

**SEVEN PRINCIPLES OF PUBLIC LIFE**  
**Selflessness – Integrity – Objectivity – Accountability – Openness – Honesty - Leadership**

**KESWICK TOWN COUNCIL**

**Council Offices**

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13 February 2025

A meeting of the Keswick Town Council **Staffing Committee** will be held on Friday 21 February 2025 at 9.30am in the Council Chamber, Keswick Town Hall, Keswick.

Yours sincerely



**Vivien Little**  
**Town Clerk**

**AGENDA**

- 1. Apologies**  
To receive apologies for absence.
- 2. Declarations of Interest**  
To receive any declarations of interest in respect to items on this agenda.
- 3. Minutes**  
To agree the public minutes of the Staffing Committee meeting held on 1 November 2024 (page 2).
- 4. Policies**  
To comment on and make recommendations regarding two policies – Menopause Policy and Sexual Harassment Policy.

**Prior to the following business the Chair will move the following resolution:**

*'That under the Public Bodies (Admission to Meetings) Act 1960, the public and representatives of the press and broadcast media be excluded from the meeting during the consideration of the following items of business as publicity would be prejudicial to the public interest because of the confidential nature of the business to be transacted'*

- 5. Staffing Matters**  
To consider the report of the Clerk (to follow).
- 6. Date of next meeting**  
To agree the date of the next meeting.

## KESWICK TOWN COUNCIL

Minutes of meeting of the Staffing Committee held in the Council Chamber, Town Hall, Keswick on Friday 1 November at 9.30 a.m.

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Present: Councillor Louise Dunn (Chair)  
 Councillor Chris Houghton  
 Councillor Claire Houghton  
 Councillor Jean Murray  
 Councillor Lorraine Taylor  
 Vivien Little – Town Clerk  
 Christine Fawcett – Parks Manager  
 Catherine Parker – Responsible Financial Officer

### 7. Apologies

No apologies for absence were received at this meeting.

### 8. Declarations of Interest

No declarations of interest were made at this meeting.

### 9. Minutes

The minutes of the last meeting held on 23 May 2024 (page 1) were approved as a correct record.

**Prior to the following business the Chair moved the following resolution:**

*‘That under the Public Bodies (Admission to Meetings) Act 1960, the public and representatives of the press and broadcast media be excluded from the meeting during the consideration of the following items of business as publicity would be prejudicial to the public interest because of the confidential nature of the business to be transacted’*

### 10. Minutes

The private minutes of the last meeting held on 23 May 2024 (pages 1-2) were approved as a correct record.

### 11. Annual Review of Pay and Conditions of Service of Employees

**RESOLVED** that all recommendations in the report were agreed, with job evaluations to be completed for all staff moving forward.

### 12. Clerk’s Report

Consideration was given to the report of the Clerk.

**RESOLVED** that

- i) The office be closed from Tuesday 24 December 2024 at noon to Thursday 2 January 2025; and
- ii) a training programme be developed for all staff.

### 13. Date of next meeting

The date of the next meeting is to be confirmed.

The meeting ended at 10.36 p.m.

\_\_\_\_\_  
 Chairman

\_\_\_\_\_  
 Date