

**Minutes of a Staffing Committee Meeting of
Northallerton Town Council held at 10.30am on
Tuesday 30th November 2021 at the Town Hall**

Present: Cllr P Eames (Mayor), Cllr A Eames, Cllr D Calvert, Cllr C Hutson and Cllr J Hutson
Also present: Alexandra Robson, Clerk

No members of the Public Present

SC21/110 No Apologies for Absence or Declarations of Interest received

SC21/111 Minutes

It was resolved that the Minutes of the Staffing Committee Meeting held on 20th September 2021 be approved

SC21/112 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 SC21/117 due to the confidential nature of this item

SC21/113 To ratify the outcomes of the recruitment process for an Amenities Operative

It was resolved to appoint the two preferred candidates to the role of Amenities Operative with a probation period of 6 months

SC21/114 To approve arrangements for a temporary member of staff for Maternity Cover

It was resolved that the following will be put in place on a contract of up to 12 months:

- Office based Administrative Support for 12hrs pw
- Virtual Assistant support for 15hrs pm

SC21/115 Progress of the ongoing recruitment process

1. It was resolved, given the positive outcome of SC21/113, that the Assistant Caretaker role be absorbed into the Amenities team, with a review of the effectiveness of this taking place in April 2022

During the recent process the Finance Officer has been working additional hours each month.

2. It was resolved that the Finance Officer hours be increased to 30 pw with immediate effect

SC21/116 Probationary Review

It was resolved that a review of the probation period for the Clerk will take place on 20.12.21 and will be reported back to Full Council.

SC21/117 To update councillors on an ongoing HR Matter and agree necessary actions

It was resolved that the Clerk follow due process and HR advice regarding this matter

SC21/118 Next Meeting

It was resolved that the next meeting be arranged as required

The meeting closed 11.35am