**Minutes of the Staffing Committee Meeting 9th January 2025 held at Saddleworth Civic Hall.**

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

K. Allott (Clerk).

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

**84. Declarations of interest**

Cllr Bishop declared a none registerable interest in agenda item 87 Staffing update.

**85. Approval of minutes from meeting held 7th November 2024**

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

**86. Staff Handbook - to formally approve the amendments agreed regarding the disciplinary process.**

These amendments suggested by the Clerk to streamline the disciplinary process have been agreed by ELCONS and had been previously shared by email. After some further discussion, Councillors resolved to accept the amendments. Proposed Cllr Barton, seconded Cllr Blackmore, carried.

**87. Staffing Update**

Report by the Clerk

One Site Staff’s appraisal was outstanding due to sickness absence. This would be completed within the next two weeks. Cllr Phillips said it was an achievement to now have an established appraisal process in place; which was now in its second year.

The increase in employer NI contributions from April 25 has been put into the budget model and has had quite an impact. NALC are pushing to ensure Town and Parish Councils are compensated for this increase, so we await further information from them on this.

The Clerk updated the committee on some confidential staffing matters.

The Clerk advised that feedback regarding the two agency caretaking staff was very positive. Due to staff illness, they had covered some hours in the busy period leading up to Christmas, in addition to existing staff working overtime, which is being taken back in TOIL (time off in lieu) in January during the quieter period.

There was some discussion around the policy for Time off in Lieu (TOIL).

There was some discussion around the RFO/Finance Admin hours. Cllr Phillips advised this would need to be added to the agenda for a future meeting if required.

Date of Next meetings: Thursday 20 February 2025 at 1.30pm

Thursday 17 April 2025 at 1.30pm