**Minutes of the Management and Staffing Committee Meeting of Skipton Town Council
held at the Council Offices, Otley Road, Skipton
Thursday 13th February 2025 at 5.30pm**

Those Present.
Chairman: Councillor B McDaid (Chairman), Councillor P Madeley, Councillor K McIntyre, Councillor S Morton, Councillor L Morgan, Councillor W Feather & Councillor S Bentley.
Officers: Mrs L Close (Chief Officer)

2425/054   ITEM 1 – Chairman Remarks
The Chairman welcomed everybody to the meeting.

2425/055   ITEM 2 - To accept reasons for absence.
Councillor A Higgins, who had prior work commitments. Unanimously accepted.

2425/056   ITEM 3 – Disclosures of Interest
None declared.

2425/057   ITEM 4 – Dispensations Requests
None received.

2425/058   ITEM 5 – Representations from the Public
No public were present.

2425/059   ITEM 6 – Minutes
Proposed by Councillor P Madeley, seconded by Councillor L Morgan and unanimously **resolved** that the minutes held from the meeting held on 17th October 2024 were a true and accurate record.
Councillor McDaid asked for an update of the team building event which would be a curry and quiz night. Councillor Madeley said he would be organising this when the weather improved, and the date would be arranged. This would be confirmed at the next meeting.

2425/060   ITEM 7 – The Exclusion of the press and public
Proposed by Councillor L Morgan, seconded by Councillor P Madeley and unanimously resolved due to the confidential nature of the business to be transacted the press and public would be excluded from the meeting.

2425/061   ITEM 8 – General Staffing Update
The Chief Officer gave an update of the staff. The staff have individually expressed to her that they felt morale and the atmosphere was very low in the office. Staff appraisals were currently being completed.

2425/062   ITEM 9 – Policies
Discussions were held regarding the updated NALC policies documents for discipline and grievance. It was noted that some changes need to be made to the document to change the wording to 'staffing committee' where appropriate.

Proposed by Councillor B McDaid, seconded by Councillor L Morgan and resolved in favour to recommend to full council for adoption

2425/063   **ITEM 10 – Allegations of Racial discrimination.**
The Chief Officer advised the meeting that the staff were under constant criticism of different allegations from time to time and support was needed as this was very stressful, upsetting and effects mental wellbeing.
Proposed by Councillor B McDaid, seconded by Councillor L Morgan and resolved in favour to support staff with implementing a dignity at work policy and any other documents that are presented.

2425/064   **ITEM 11 – Staff performance**
The Chief officer confirmed it was early days, but so far good progress was being made in relation to a performance review.

2425/065   **ITEM 12 – Market officer working pattern**
The Chief Officer asked committee to support her request to not move forward with enforcing working patterns for a member of staff. Proposed by Councillor B McDaid, seconded by Councillor L Morgan and resolved in favour that the committee would report back to Events and Market committee to advise that the request was refused by the member of staff, and no flexibility could be given.

2425/066   **ITEM 13 – Flexible working request**
Proposed by Councillor B McDaid, seconded by Councillor K McIntyre and resolved in favour to support the flexible working request.

2425/067   **ITEM 14 – Recruitment**
Proposed by Councillor W Feather, seconded by Councillor L Morgan and resolved in favour to give the delegated authority to the Chief Officer to begin the recruitment process for a general office assistant who would also cover Market and events when needed.

2425/068   **ITEM 15 – Notification of Business for a Future Agenda.**
Update of quiz and curry night with a date to be confirmed.

With no further business to be transacted the meeting was closed at 18.22pm

The next meeting to be held on Thursday 24th April 2025 at 6.00pm