

Minutes of a Staffing Committee meeting of Cockermouth Town Council held in the council chamber, Town Hall, Cockermouth on Monday 10th February 2025 at 11:00am.

Present:

Councillor Stephen Barnes
Councillor Marion Bowman
Councillor Isabel Burns
Councillor Gillian Telford
Councillor Richard Watson (Chair)

Mrs Jane Ollerenshaw – Clerk

Members of the public - 1

11:00 Meeting opened.

241/24 Apologies None

242/24 Minutes of the Staffing Committee meeting of 7th October 2024.
Resolved to approve the minutes.

243/24 Declarations of interest None.

244/24 Review of staff handbook. **Resolved** to recommend approval of the updated handbook to the full Council, with corrections to minor typing errors.

245/24 To review employment policies. **Resolved** to amend the leave policy to include the current contractual ability to carry over a number of days' leave.
Resolved to remove the wording "zero hours contract" from the flexible leave policy.
Resolved the Clerk to draft a Health and Safety at Work Policy for the next meeting.
Resolved to recommend approval of the policies to the full Council.

246/24 Exclusion of press and public. **Resolved** to exclude the press and public under the Public Bodies (Admission to Meetings) Act 1960 due to the following items containing confidential staffing information.

247/24 Update on the Clerk's part-time employment. **Resolved** That the Chair responds to an email from a member of the public, on behalf of the committee, with the agreed wording. The Chair also to advise the full Council that any communications received should be sent to him as the Chair of the Staffing Committee, and individual councillors should not respond. **Resolved** to recommend to the full Council that the Clerk is given leave to continue to work for her other employer.

248/24 Clerk's updates. The Clerk updated the committee on the Tupe progress for the library staff and the planned schedule for conducting appraisals for the Town Hall staff.

249/24 Clerk's appraisal. Resolved to approve the report of the appraisal carried out by the Chair.

250/24 Clerk's salary review. Resolved to recommend to the full Council for approval, an increase of two spinal column points, effective from 1st April 2025.

251/24 Date of next meeting. Confirmed as Monday 7th April 2025.

12:31 Meeting closed.

DRAFT