**Minutes of the Staffing Committee 12th July 2024 held at Saddleworth Civic Hall.**

Present: Cllrs. G. Sheldon (Vice Chair), H. Bishop, K. Barton.

K. Allott (Clerk).

Cllr Sheldon chaired the meeting

66. Apologies for absence

Cllrs K Phillips, R Blackmore.

67. Declarations of interest

Cllr Bishop declared a non-pecuniary interest agenda item 69.

68. Approval of minutes from Extra-ordinary meeting 4th April 2024

The minutes were accepted as a true record and signed at the meeting by the Vice Chairman Cllr Sheldon.

69. Site Staff - update

The Clerk updated councillors on Staffing.

70. Resolution to admit new members to the GMPF

The Clerk advised the Committee that the GMPF (Greater Manchester Pension Fund) require us to confirm the agreed practice that all new employees of Saddleworth Parish Council, who are eligible, are able to join the pension scheme if they desire.

After some discussion it was resolved that Saddleworth Parish Council, in accordance with Regulation 3(1)(b)(iii), subject to Regulation 4 of the Local Government Pension Scheme Regulations 2013, Saddleworth Parish Council resolves and hereby designates any employee, including compulsory transferred staff and new employees, as being eligible for membership of the Greater Manchester Pension Fund (GMPF).

The Clerk confirmed that this extract of the minutes will now be forwarded to GMPF.

71. RFO additional hours – for discussion

The Clerk shared her recommendation to the committee to increase the RFO hours from 5 to 10 per week, and her reasons why she was suggesting this be considered.

There was some discussion around this and it was agreed to bring this to the next meeting of the Finance Committee for further consideration.

72. Additional Casual Caretaker – discussion

The Clerk advised that she was recommending to the committee to agree to a further Casual caretaker position be added to the Staffing Structure and this was discussed.

Committee agreement to this recommendation was then proposed by Cllr Bishop, seconded Cllr Barton, carried.

73. Staff appraisals – update

The Clerk advised her appraisal had already been carried out by the Chairman of the Staffing Committee. She confirmed the office staff ones would be conducted over the next few weeks, with the aim of completing the Site Staff appraisals by end September.

74. CiLCA Qualification Clerk

The Clerk advised that she wished to take the CiLCA qualification which is recommended for Parish Clerks and shared more information about it. The training is provided by LALC at £495 and the examination provided by SLCC is £450 plus vat. She asked the Staffing Committee to agree to this. After some discussion, this was proposed by Cllr Bishop, seconded Cllr Barton, carried.

Next meeting Thursday 7th November 2024 (or as required)