



Minutes of a Staffing Committee Meeting of Northallerton Town Council held at 11:30 on Wednesday 4th June at the Town Hall

Present:: Cllr D Calvert; Cllr A Hugill and Cllr J Hutson.

Also present: Alexandra Robson, Clerk.

SC25/01 To elect a Chairman for the Staffing Committee 2025/2026

It was resolved that Cllr J Hutson will be Chairman of the Staffing Committee 2025/2026

SC25/02 To receive and consider Apologies for Absence and Declarations of Interest

It was resolved that apologies be received and accepted from Cllr A Eames and Cllr P Eames

No declarations of interest received.

SC25/03 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 is was necessary to exclude members of the press and public by virtue of Public (Admission to Meetings) Act 1960, due to the confidential nature of SC25/08

SC25/04 To approve the Minutes of the Staffing Committee Meeting held on 14th April 2025

It was resolved that the Minutes of the Staffing Committee Meeting held on 14th April 2025 be approved

SC25/05 To review the Staffing Committee Terms of Reference for approval at Full Council

1. It was resolved that the Staffing Committee Terms of Reference be recommended to Full Council for approval

2. It was resolved that Cllr A Hugill will be the liaison councillor for the Clerk

SC25/06 To review the current Maternity Policy, in line with National Joint Council recommendations

It was resolved that the Maternity policy be referred to Full Council for approval

SC25/07 To consider the Staff Handbook and agree any updates

1. It was resolved that the Clerk will liaise with Avensure regarding any necessary legislative changes

2. It was resolved that the Clerk will arrange cyber security training for all staff

SC25/08 To receive a short update on staffing matters from the Clerk and agree any necessary actions

The Clerk gave a short update on staffing matters including the practicalities staff working in the Council building due to the restrictions of office space.

It was resolved that proposals to manage maternity cover will be developed by the Clerk and brought back to the next meeting for approval

SC25/09 Next Meeting

It was resolved that the date and time of the next meeting will be 11th August at 11:30

The meeting closed at 12:05

Signed:
Chairman
Date: