



MINUTES OF THE MEETING OF THE STAFFING COMMITTEE HELD IN ARMTHORPE COMMUNITY CENTRE
ON TUESDAY 3RD MARCH 2026

PRESENT

Chairperson: Councillor C. Brodhurst-Brown.

Councillors: C. Head, E. North and A. Bradley.

Bev Walton: Deputy Clerk to the Council.

19 ITEMS TO WHICH THE PUBLIC AND PRESS ARE TO BE EXCLUDED FROM

None.

20 DECLARATIONS OF PERSONAL AND PREJUDICIAL INTERESTS

None.

21 APOLOGIES

Councillor A, Duckitt.

22 REASONS FOR ABSENCE

RESOLVED: To approve Councillor Duckitt's reason for absence.

23 APPROVAL OF THE MINUTES OF THE MEETING HELD ON 2ND DECEMBER 2025

RESOLVED: To approve the minutes as a true record of the meeting and for the minutes to be signed.

24 NEW EMPLOYEE

i) Title for the new member of staff.

Members considered the role and title for the new member of staff.

RESOLVED: The title of Estates Maintenance Officer be assigned to the new member of staff.

ii) Job Description

Members were presented with a draft job description for consideration and approval.

RESOLVED: To approve the job description following the suggested deletions referring to volunteers and Community Centre Facilities.

iii) Job Advertisement

Members were presented with a draft job advertisement for consideration and approval.

RESOLVED: To approve the job advertisement following amendments bringing it in line with the job description. The Clerk is to advertise the new position, to go live on Monday 9th March 2026.

iv) Closing Date for Applications

Members were asked to consider a closing date for receipt of applications.

RESOLVED: Closing date for receipt of applications will be Friday 27th March 2026.

v) Date for Interviews

Members were asked to consider a date to hold interviews.

RESOLVED: That interviews be held on Tuesday 14 April 2026, with Members convening at 5.30 pm and interviews commencing at 6.00 pm; that the Clerk liaise with Members to arrange shortlisting following the closing date and to confirm interview schedules; and that, should a second interview date be required, the Clerk coordinate this with Members.

vi) Members to Carry out Interviews

Councillors Brodhurst-Brown, Head, Bradley and North were happy to carry out interviews.

RESOLVED: That where interviews are held on a single day, all Members attend; however, if interviews are required over two days, two Members undertake interviews on each day, with arrangements to be coordinated by the Clerk following shortlisting.

25 POLICIES

i) Annual Leave Policy

Members were presented with a new Annual Leave Policy for consideration and approval.

RESOLVED: To approve the Annual Leave Policy.

ii) Appraisal Policy

Members were presented with a new Appraisal Policy for consideration and approval.

RESOLVED: To approve the Appraisal Policy following the insertion of a paragraph between 1.4 and 1.5 relating to regular line manager supervision meetings.

iii) Flexible Working Policy

Members were presented with a new Flexible Working Policy for consideration and approval.

RESOLVED: That the Flexible Working Policy be approved, subject to the insertion of an additional paragraph in Section 3 stating that all flexible working requests shall be reported to the Staffing Committee for noting.

iv) Grievance Policy

Members were presented with a new Grievance Policy for consideration and approval.

RESOLVED: That the Grievance Policy be reviewed and deferred for further consideration at the next meeting.

v) Recruitment and Selection Policy

Members were presented with a new Recruitment and Selection Policy for consideration and approval.

RESOLVED: That the Recruitment and Selection Policy be approved, subject to the inclusion of a paragraph regarding regular line manager supervision meetings.

26 FIRE SAFETY TRAINING

i) Fire Safety Awareness Training

Members were asked to consider and approve basic fire safety awareness training for all staff at a cost of £250.

RESOLVED: To approve basic Fire Safety Awareness Training for all staff at a cost of £250.

ii) Fire Marshal Training

Members were asked to consider and approve Fire Marshal Training for the Site Manager, 3 Caretakers and the Clerk at a cost of £150.

RESOLVED: To approve Fire Marshal Training for nominated staff at a cost of £150.

27 FLEXIBLE WORKING REQUEST

Members were asked to consider a request from the Deputy Clerk to potentially work from home for a period of time following surgery, should it be necessary.

RESOLVED: To approve flexible working for the Deputy Clerk following surgery, should it be necessary, providing a risk assessment is in place to enable a safe working environment.