



**Minutes of a Staffing Committee Meeting of
Northallerton Town Council held at 12:00 on
Monday 14th April at the Town Hall**

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

Also Present: Alexandra Robson, Clerk.

SC24/15 To receive and consider Apologies for Absence and Declarations of Interest

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

SC24/16 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 SC24/18

SC24/17 To approve the Minutes of the Staffing Committee Meeting held on 5th February 2025

It was resolved that the Minutes of the Staffing Committee Meeting held on 5th February 2025 be approved

SC24/18 To note the completion all staff appraisals and consider recommended pay awards

Confirmation was given by the Clerk that all staff appraisals have been completed. Some staff were identified as regularly undertaking additional responsibilities, outside their usual job description, but all others are in line with their current role. Scale point increases were discussed and agreed.

All job descriptions are being updated, in line with the ongoing Staffing Review.

It was resolved that scale point increases will be issued by the Clerk, in line with the appraisal outcomes and a copy of the letter confirming this will be kept in confidential staff files

SC24/19 To receive a short update on general staffing matters from the Clerk

Consideration was given to the wellbeing of staff when lone working.

1. It was resolved that the Clerk will reiterate the Lone Working Policy to the team

Discussion took place regarding the requirement to make reasonable adjustments in the workplace for certain staff. This may include adjusting workload or working pattern. It was noted that the Clerk holds a regular meeting with the team to review and plan workload.

2. It was resolved that the Clerk will take advice from the HR provider and review this with staff members

As part of the appraisal process, an issue has been identified which is impacting the wider team. The Clerk will take advice from the HR provider regarding potential next steps and staff will be reminded to make use of the wellbeing service provided via Avensure.

3. It was resolved that the Clerk will hold individual meetings with the staff involved and reiterate the importance of staff working together, impact on other team members and the councils management structure

4. It was resolved that the Clerk will organise a team building occasion to support staff morale

SC24/20 Next Meeting

It was resolved that the date and time of the next meeting will be set at the Annual Meeting on 19th May

The meeting closed at 13:20.

Signed
Chairman
Date