**Minutes of the Staffing Committee 7th November 2024 held at Saddleworth Civic Hall.**

**Present:** Cllrs. Cllrs K Phillips (Chair), G. Sheldon (Vice Chair), R Blackmore, K. Barton.

K. Allott (Clerk).

**75. Apologies for absence:** CllrH. Bishop

**76. Declarations of interest**

None were declared

**77. Approval of minutes from meeting held 11th July 2024**

The minutes were approved as a true record and signed at the meeting by the Chairman.

The Clerk advised that LALC guidance stated an abridged version of the Staffing Committee meeting minutes with non-confidential material, be shared with the full Council and published on the website. It was resolved that any confidential items discussed would be shared with the Staffing Committee only, and an additional copy, with confidential items redacted, would be shared and published.

**78. Annual cost of living rise**

The Clerk advised that the annual cost of living rise for the year April 24-25 has been agreed by Local Government/NALC. £1290 per staff member per annum pro-rated down for part time hour; it is already accounted for in the budget.

It was resolved Saddleworth Parish Council accepted this salary increase. This will now be paid in December salaries, backdated to 1st April 24. Proposed Cllr Phillips, seconded Cllr Sheldon, carried.

There was some discussion around the recent budget and the proposed increase in NI contributions from April 25. The Clerk advised the RFO was calculating the additional costs to inform the new budget. She advised that as a Parish Council we do not qualify for the relief awarded to small businesses, but that NALC, on behalf of Local Parish and Town Councils, had written to the Government requesting they re-consider this proposal.

The Clerk confirmed that all staff salaries were already above the new living wage to be rolled out in April 25.

**79. Civic Hall Christmas Closure**

It was agreed the Council Offices will close at 1pm on Christmas Eve and reopen on Thursday 2nd January 2025. Proposed Cllr Barton, seconded Cllr Blackmore, carried.

**80. Staff appraisals – update**

The Clerk advised that the administrative staff and the Site Managers’ appraisals were now complete. The caretaking staff appraisals were being carried out over the next couple of weeks.

**81. Payroll (Cllr Bishop)**

Cllr Bishop had sent her apologies for this meeting so this agenda item was not discussed.

**82. Staffing Update**

The Clerk updated the Committee on confidential staffing issues and these were discussed.

The Clerk advised that one of the casual caretakers wished to resign due to family issues, and that another casual caretaker had just started a new job so would not be available very often. We were addressing the shortfall through agency workers and overtime in the short term. Depending on the calibre of these agency staff, we may be in a position to offer them a position in the New Year; this will be discussed at the next Staffing meeting.

**Next meeting Thursday 9th January 2025 at 2.00pm**