



Minutes of a Staffing Committee Meeting of Northallerton Town Council held at 12:30 on Monday 15th July at the Town Hall

Present: Cllr P Eames, Mayor; Cllr D Calvert; Cllr A Eames and Cllr M Holmes.

Also Present: Alexandra Robson, Clerk.

FC24/01 To receive and consider Apologies for Absence and Declarations of Interest

It was resolved that apologies be received and accepted from Cllr J Hutson

FC24/02 To elect a Chairman for the Staffing Committee 2024/2025

It was resolved that Cllr P Eames will be the Chairman for 2024/2025

FC24/03 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 it was necessary to exclude members of the press and public from FC24/05

FC24/04 To approve the Minutes of the Staffing Committee Meeting held on 29th April 2024

It was resolved that the Minutes of the Staffing Committee Meeting held on 29th April 2024 be approved

FC24/05 Update on Staffing Matters

A short update on staffing matters was shared by the Clerk.

- It was noted that Town Hall bookings are busy with staff managing this well, caretaker meetings are taking place weekly and are effective in supporting the management of staffing of the building. Hire of the hall is now much more efficient and Cllr Eames offered thanks to the team, recognising this as a sign of good progress.
- A member of the team is returning to their part time role following maternity and will support with communications and events management in the first instance.
- The Amenities team are functioning with two staff, along with limited support from the Caretaker. Ad hoc help may be required and will be arranged by the Clerk, in consultation with the Amenities Supervisor.
- A confidential staff matter was discussed and the Clerk will offer support to staff as appropriate.
- A Staff Meeting had taken place and training programmes via Aversure were identified for individual staff
- The Clerk has begun to study iLCA to CiLCA and time will be allocated to this as needed.

FC24/06 Staff Structure Review

The Clerk had presented a draft future staffing structure, driven by changes anticipated in the council over the coming three years.

1. It was resolved that individual Job Descriptions will be developed by the Clerk for review by the Staffing Committee at a future meeting

Discussion took place regarding the impact of the Living Wage increase and the ongoing Local Government Pay Review.

2. It was resolved that staff pay scales be reviewed by the Clerk and a report presented to the next meeting

FC24/07 Next Meeting

It was resolved that the date and time of the next meeting is Monday 30th September at 12:30

The meeting closed at 13:35

Signed:
Chairman
Date: