**Minutes of the Staffing Committee Meeting 20th February 2025 held at Saddleworth Civic Hall.**

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

K. Allott (Clerk).

**88. Apologies for absence:** All present

**89. Declarations of interest**

Cllr Bishop declared a none registerable interest in agenda item 91 Staffing update.

**90. Approval of minutes from meeting held 9th January 2025**

The minutes were approved as a true record and signed at the meeting by the Chairman. Proposed Cllr Sheldon, seconded Cllr Blackmore, carried.

**91. Staffing Update**

The Clerk advised that one caretaker is currently on sick leave. She confirmed that existing staff, plus casuals were covering but that the site staff salaries are now over budget due to paying additional salaries to cover the paid sickness, and this is being reported to the Assets & Finance Committee.

The new caretaker’s probationary period was coming to an end. After some discussion it was agreed to offer them a permanent contract.

Proposed Cllr Blackmore, seconded Cllr Barton, carried.

The Clerk updated the committee on other confidential matters.

**92. Succession Planning**

This was discussed and possible procedures were put in place. These proposals, which would have a cost implication would be shared with the Finance Committee.

**93. AOB**

Cllr Phillips advised the Committee that the recently set up Task & Finish Group was examining the terms of reference and shared copies of the terms of reference for the Staffing Committee for discussion. Cllrs examined them and recommended a couple of small amendments.

Cllr Bishop suggested we look into a bank of volunteers/skills bank. Everyone agreed it would be a good idea. But that it should be addressed under the Assets Management Committee rather than Staffing.

It was agreed the Clerk would share any ELCONS updates with the Committee to ensure they are up to speed with any changes in employment law.

Date of Next meeting: Thursday 17th April at 10am.