



Minutes of the Staffing Committee Meeting of Northallerton Town Council held at 11am on Monday 14th November 2022 at the Town Hall

Present: Cllr P Eames (Mayor), Cllr A Eames, Cllr D Calvert and Cllr M Holmes
Also Present: Alexandra Robson, Clerk

SC22/009 To receive and consider Apologies for Absence and Declarations of Interest
It was resolved that apologies be accepted from Cllr J Hutson

SC22/010 Minutes of the Staffing Committee Meeting on 15th August 2022
It was resolved that the minutes of the Staffing Committee Meeting held on 15th August 2022 be approved

SC22/011 Exclusion of members of the press and public
It was resolved 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 agenda items from item SC22/015

SC22/012 Clerks Annual Appraisal
Objectives for the coming year were shared with the committee. A blank appraisal form and the objectives will
It was confirmed that the Annual Appraisal for the Clerk has been completed

SC22/013 To note the confirmed National Salary Award for all staff
Implementation of the National Salary Award for all staff was noted

SC22/014 To update councillors on proposed staff scheduling from 1st December 2022
The Assistant Clerk return to work programme was discussed and this has been agreed, with a three month review. Reintegration into the workplace will be supported by the Clerk and flexible working will be accommodated. Support staff will maintain a role in managing Town Hall bookings and in advertising/Mmarketing the Town Hall.

SC22/015 To update councillors on general staffing matters for information only
Councillors were updated on HR advice and support received.
Councillors shared positive feedback about members of staff.
It was resolved that the Clerk will review the Lone Working policy

SC22/016 Date of the next meeting
It was resolved that the date and time of the next meeting will be Monday 20th February 2023 at 11am.

The meeting closed at 11.50.