



**Minutes of the meeting of the Staff Employment & Training Committee
held on Wednesday 15 October 2025 at The Hetton Centre, Welfare Road,
Hetton-le-Hole, County Durham, DH5 9NE**

Present: Cllr P Dowell, Cllr B Little, Cllr K Pearson, Cllr D Geddis & Cllr S Waterston

1. Election of Committee Chairman for 2025-2026:

Cllr S Waterston was nominated as Chair of the Staffing Committee for 2025-26.

2. Apologies for absence:

Apologies for absence were received from Cllr Meadows (medical).

The committee **resolved** to approve apologies.

No apologies were received from Cllr Woods-Brass and Cllr D Brennan.

The committee **resolved** to note the absence as unapproved.

3. Declarations of Interest from Members:

There were no declarations of interest.

4. Public participation:

There were no members of the public present.

5. To discuss the proposed Staff Appraisal Proforma:

The proforma was discussed and the committee agreed to add the following:

- What are your strengths and weaknesses?
- To set a target – e.g. keeping up with local government legislation.

6. To discuss and agree personnel to form the Appraisal Panel

It was **agreed** that the Chair of the staffing committee would act as the appraiser.

Any disputes would be escalated to the Town Mayor.

The Town Council discussed proposing Councillors also undergo suitable training relevant in the role e.g. the importance of safeguarding.

Meeting closed at 18:25pm.