



**Minutes of a Staffing Committee Meeting of
Northallerton Town Council held at 1.00pm on
Friday 9th June at the Town Hall**

Present: Cllr P Eames, Cllr D Calvert, Cllr A Eames, Cllr J Hutson.

Also Present: Alexandra Robson, Clerk.

SC23/001 To elect a Chairman for the Staffing Committee 2023/2024

It was resolved that Cllr P Eames will be Chairman for the Staffing Committee 2023/2024

SC23/002 To receive and consider Apologies for Absence and Declarations of Interest

It was resolved apologies be accepted from Cllr M Holmes

There were no declarations of interest

SC23/003 To approve the Minutes of the Staffing Committee Meeting held on 27th February 2023

It was resolved the Minutes of the Staffing Committee Meeting held on 27th February 2023 be approved

SC23/004 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 agenda items

It was resolved that it is necessary to exclude members of the press and public from item SC23/008

SC23/005 To confirm all staff appraisals have been completed

It was noted that the Clerk has completed staff appraisals

Thanks were offered to the clerk for completing these in a timely manner and it was noted that the Clerks appraisal will be completed in the Autumn.

SC23/006 To consider staff training requirements for 2023/2024

Discussion took place regarding the training needed to support the ongoing development of the staff team.

1. It was resolved that this training will be scheduled for the coming year

Further to the appraisal process, it was confirmed that a staff member completed role specific training in 2022 2023.

2. It was resolved that a pay increment of 1 scp be awarded to this staff member.

SC23/007 To agree a review of contractual working patterns, in light of increased opening of the Town Hall

Given that the Town Hall is becoming busier and the new toilets will require monitoring for longer hours, a review of ways of working to allow more flexibility of cover over 7 days was discussed. Staff members may receive a pay increment of 1 scp to support this

It was resolved that a review will be undertaken by the Clerk, in discussion with HR and the Chairman

Members of the press and public were excluded

SC23/008 To update councillors on general staffing matters for information only

It was resolved the Clerk will address these matters with support, as required, from the Chairman

SC23/009 To confirm the date of the next meeting as 1.30pm on Monday 14th August

It was resolved that the date of the next meeting will be Monday 14th August at 1.30pm

The meeting closed at 2.34pm

Signed
Chairman

Date