



**Minutes of a Staffing Committee Meeting of
Northallerton Town Council held at 2.30pm on
Friday 8th April 2022 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

SC21/118 Apologies

It was resolved that apologies for absence be received and accepted from Cllr A Eames

SC21/119 Minutes

It was resolved that the Minutes of the Staffing Committee Meeting held on 30th November 2021 be approved

SC21/120 Exclusion of 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 SC21/121 due to the confidential nature of this item

SC21/121 Probationary Roles

Consideration was given to the effectiveness of the probationary Amenities roles, incorporating the Assistant Caretaker responsibilities, as agreed in SC21/115 1. The Clerk gave a summary of the current practice and confirmed this is working well, there is increased integration across the team and holiday cover arrangements are in place.

It was resolved that the Clerk will review legislation of contractual hours/times in line with Local Government recommendations

It was resolved that the Clerk will confirm appointments, subject to continued effective working, at the end of the probationary period

SC21/122 Review the updated staffing structure and consider if any amendments are required

Discussion took place around the required level of staff to effectively administer the Council and Town Hall business. It is necessary to consider these requirements further, using the staffing review from 2021 as a starting point.

It was resolved that the Clerk will review the administrative side of the council

The Clerk is regularly working additional hours.

It was resolved that the clerk's hours will be reviewed at the next meeting to establish if an increase to contracted hours is necessary

SC21/123 Staff Appraisals

Councillors were updated on feedback from the recent staff appraisals. It was confirmed that all staff appraisals have been undertaken and training needs have been identified.

It was resolved that the Clerk will arrange training courses in line with the requirements and budget

It was resolved that the Clerks annual appraisal will take place in September

SC21/124 Date and time of the next meeting

It was resolved that the date if the next meeting will be confirmed after the Annual Meeting in May