



KIRKBYMOORSIDE TOWN COUNCIL

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Minutes of the Staffing Committee meeting held at Church House, Kirkbymoorside, at 12.45pm on Wednesday 11 December 2024.

Present: Councillors J Coughlan, C Dowie, A Moffat and S Woodhams.

- S24001** There were no apologies for absence. All Committee members were present.
- S24002** There were no Declarations of Interest in items on the agenda.
- S24003** Minutes and Matters Arising
- The minutes of the meeting held on 7 February 2024 were **approved** and **signed**.
 - There were no matters arising.
- S24004** Public Session – there were no members of the public present.
- S24005** The Staffing Committee Terms of Reference were reviewed. The following revisions were considered, to be recommended to full Council:

TERMS OF REFERENCE FOR KIRKBYMOORSIDE TOWN COUNCIL STAFFING COMMITTEE

Membership & Procedures^[AM1]

- The Staffing Committee will have four members, all members of the Council.
- The Chairman of the Town Council will be appointed as ex officio member and three other Council members will be appointed.
- The quorum will be three members.
- The Staffing Committee will appoint the Chairman of the Town Council as its Chairman.
- The Staffing Committee will review its membership annually at the Annual Meeting of the town council in May.
- The Staffing Committee's minutes will be taken by a member of the Staffing Committee.
- The Staffing Committee will ratify its own minutes and then send these to Full Council for information only.
- The Staffing Committee will follow the rules for convening its meetings as those applied to meetings of the Full Council.^[AM2]

The purpose/responsibility of the Staffing Committee is to:^[AM3]

- Determine the staffing levels necessary to efficiently discharge the work required by the council and to review the workloads periodically and report any recommendations for change to full council.^[AM4]

2. Determine the pay and conditions of employment of the clerk in line with the prevailing pay scales of the nationally recognised body (usually National Association of Local Councils [NALC])^[AM5] and to review and update these as necessary in order to comply with the law and with good practice, and to recommend such review and updates to full council for adoption.
3. Take all action necessary to advertise, select and interview candidates to make an appointment within budgetary constraints.
4. Ensure the Health and Safety of staff employed by providing appropriate working spaces, tools and equipment and to train staff as necessary to safeguard their health & safety at work.
5. Be responsible for the development and training of staff to ensure that they have capacity to do their job.
6. Line-manage the Town Clerk (to include annual appraisals and mid-point/year reviews^[AM6]; meetings from time to time to discuss workload and conditions to ensure the council is exercising a duty of care for its employee).
7. Consider and deal with grievance and disciplinary issues (staff related).
8. Undertake reviews of working practices and procedures of the Council as a whole when so requested and to make recommendations to Full Council.

S24006 The committee **agreed** to exclude members of the public from discussion of item 7.

S24007 Financial considerations

- a. The application of the revised NJC pay scales, backdated to 1 April 2024, pursuant to Minute 24113 of the Ordinary Town Council Meeting dated 18 November was **noted**.
- b. The Committee **agreed** to undertake the annual review of the Town Clerk's salary.

It was noted that the salary was last reviewed in February 2024 and recommendations agreed by full Council to increase the Town Clerk's salary by one NJC salary point.

Extract of Minutes:

S23013 *It was **agreed** to make recommendations to the full Council to increase the Town Clerk's salary by one NJC salary point to payscale 37, Scale Range LC3 (substantive benchmark range).*

*Committee members **agreed** to record the thanks of the Town Council to the Town Clerk for her continued diligence and hard work and encourage the use of available resources to support staff development.*

It was also noted that budget recommendations made by the Finance Committee for the 2025/26 Budget to be considered by full Council at the Ordinary meeting dated 16 December 2024, account for the implementation of the revised NJC payscales backdated to April 2024 and the increased National Insurance contributions arising from the Government 2024 Budget.

On the basis of adjustments already made, the Committee **agreed** no changes to the clerk's salary.

- c. The committee considered an ex-gratia payment of £642, from the balance of the funds in Cost Code 19 designated to the Community Celebration Event, to the Town Clerk in lieu of overtime for the additional hours spent on the project.^[AM7]

Community Awards Rec & Pay:

Receipts

£3000.00

Payments

Net £2,357.56

VAT
£204.30[AM8]

£2,561.86

S24008 The Committee agreed to make recommendations to the full Council.

S24009 The committee agreed to reinstate the formal mid-point/year review in addition to the annual appraisal, as part of good line-management practice. The committee agreed to appoint Cllrs Woodhams and Moffat to the annual appraisal to be held on 20th January 2025, and the mid-point/year review on or about 25th June 2025. To expedite this, the Town Clerk is to return to the line-manager, the Town Council Chair, the Town Council's personnel records (contract, appraisal records etc), so that the appraisers can review the appraisal forms, and personal objectives in readiness for the appraisal.[AM9]

S24010 The scheduled dates for Staffing Committee meetings was **agreed** as 20th January, 25th June and 17th December 2025[AM10]

The meeting concluded at 1.45pm

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