Dalton with Newton Town Council

Staffing Committee

Notice is hereby given that a meeting of the Staffing Committee of Dalton with Newton Town Council will be held on Wednesday 11th November 2026 at 6.00pm in the Town Hall, Station Road, Dalton-in-Furness.

Committee Members are requested to attend.

Agenda

1. Apologies for Absence
To receive apologies for absence.

2. Declarations of Interest
To receive declarations of interest (including pecuniary and non-pecuniary) in respect of items contained in this agenda.

3. Exclusion of Press and Public
To consider passing the following resolution:
That, pursuant to the Public Bodies (Admission to Meetings) Act 1960, the press and public be excluded from the meeting for the following items of business on the grounds that they involve the likely disclosure of exempt information relating to individual employees.

4. Staff Appraisals
a. To receive a report from the Clerk on the completed appraisals of the Groundsman and Assistant Clerk.
b. To receive feedback from the appointed Committee Member regarding the Clerk's appraisal.

5. Staffing Matters Arising from Appraisals
a. To consider a request for an increase in the Assistant Clerk's contracted working hours and make a recommendation to Full Council as appropriate.
b. To review the Clerk/RFO's current pay scale, which remains based on the previous Deputy Clerk role and to make a recommendation regarding an appropriate pay scale to Full Council.

6. Office Staff Working Hours and Additional Hours
To review the contracted working hours of office staff and consider the arrangements for attending evening meetings, weekend events and other Council commitments outside normal working hours.

To clarify how any changes to normal working patterns, additional hours and time off in lieu (TOIL) should be authorised, recorded and managed, and to agree a consistent procedure going forward.

C. Stainton
Town Clerk/RFO
4th November 2026