



# Penrith Town Council

Unit 1, Church House, 19-24 Friargate, Penrith, Cumbria, CA11 7XR

Tel: 01768 899 773 Email: [office@penrithtowncouncil.co.uk](mailto:office@penrithtowncouncil.co.uk)

Minutes of the meeting of

## **STAFFING SUB COMMITTEE**

Held on **Wednesday 17 April 2024**, at 5.30 p.m. Unit 2, Church House, 19-24 Friargate, Penrith, Cumbria, CA11 7XR.

### **PRESENT**

Cllr Burgin	South Ward
Cllr Jackson	North Ward
Cllr D. Jayson	North Ward
Cllr Rudhall	East Ward

Deputy Town Clerk

### **ALSO IN ATTENDANCE**

Cllr Lawson	Chair of Penrith Town Council
-------------	-------------------------------

Solicitor  
Penrith Town Council Officer

The Town Council resolved from 15 May 2023, until the next relevant Annual Meeting of the Council, that having met the conditions of eligibility as defined in the Localism Act 2011 and SI 965 The Parish Councils (General Power of Competence)(Prescribed Conditions) Order 2012, to adopt the General Power of Competence.

# **MINUTES FOR THE MEETING OF STAFFING SUB COMMITTEE**

**17 APRIL 2024**

## **PART I**

### **SSC23/1 Apologies for Absence**

Apologies for absence were received from Councillors Kenyon and Shepherd.

### **SSC23/2 Election of Chair and Appointment of Vice Chair**

#### **RESOLVED THAT:**

Councillor Jackson be elected Chair of the meeting and

Councillor Burgin be appointed Vice Chair for the remainder of the municipal year.

### **SSC23/3 Declarations of Interest and Requests for Dispensations**

Members were asked to disclose their interests in matters to be discussed whether disclosable pecuniary or other registrable interest, and to decide requests for dispensations.

No declarations were received.

### **SSC23/4 Public Participation**

Members noted that there were no questions or representations that had been received from members of the public prior to the meeting.

### **SSC23/5 EXCLUDED ITEM: Public Bodies (Admissions to Meetings) Act 1960**

Members considered whether item 6 on the agenda should be considered without the presence of the press and public, pursuant to Section 1(2) of the Public Bodies (Admission to Meetings) Act, 1960.

#### **RESOLVED THAT:**

Agenda item 6 be considered in private session without the press and public present.

## **PART II PRIVATE SECTION**

Members agreed that there was one item in this part of the Agenda to be considered in private. The reason that the item was considered in private is that it would involve the disclosure of exempt information as it relates to individuals and specific employees who are identified in the investigation reports.

## **SSC23/6 COMPLAINTS**

Members considered the report detailing the two complaints that had been received by the Chair from a member of the public. The complaints had been investigated by the Solicitor as it had been determined that they had to be considered under the Council's Complaints Policy and Procedure (Formal Stage 2).

**In the absence of the complainant, the Solicitor outlined the grounds of the complaint, set out the Council's position and outlined his findings. He reported that he had not found any of the complaints to have been substantiated. The Solicitor made recommendations in the investigation reports on certain issues the sub-committee may wish to consider arising from those investigations.**

**Members asked questions of the Solicitor and the member of staff.**

**The member of staff was offered the opportunity of a last word.**

**The Chair, Solicitor and member of staff involved withdrew from the meeting.**

Members deliberated upon the investigation reports and findings of the solicitor before coming to their decisions.

**The Chair, Solicitor and member of staff were readmitted to the meeting to hear the resolution of the committee.**

### **RESOLVED THAT:**

1. The complaints be not upheld as they were not found to have been substantiated in any respect on the evidence and information provided

In relation to the recommendations in the investigation report:

2. IT hardware should not be provided by the Council. There is already provision for members to use IT in the office should they wish to do so.

3. There should be a review of induction training and following an induction session, comments should be sought on the content, how it could be improved and the training refreshed as appropriate.

4. A candidates pack should be developed with useful information for prospective councillors all in one place giving a clear explanation about the role and responsibility of Councillors.

5. Where there are potentially contentious issues, the Chair and Vice Chair of the Council should make contact initially to find out about the issues. The Town Council should then hold its own meeting before meeting with Westmorland and Furness Council to determine a way forward to avoid confusion and potential conflicts of interest.

**CHAIR:**

**DATE:**

**FOR THE INFORMATION OF ALL MEMBERS OF  
THE FINANCE COMMITTEE  
AND FOR INFORMATION FOR ALL REMAINING  
MEMBERS OF THE TOWN COUNCIL**

**Access to Information**

Copies of the agenda are available for members of the public to inspect prior to the meeting. Agenda and Part I reports are available on the Town Council website

**Background Papers**

Requests for the background papers to the Part I reports, excluding those papers that contain exempt information, can be made to the Town Clerk address overleaf between the hours of 9.00 am and 3.00 pm, Monday to Wednesday via [office@penrithtowncouncil.gov.uk](mailto:office@penrithtowncouncil.gov.uk)