

Minutes of an Extraordinary Meeting of Northallerton Town Council held at 7.00pm on Monday 24th May in the Town Hall.

EO21/01 Apologies

Apologies received and accepted from Cllr G Cullen

EO21/02 To Note any Declarations of Interest

No Declarations Of Interest received

EO21/03 It was resolved to exclude members of the press and public by virtue of Public (Admission to Meetings) Act 1960 due to the confidential nature of the business to be discussed

EO21/04 Staff Review Report

The staff review report and Northallerton Town Council proposed Organisational Structure was discussed in great detail.

- 1. It was resolved that the council accepts the updated staff structure with one exception**
- 2. It was resolved that allocation of responsibility is reviewed to ensure all staff have a relevant job description**
- 3. It was resolved that salary scales will be updated in line with appropriate NALC and NJC pay scales for all roles**
- 4. It was resolved to undertake the recruitment processes required to support the implementation of the Town Council Organisational Structure and this will be done via the Locum Clerk and Staffing Committee**

EO21/05 To receive items of correspondence from staff and agree actions

Two items of correspondence from staff were discussed. Councillors were reminded that matters requiring attention should be directed through the Locum Clerk.

It was resolved that the Locum Clerk will reply to staff on behalf of the council as agreed

The meeting closed at 8.20pm