**Minutes of the Staffing Committee Meeting 26th June 2025 held at Saddleworth Civic Hall.**

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

K. Allott (Clerk).

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

**95. Declarations of interest**

Cllr Bishop declared a none registerable interest in agenda item 97 Staffing Update.

Cllr Blackmore declared a none registerable interest in agenda item 97 Staffing Update.

**96. Approval of minutes from meeting held 20th February 2025**

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

**97. Staffing Update**

A report had been shared prior to the meeting and this was discussed.

The Clerk advised we are still overspending on the site salary code due to the ongoing sickness absence. This is being reported quarterly at the Finance Committee meetings. Due to the additional hours being put in by the RFO in his aim to manage his workload, there will also be an increase in the admin budget code, to be reported quarterly at the Finance meetings.

Confidential staff matters were then discussed.

The caretaker on long term sickness absence was discussed.

The Clerk advised that one of the staff, currently on agency can now be released with no additional costs to us and she would like to give him a casual contract, as it will save us approx. £4 per hour worked (which is the agency’s percentage).

This was agreed. Proposed Cllr Sheldon, seconded Cllr Blackmore, carried.

Cllr Bishop then left the meeting.

It was agreed that one of our casual caretakers be offered a permanent contract of 20 hours. Proposed Cllr Sheldon, seconded Cllr Blackmore, 3 in favour, 1 abstention, carried. The additional costs will be added to the budget and shared with the Finance Committee.

Cllr Barton then left the meeting.

* **Recruitment Site Manager**

The Clerk shared a slightly amended job description and person spec, the main amendment making it clearer about the Civic Hall events responsibilities and DPS, section 4. Councillors agreed.

It was agreed that the salary points be point 17 rising to point 20. *(post meeting note, it was agreed to advertise on point 20, to reflect the additional responsibilities of the Site Manager in comparison with the caretaker role).*

It was agreed, due to costs, to advertise the role in the first instance, on the website, and online, with any interested internal applicants asked to apply.

It was also agreed that the Clerk contact the retired Site Manager to see if he would be willing to step in on a temporary basis should we have a period of time without a DPS, to ensure the events still ran smoothly. *(Post meeting note, he is willing to support us on a temporary basis should the need arise).*

Interviews will be conducted by Cllr Phillips, Cllr Sheldon and the Clerk.

It was agreed that the successful candidate will be invited in to work alongside the current Site Manager for a few days to enable a successful handover.

*(post meeting note, advert live 30th June with a closing date of 9th July, with interviews to be arranged w/c 14th July).*

**98. Succession Planning**

There was some discussion around the caretaker who has been doing some administrative hours over the last few weeks. The Clerk advised she thought she should now be able to step in and support the Administrator should the need arise and that we should now be more flexible with the hours rather than the fixed 2 hours per week. She did suggest she was asked to cover a couple of Council meetings, arranging them and take the minutes etc. Councillors agreed.

**99. Terms of Reference**

This item was deferred to the next meeting due to time pressures.

**100. AOB**

Cllr Phillips advised she had recently conducted a 1 to 1 with the Clerk and had agreed to carry out her appraisal in September which brings it more in line with the rest of the staff appraisals.

Date of Next meeting: Thursday 2nd October at 1.30pm