**KNARESBOROUGH TOWN COUNCIL (KTC)**

A Pulman Knaresborough House

Clerk of the Council Knaresborough

 North Yorkshire

 HG5 0HW

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 23 September 2025

To: **The Members of the Staffing Committee** – D Goode, H Gostlow,

 S Oakes, J Pickard, and H Westmancoat

Dear Councillors:

I hereby summon you to the following meeting of **KNARESBOROUGH TOWN COUNCIL STAFFING COMMITTEE** to be held at Knaresborough House, Knaresborough, HG5 0HW on:

**29 September 2025**

**9:00 am**

Please see the Agenda for the meeting below:

Yours faithfully

A Pulman

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Clerk of the Council

Any queries regarding this agenda should be addressed to the **Clerk** at **office@knaresboroughtowncouncil.gov.uk**

**COUNCIL AGENDA – 29 September 2025**

**1. To elect a Chair** for the Committee (and Vice-Chair if necessary)

**2.**  **To receive** **apologies and consider approval** of the reasonsfor inability to attend the meeting.

**3. To receive** declarations of **disclosable pecuniary interests** (not previously declared) on any matters of business and to consider any written requests for **dispensation**.

**4. KTC Public Speaking Session**

Any member of the public who wishes to speak about an item on this agenda, or any topic they wish to bring to council’s attention, does not need to give notice but priority will be given to those who have given prior notice to the Clerk – *please see contact details on the front of this agenda.*

**5. To consider** and if thought fit, **approve** as a correct record, the Minutes of the Staffing Committee Meeting held on:

**5.1** Monday10 February 2025 *(ca)*

**6. Confidential session**

In view of the confidential nature of the business to be transacted re **ITEM 7** pertaining to staffing matters, contracts and volunteer arrangements the item be dealt with in private session and, subject to the provisions of Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 (as amended), the meeting be not open to members of the public and press.

**7. Staffing matters:**

**7.1 To nominate** 2 Councillors to undertake the appraisal discussion with the Clerk and set a date for it to take place in 2026.

**7.2 To receive and note** the completed employee appraisals for 2025 and the objectives set. *(ca)*

**7.3 To receive** the Clerk’s report of the current staffing situation and **decide on next steps** considering recent and future changes to workload. **To consider** the current pay structure and **decide** if any amendments are needed and what this should look like. **To consider** if staffing levels need increasing and whether employing another part-time member of staff is feasible. *(ca)*

**7.4 To review** how the current and potential future meeting structure can be supported in terms of level of staffing needed.

**7.5 To agree** to produce a plan, and how to achieve this, for improving IT/technology in the office and in meetings. To include investigations into a better phone system, recording of council and committee meetings, the use of AI to compliment staffing and ease workload.

**7.6 To further consider** enlisting the services of a HR/H&S/Payroll provider to aid the future development of the Council through devolution. *(ca)*

**7.7 To review** the work done by the Town Ranger to date and **decide** on next steps. *(ca)*

**7.8 To review** the Town Guide overview and make recommendations if required. *(ca)*

**Note:** Members of the public and press are invited to attend the meeting as observers. Only Town Councillors are entitled to vote. A list of Councillors is available on the website or notice board at Knaresborough House. Agenda papers may be viewed on the website or purchased at the Town Clerk’s office.

**A copy of the agenda in larger print is available on request.**

Following the Local Government Audit and Accountability Act 2014 the right to record, film and to broadcast meetings of the Council, Committees and Sub Committees is established but anyone wishing to do so should advise the Clerk or Chair of the Council to ensure compliance with KTC's adopted policy to effectively and lawfully manage this activity.

**Emergency Procedures for Meetings – Fire**

 Details on fire evacuation procedures are displayed in the Council Chamber. Members and visitors are to familiarise themselves with these and the location of fire exits, in the building.