

MINUTES OF THE MEETING OF KNARESBOROUGH TOWN COUNCIL'S
STAFFING COMMITTEE
HELD AT KNARESBOROUGH HOUSE
on Monday 10 February 2025

PRESENT: **Chair:** Councillor H Westmancoat

Councillors: Gostlow, Pickard and Walker

Staff Present: The Clerk

Late Arrivals: Cllr Walker **Early Departures:** None

Absent: Cllr Oakes

25/024 **ITEM 1 - To elect a Chair** for the Committee (and Vice-Chair if necessary)

RESOLVED: That Councillor Helen Westmancoat be appointed as Chair of the Committee (no Vice-Chair selected at this time).

25/025 **Item 2 - To receive apologies and consider approval of inability to attend the meeting**

RESOLVED: To receive apologies and approve reasons for inability to attend from Councillor D Goode.
Councillor Walker attended as a named substitute for Councillor Goode.

25/026 **ITEM 3 – Councillors' Disclosure of an Interest** - None for this meeting.

25/027 **ITEM 4 - KTC Public Speaking Session** - None for this meeting.

25/028 **ITEM 5 - To consider and, if thought fit, approve as a correct record, the Minutes of the held on:**

5.1 Monday 08 May 2024

RESOLVED: That the minutes of the staffing committee meeting held on Monday 08 May 2024 be approved as a correct record and signed by the Chair.

25/029 ITEM 6 – Confidential Session

In view of the confidential nature of the business to be transacted re **ITEM 7** pertaining to employees and other staffing matters, 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.

The above was noted, but no members of the public or press were in attendance.

25/030 ITEM 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

RESOLVED: That the appraisal discussion will take place on the morning of Tuesday 25 February. The Clerk to send an email to all committee members to ensure 2 councillors are present at this discussion. Cllr H Westmancoat volunteered to be 1 Councillor to ensure continuity.

7.2 To receive and note the 6-month review document prepared by the Clerk

Councillors noted the quality and volume of work that the Community Projects Officer had accomplished since starting with KTC. All agreed that whilst the job description was still relevant, due to the nature of the role and changing environment at KTC the Officer was developing the role proactively.

Councillor M Walker joined the meeting 9:15am

RESOLVED: That the Community Projects Officer role should be moved to Spine Point 24 with immediate effect and that this should be backdated to September 2024 (the 6-month point). A target of Spine Point 26 to be aimed for, following objectives being set at the annual appraisal 2025.

FURTHER RESOLVED: That the Clerk be given delegated authority to vire monies from a suitable budget line to ensure this new arrangement is sufficiently funded from the existing 24/25 and future 25/26 budget.

7.3 To consider adoption of a recruitment policy as presented by the office

RESOLVED: That the recruitment policy be adopted.

7.4 To receive and note the KTC office 'Year at a glance' document

RESOLVED: To receive and note

Councillors asked that the document is circulated to all councillors for their information

7.5 To consider next steps re: Town Ranger and **decide** what is required at this time and how it will be implemented effectively

Members discussed this matter and agreed that the service should be provided via an external contract for a fixed period. In the longer term, as Council services develop, Council may seek to employ a Town Ranger if it is felt it is a benefit to the town.

Councillors to put together a list of potential tasks which would fall under the remit of a Town Ranger service.

RESOLVED: That KTC advertise for a self-employed Town Ranger for a contract period of 6 months.

7.6 To consider the summary report from the Clerk on staffing matters in general.

Councillors briefly discussed the matters raised by the Clerk and agreed that communication could be improved on all fronts and some of the suggestions the Clerk made to try to improve matters were worth investigating and taking to Council.

RESOLVED: That the Clerk be remunerated for the 36 extra hours accrued throughout the previous 9-month period.

Meeting closed at: 11.00 a.m.

Signed by the Chair:
Councillor H Westmancoat