

# Cockermouth Town Council



Dear Councillor,

You are summoned to an extra ordinary meeting of the Staffing Committee of Cockermouth Town Council to be held in the Town Hall, Cockermouth on **Thursday 15<sup>th</sup> February 2024 at 9.00 am.**

Please submit apologies in writing with reason to the Clerk.

*Jane Ollerenshaw*

Jane Ollerenshaw  
Town Clerk  
9<sup>th</sup> February 2024

Members of the public are welcome to attend. Please note that the meeting may be audio or video recorded. Please could members of the public who intend to record the meeting inform the Clerk so that other members of the public are not recorded without their permission.

## AGENDA

1. **Apologies for absence**
2. **To authorise the Chair to sign as a correct record, the minutes of the last Staffing Committee meeting held on 15<sup>th</sup> January 2024**
3. **Declarations of Interest** – Members to give notice of any disclosable pecuniary interest, other registrable interest or any other interest and the nature of that interest in relation to any item on the agenda in accordance with the code of conduct.
4. **Staffing Committee Terms of Reference** To agree the draft terms of reference to be submitted to the full Council for approval.
5. **Exclusion of Press & Public** To resolve that under the Public Bodies Admissions to Meeting Act 1960, the public be removed due to the following items of business containing personal information relating to staff.
6. **Staff Review** To review the Town Hall staff job descriptions, job titles and appropriate pay scale. To resolve the recommendations to be submitted to the full Council for approval.
7. **To confirm the date of the next ordinary meeting of the Staffing Committee**

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*Joint Winners*

Council of Europe Year 2000

Europe Prize

*Previous Awards*

Plaque of Honour, Flag of Honour

European Diploma