

**Minutes of the the Staffing Committee Meeting of
Northallerton Town Council held at 6.30pm on
Tuesday 10th August 2021 at the Town Hall**

Present: Cllr P Eames (Mayor), Cllr A Eames, Cllr C Hutson and Cllr J Hutson
Also present: Alexandra Little, Locum Clerk

SC21/091 Apologies for Absence and Declarations of Interest

It was resolved that apologies for absence be received and accepted from Cllr D Calvert

No Declarations of Interest

SC21/092 Minutes

**It was resolved that the Minutes of the Staffing Committee Meeting held on 12th July 2021
of the Staffing Committee Meeting held on 12th July 2021 be approved**

SC21/093 To consider if it is necessary to resolve to exclude members of the press and public by
virtue of Public (Admission to Meetings) Act 1960 due to the confidential nature of any agenda items

**It was resolved that to exclude members of the press and public by virtue of Public (Admission
to Meetings) Act 1960 from agenda item 7 onward due to the confidential nature of these items**

SC21/094 To ratify the annual review of the Staffing Committee Terms of Reference

**It was resolved these Terms of Reference be approved subject to ratification at Full Council in
September**

SC21/095 Employee Handbook

It was resolved that the Employee Handbook be approved with an annual review

SC21/096 Parental Policies

It was resolved that the Parental Policies be approved with a 2 year review

SC21/097 To approve the Confidentiality Agreement

**It was resolved that the Confidentiality Agreement be approved and should be signed annually
by staff at Appraisal**

**SC21/098 It was resolved to exclude Members of the Public for due to the confidential nature
of the business to be discussed**

SC21/099 To agree appointments for the following roles:

Amenities Manager

Amenities Operative

Assistant Caretaker

A robust process was undertaken and the outcome was as follows:

**1. It was resolved that the preferred candidate be offered the role of Trainee Amenities
Manager on a 6 month probationary period**

**2. It was resolved that the preferred candidate be offered the role of Amenities Operative on a 6
month probationary period**

3. It was resolved to re-advertise the Assistant Caretaker post

The Locum Clerk left the meeting at 7.20pm

Signed:
Chairman
Date:

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SC21/100 To agree the recommendation to make to Full Council for the appointment of a Town Clerk and Responsible Financial Officer.

It was resolved that a preferred candidate was identified and will be put forward to Full Council

The Locum Clerk rejoined the meeting at 7.25pm

SC21/101 To update councillors on a staffing matter and agree next steps

Councillors were updated by the Locum Clerk and no further action is required at this stage

SC21/102 It was agreed that the date and time of the next meeting be Monday 20th September at 6.00pm

The meeting closed at 7.29pm

Signed:
Chairman
Date: