TODMORDEN TOWN COUNCIL

Todmorden Town Hall,
Bridge Street, Todmorden,
OL14 5AQ
townclerk@todmorden-tc.gov.uk
www.todmorden-tc.gov.uk

Minutes of the Meeting of Staffing Committee of Todmorden Town Council
Held at Todmorden Town Hall on Wednesday 23rd October 2024 at 7.30pm

Councillors present: *Cllrs M Carrigan, A Hollis, S Martin (Sub for A H Greenwood), and P Taylor (Sub for* S Cheraghi-Sohi)

Officers: *Ms N Crewe (Town Clerk & RFO)*

Members of the Public: *0*

2024(SC)008	**1. Apologies for Absence** To receive and approve apologies for absence and reasons given to the Clerk prior to the meeting noting substitutions at late notice will be allowed. *Apologies were received from Cllrs A H Greenwood, L Thorpe and S Cheraghi-Sohi.* ***Proposed** by Cllr A Hollis* ***Seconded** by Cllr P Taylor* *Unanimously Approved* ***Resolved:** That the apologies of Cllrs A H Greenwood (Prior Commitment), L Thorpe (Prior commitment) and S Cheraghi-Sohi (Family Commitment) and their reasons for absence are accepted.*
2024(SC)009	**2. Declarations of Interest** To receive disclosures of personal and prejudicial interests from members on matters to be considered at the meeting. Officers are required to make a formal declaration about council contracts where the employee has a financial interest. *Note: Members must generally declare a disclosable pecuniary interest which he or she has in any item on the agenda. A Member with a disclosable pecuniary interest may not participate in any discussion of the matter at the meeting and must not participate in any vote taken on the matter at the meeting. In addition, the Council's Standing Orders require a Member, with a disclosable pecuniary interest, to leave the room where the meeting is held while any discussion or voting takes place.* *The Town Clerk made a declaration of interest regarding items 8 and 9.*
2024(SC)010	**3. Public Participation** To adjourn the meeting to allow members of the public to make representation on the business of the agenda for the meeting. No resolutions can be under public participation. *Note: No resolutions can be under public participation.*

	No public present.
2024(SC)011	**4. Exclusion of Press and Public - Public Bodies (Admission to Meetings Act) 1960** To consider and confirm any agenda items that require the exclusion of the Press and Public in accordance with the Public Bodies (Admissions to Meetings) Act 1960 for matters appertaining to confidential or exempt information. ***Proposed** by Cllr S Martin* ***Seconded** by Cllr A Hollis* *Unanimously Approved* ***Resolved:** That item 7 to 9 is taken as a confidential item due to the personal information provided to the Committee.*
2024(SC)012	**5. Minutes – For decision** To approve the minutes of the Staffing Committee meeting held on 26th June 2024. ***Proposed** by Cllr A Hollis* ***Seconded** by Cllr S Martin* *Unanimously Approved* ***Resolved:** That the minutes of the Staffing Committee meeting held on 26th June 2024 be accepted as a true record and the Chair be authorised to sign as such.*
2024(SC)013	**6. Date of the next Committee meeting** To note the date of the next Meeting of the Staffing Committee on the 23rd April 2025.
Private and Confidential Confidential on the grounds that, in view of the nature of the business to be transacted, if the public were present, there would be a disclosure to them of exempt information within the meaning of schedule 12A to the Local Government Act 1972	
2024(SC)014	**7. Staffing Update – Information only** To receive a verbal update on the staffing restructure. ***Proposed** by Cllr P Taylor* ***Seconded** by Cllr S Martin* *Unanimously Approved* ***Resolved:** That Members noted the increase in the staff team and was glad to hear everyone is settling into their new roles. The Administration Officer and Community Support Officer will have a 3 month review to ensure that everything is as it should be within their roles.*
2024(SC)014	**8. Appraisal Feeback – Information only** To receive a verbal update on the recent staff appraisals. ***Proposed** by Cllr P Taylor* ***Seconded** by Cllr S Martin* *Unanimously Approved*

	Resolved: *That Members noted the feedback on the Staff appraisals to date and that the Assistants Clerks appraisal had to be delayed until this week. The feedback from this will be emailed to the Staffing Committee as soon as possible.* *Members also noted and approved the current staff pay scales.*
2024(SC)015	**9. Pay Review– Decision required** To review the staff pay point scale in relation to the 24/25 Budget ***Proposed*** *by Cllr M Carrigan* ***Seconded*** *by Cllr A Hollis* *Unanimously Approved* ***Resolved:*** *That Members approve the pay scale increases for 24/25, the pay scale increases for 24/25, back dated to the 1st of April 2024 (or staff start dates) the following terms;-* • With effect from 1 April 2024, an increase of £1,290 (pro rata for part-time employees) to be paid as a consolidated, permanent addition on all NJC pay points 2 to 43 inclusive. • With effect from 1 April 2024, an increase of 2.50 per cent on all pay points above the maximum of the pay spine but graded below deputy chief officer (in accordance with Green Book Part 2 Para 5.4) • With effect from 1 April 2024 an increase of 2.50 per cent on all allowances (as listed in the 2023 NJC pay agreement circular dated 1 November 2023)
Meeting closed at 8.10pm.	