



Minutes of a Staffing Committee Meeting of Northallerton Town Council held at 11:30 on Monday 11th August 2025 at the Town Hall

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

Also Present: Alexandra Robson, Clerk.

SC25/10 To receive and consider Apologies for Absence and Declarations of Interest
All councillors were present.

SC25/11 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 is necessary to exclude members of the press and public from SC25/13

SC25/12 To approve the Minutes of the Staffing Committee Meeting held on 4th June 2025

It was resolved that the Minutes of the Staffing Committee Meeting held on 4th June 2025 be approved

SC25/13 To consider proposals to manage Maternity Leave cover and agree next steps

Discussion took place about the cover required to manage the Town Hall bookings, with effect from 1st September.

- 1. It was resolved that additional hours will undertaken by a part time staff member to manage bookings**
- 2. It was resolved that the administrative email accounts will be monitored by three staff with access to these**
- 3. It was resolved that the Clerk will consider additional staff hours required to ensure committee actions are undertaken and that she has appropriate support and will bring suggestions to the next committee meeting**
- 4. It was resolved that the Clerk and staff will conduct a review of average hours per week taken to deal with bookings, given the busy nature of the Town Hall**

SC25/14 To receive a short update on staffing matters from the Clerk and agree any necessary actions

Discussion took place regarding home working, as a policy had been provided by Avensure for consideration.

- 1. It was resolved that a Home Working Policy will be shared with staff**
- 2. It was resolved that staff will undertake a DSE Assessment of the home working environment**
- 3. It was resolved that the ongoing Staffing Review will be continued and recommendations brought to the next meeting**

It was confirmed that staff who are lone working understand the policy and are in contact with colleagues in line with this.

SC25/15 Next Meeting

It was resolved that the date and time of the next meeting is 13th October at 11:30

The meeting closed at 11:47.

Signed
Chairman
Date