



BLYTH TOWN COUNCIL

Minutes of the Staff Sub-Committee held in the Council Chamber, Arms Everytne House on Thursday 13 August 2026 at 5:30pm, in the Council Chamber, Arms Everytne House, Quay Road, Blyth, NE24 2AS.

Present:

Councillors: N Rolls (Chair), T E Elliott (Vice-Chair), D Campbell, D Carr (part), C Jones, D Nicholson, and M Peart.

Also Present: Cllr K Nisbet (non-Committee member)

Officers: M Wilkinson, Town Clerk and E Brown, Deputy Town Clerk

1	Apologies for absence Apologies were received and noted from R A Baker, B E Elliott, M Nicholson.
2	Disclosure of interests and grant of dispensations None.
3	Minutes of the previous Staff Sub Committee There are no previous minutes to consider.
4	Date & time of next meeting The next Staff Sub Committee would be held later this year, the Chair commented that the Committee would welcome an update on Performance Management, including any updates on training being undertaken or training requirements.
5	Part II RESOLVED that pursuant to the Public Bodies (Admission to Meetings) Act 1960; that in view of the confidential nature of the business about to be transacted, it was in the public interest that the press and public be excluded, and they were instructed to withdraw.

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6.1 Recruitment of General Service Officer and timeline

Cllr Carr entered the meeting at 17:34

The job description and person specification were agreed noting minor changes to consider relating to any potential outcome of the Environmental Options Appraisal.

It was requested that it be made clearer within the job description that a high percentage of time would be spent outdoors.

The proposed timeline was considered.

It was RESOLVED to commence recruitment procedures in line with the proposed timeline. Cllrs Rolls and TE Elliott, as Chair and Vice Chair, would participate in the shortlisting and the interviews with Officers.

The Clerk informed that he would like to utilise savings in the salary budget during the period of vacancy for play area repairs and allotment work, a report would be compiled for Full Council with more details.

6.2: Contract Revision

The report was considered.

It was RESOLVED unanimously that the Staffing Sub Committee agree:

- the recommended change to the General Services Assistant contract of employment conditions.

The meeting closed at 18:00