

**MINUTES OF THE STAFFING COMMITTEE MEETING OF AUCKLEY PARISH COUNCIL**

**HELD ON WEDNESDAY 12<sup>TH</sup> OF FEBRUARY 2025,**

**AT AUCKLEY PARISH CENTRE, COMMENCING AT 5.45PM**

Councillors Present: R. Dobson, J. Staniforth, I. Swainston  
E. Lear (Clerk)

1. **Non-Attendance by Councillors**

- a) Received from Cllr Featherstone
- b) The reason was accepted.

2. **Declarations of Other Interests and Any Amendments**

None

3. **Determination of the Exclusion of the Public and Press**

Items 5

4. **Approve the Minutes of the Staffing Committee Held 8<sup>th</sup> January 2024**

The minutes were approved and signed as a true record.

5. **Consideration of the Permanent Appointment of the Site Supervisor**

Discussion took place about the Site Supervisor. The appraisal will take place on Monday 3<sup>rd</sup> of March.

Subject to a satisfactory review and discussions in the appraisal, the Staffing Committee will recommend to Council that the Site Supervisor is employed with a permanent contract- **AGREED**

a) Considerations of any modifications required in the permanent contract

The leave year will be specified as January to December. As the site supervisor receives 66 hours of leave i.e. 16 ½ hours of leave per quarter, the contract will specify that a higher than average amount is taken between January and March and a lower than average amount is taken between July and September.

Leave should not be taken in the week before the Auckley Show and other national/public events-

**AGREED**

6. **Consideration of the Training Plans for Employees**

- a) Clerk- **APPROVED** but as a working document, will be updated.
- b) Site Supervisor- **APPROVED** but as a working document, will be updated.

7. **Consideration of the Appraisal Policy- APPROVED**

8. **Consideration of the Grievance & Disciplinary Policy- APPROVED** but subject to review with gross misconduct to be added.

9. **Confirmation of Date and Time of Next Meeting**

The next Staffing Committee meeting will take place on Wednesday 11<sup>th</sup> of June 2025 at Auckley Parish Centre, Auckley at 5.45pm.

Chair.....

Date: .....

