



Minutes of a Staffing Committee Meeting of Northallerton Town Council held at Midday on Monday 23rd October at the Town Hall

Present: Cllr P Eames (Chairman); Cllr D Calvert; Cllr A Eames and Cllr J Hutson.

Also present: Alexandra Robson, Clerk

SC23/010 To receive and consider Apologies for Absence and Declarations of Interest

It was resolved that apologies be received and accepted from Cllr M Holmes

No declarations of interest were received.

SC23/011 To approve the Minutes of the Staffing Committee Meeting held on 9th June 2023

It was resolved that the Minutes of the Staffing Committee Meeting held on 9th June 2023 be approved

SC23/012 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 members of the press and public will be excluded for items SC23/14 and SC23/15

SC23/013 To confirm that the Clerk's appraisal has been completed

It was noted that Cllr P Eames had completed the Clerk's appraisal and this had been a positive meeting

Members of the press and public were excluded

SC23/014 To consider staffing requirements to cover a period of maternity leave and agree next steps

During the period of maternity, councillors are keen to ensure office opening hours are maintained.

It was resolved that the Clerk will review the allocation of work to other staff and any additional training and support will be provided

SC23/015 To consider staffing requirements following a staff member resignation and agree actions

Councillors were advised of the reasons for resignation. Initially the role will not be replaced and the Caretaker will support, as available, with some amenities tasks. The out-of-hours caretaking provision will be shared between two staff, with input from the Clerk as required.

This will be reviewed in spring, with a view to leaving the position vacant for twelve months.

It was resolved to review this position at the Staffing Committee Meeting in February 2024

SC23/016 To confirm the date of the next meeting as Monday 6th November at 13:30

It was resolved that the next meeting will be Monday 6th November at 13:30

The meeting closed at 13:20