



**Minutes of a Staffing Committee Meeting of
Northallerton Town Council held at 13:00 on
Monday 29th April 2024 at the Town Hall**

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

Also Present: Alexandra Robson, Clerk.

SC 23/024 To receive and consider Apologies for Absence and Declarations of Interest
All councillors were present.

SC 23/025 To approve the Minutes of the Staffing Committee Meeting held on 26th February 2024
It was resolved that the minutes of the Staffing Committee Meeting 26th February 2024 be approved

SC 23/026 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 agenda items
It was resolved that members of the press and public should be excluded from 23/027

SC 23/027 To receive a short update from the Clerk on general staffing matters
The Clerk gave a short verbal update on general staffing matters.

SC 23/028 To note the completion of staff appraisals and confirm training requirements
It was noted that staff appraisals had been completed by the Clerk
It was noted that training in the following areas would be arranged:

- Felling
- Broadening understanding of RIALTAS
- H&S/COSH
- First Aid - to include councillors
- Traffic Management - to include councillors

SC 23/029 To consider an initial review of job descriptions as agreed in SC23/021 and agree next steps
The Clerk shared some initial considerations regarding the staffing structure at the council .
It was resolved that a proposed structure will be developed looking at initial then future developments and succession planning
It was resolved that proposed job descriptions initially detailing broad areas of responsibility will be developed for the next meeting.

SC 23/030 To confirm the date and time of the next meeting
It was resolved that meeting dates will be set after the Annual Meeting of the Town Council
The meeting closed at 13:53.

Signed:
Chairman
Date: