**Minutes of the Staffing Committee Meeting 2nd October 2025 1.30pm held at Saddleworth Civic Hall.**

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

 K. Allott (Clerk).

Cllr Bishop arrived at the meeting at 1.45pm.

**101. Apologies for absence:** Cllr K Barton

**102. Declarations of interest: None declared.**

**103. Approval of minutes from meeting held 26th June 2025**

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

**104. Local Government Annual Pay award 2025-26**

The Clerk asked the Committee to consider and approve the Local Government pay award of 3.2% to be backdated to 1st April 2025. This is slightly less than the amount budgeted for.

Councillors agreed. Proposed Cllr Blackmore, seconded Cllr Sheldon, carried.

**105. Clerk’s Proposal re Condensed Hours**

The Clerk asked the Committee to consider her proposal to condense her 25 hours per week to enable her to care for a family member one day per week from January next year. She explained her proposal in more detail.

Councillors agreed to her proposal for condensed hours. Proposed Cllr Blackmore, seconded Cllr Sheldon, carried.

**106. Staffing Update**

Cllr Philips, as Chair of Staffing, gave a verbal report to councillors on the appointment of the new Site Manager and the Clerk’s appraisal.

The Clerk advised the overspend on the site salary code due to the ongoing sickness absence. This is being reported quarterly at the Finance Committee meetings.

The Clerk advised the overspend on the admin salary budget code, due to additional RFO hours paid via timesheet. This was reported at the Finance Committee September meeting.

The Clerk confirmed her annual appraisal was carried out with the Chair of the Staffing Committee last week and she will be beginning the staff appraisals shortly.

The Clerk updated the Committee about confidential staffing matters.

Cllr Bishop then joined the meeting.

Cllr Sheldon asked whether the change of DPS and Premises Licence application was now complete. The Clerk advised the Site Manager took the APLH Level 2 exam before his official start date and everything had been sorted by the end of August. She also advised that both her and a caretaker had also taken the APLH Level 2 course and would be able to stand in as DPS as and when required.

The Clerk advised that the caretaker who was previously supplied via an agency, now has a casual contract which will save money.

She advised that, with the long term caretaker sickness absence, with some overtime for regular staff and the casual staff, we should manage this busy period up to Christmas. She would also work events if required.

Cllr Bishop asked if the two regular Site Staff were happy with being given overtime. The Clerk advised yes they had requested it, but she confirmed there was no pressure to take on overtime if they do not wish to.

Councillors agreed with this and that by December we will hopefully have more idea of what is happening and can move forward.

Cllr Bishop suggested bringing in an accounting package like Scribe to replace the current excel spreadsheets used. Cllr Sheldon agreed this could well support with the time pressures currently being experienced.

The Clerk agreed it was a good idea and that moving to Scribe, or a similar system, had already been discussed with her and the RFO some time ago. She confirmed we are already using Scribe for advice and training. However, to change to an accounting system now, would cause a far heavier workload in the short term, and possible margins for error, so they had felt it was more prudent to continue with the current system, which works perfectly well, for the time being. But happy to discuss it further at the next Finance meeting.

**107. AOB**

Cllr Sheldon asked the Committee to consider changing the timing of 1.30pm for this meeting. After some discussion it was agreed to change the time to 10.30am on Thursday mornings.

**Date of Next meeting: Thursday 22nd January 2026 at 10.30am**