public** None present.

**240 Staff Review.**

- I. Job descriptions – As the Clerk had recently been appointed, the roles and responsibilities within the office were likely to evolve over the next few months. **Resolved** that agreement of job descriptions to be deferred until after their next appraisal.
- II. Job Titles – **Resolved** to review after their next appraisal.
- III. Pay scale – **Resolved** to recommend that:
  - a. Staff member A be increased from SCP 11 to SCP 15 from 1<sup>st</sup> April 2024, with a review after a further 6 months.
  - b. Staff member B be increased from SCP 5 to SCP 7 on their return from maternity leave, with a review after a further 6 months.
  - c. Staff member B be enrolled in the Local Government Pension Scheme from 1<sup>st</sup> April 2025.
- IV. Honorarium – **Resolved** to recommend that the honorarium payment previously agreed be extended to April.

**241 Date of Next Meeting.** Confirmed as 15<sup>th</sup> April 2024 at 11.00am.

Meeting Closed at 09:49