



Minutes of a Staffing Committee Meeting of Northallerton Town Council held at 14:30 on Wednesday 5th February at the Town Hall

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

Also Present : Alexandra Robson, Clerk.

SC24/08 To receive and consider Apologies for Absence and Declarations of Interest
All councillors were present. No declarations of interest.

SC24/09 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 resolve to exclude members of the press and public due to the confidential nature of SC24/13 2

SC24/10 To approve the Minutes of the Staffing Committee Meeting held on 15th July 2024

It was resolved that the minutes of the Staffing Committee Meeting held on 15th July 2024 be approved

SC24/11 To note that the Clerks appraisal has been completed

It was noted that the Clerks appraisal had been completed and objectives set for the coming year

SC24/12 Update on Staffing Matters

1. Staffing over the Christmas break had been managed well, with a skeleton staff being in place for hirers and to open the toilets for market days. It was agreed that the Clerk will continue to manage this based on events taking place at the time and that steps will be taken to notify residents and visitors of alternative toilet locations by having signage in place throughout the year.
2. A staffing matter relating to an interaction with a resident had been dealt with by the Clerk.
3. Some small variations to staff hours have been implemented by the Clerk, with support of the HR adviser and within the staffing budget.

Several projects, detailed in Northallerton Town Councils (NTC) Strategic Plan, are outstanding and the Amenities team has no capacity to deliver these. A short term contract has been drafted, in conjunction with the council's HR adviser, to engage a staff member specifically to drive these projects forward for ten hours per week over a twelve month period. An existing staff member, currently working part time, will undertake the role.

It was resolved that a short term contract will be issued to enable delivery of specific projects funded from earmarked reserves

SC24/13 Staffing Review

To consider staff pay and benefits.

1. It was noted that Living Wage and increased Employers NI Calculations had been considered in the Town Council's budget for 2025/2026.

15:23 Press and Public were excluded from the meeting.

Discussion took place around the current staff pay scales and parameters for future increases. NTC is keen to reward staff against the criteria of their job descriptions and it was agreed that the appraisal period is most appropriate for these to be reviewed. The Clerk will undertake annual appraisals in March.

- Performance will be reviewed against individual job descriptions.
- Increments will be limited within the pay bands for each role.
- Staffing Committee may consider updating pay scales, with appropriate supporting evidence, but balanced with the limits of the Councils budget and business requirements.

2. It was resolved that the Clerk will complete staff appraisals and present a report to the next Staffing Committee meeting with recommended pay awards



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A number of options had been researched by the Clerk with a view to providing enhanced staff benefits. As the number of staff is small, several alternatives had been discarded as they were only available to larger organisations. This included reduced membership of North Yorkshire Council's (NYC) leisure facilities.

A plan offered by NYC to its staff, giving access to reduced cost Green Vehicle Lease, Electronics and Cycle To Work Scheme has recently been sourced and the details of these will be sent to the Clerk once available. These would be salary sacrifice options.

3. It was resolved that these benefits will be considered when the information becomes available

Feedback from a staff survey was discussed. Thanks were given to the Clerk for developing and circulating this, as Councillors had found it helpful. The following actions were noted:

- Wellbeing Services have already been reshared with staff.
- Pension information will be sourced, detailing what the NTC contribution level means to members of staff and a comparison with other sector pension contributions. The Clerk will arrange for a qualified pension adviser to speak to the team and answer questions.
- A workshop will be arranged with the staff team to look at the Strategic Plan at its next review and offer them an opportunity to input into this plan.
- It was agreed that paying staff fairly is vital to NTC, in the interests of retaining staff and delivering positive outcomes. This will be reviewed through the appraisal process as agreed in SC24/13 2.
- Individual comments regarding the team workload will be addressed via the appraisal process.
- Office Hours were considered, with a view to increasing opening in line with staff capacity and market days, which may include a Saturday. This will be monitored.
- The current office layout is not effective and workstations need to be altered to accommodate safe working.

4. It was resolved that a practical redesign of the office space will take place

A proposed future staffing structure was considered, taking account of the likely changes to the responsibilities of the Council, including the business case for running the market being developed and additional allotments being managed. Several draft job descriptions to support these changes had been developed by the Clerk and circulated.

It was resolved that Staffing Committee will review draft job descriptions and this will be a future agenda item

SC24/14 Next Meeting

It was resolved that the date and time of the next meeting is Monday 14th April at 12:00 midday

The meeting closed at 16:35