



Odiham
Parish Council

The Bridewell
The Bury
Odiham
Hampshire
RG29 1NB

**MEMBERS OF ODIHAM PARISH COUNCIL'S STAFFING COMMITTEE ARE SUMMONED
TO ATTEND A MEETING WHICH WILL BE HELD IN THE PARISH ROOM, THE BURY,
ODIHAM ON WEDNESDAY 14 AUGUST 2019 COMMENCING AT 9.00AM
MEMBERS OF THE PRESS AND PUBLIC ARE WELCOME TO ATTEND**

.....
Executive Officer
7 August 2019

- 09/19 To receive and accept apologies for absence
- 10/19 To receive declarations of interests and requests for dispensation relating to any item on the agenda
- 11/19 Public session - An opportunity for residents to raise questions and issues with the Staffing Committee. Please contact the Executive Officer for details or check the website.
- 12/19 To approve the following minutes:
Friday 19 July 01/19 - 08/19
- 13/19 To approve the advert for the vacancy of Administrator
- 14/19 To appoint committee members to the recruitment panel for a replacement Administrator
- 15/19 To appoint two committee members to carry out an exit interview with the Administrator, reporting back to the next committee meeting
- 16/19 To consider the advice received from both HALC and SLCC regarding the publishing of Agendas for the Staffing Committee Meeting and agreement if any recommendations need to be made to the Working Party set up to review Standing Orders
- 17/19 To review OPC's Standing Orders ready to make recommendations to the Working Party set up to review Standing Orders regarding necessary updates after the formation of a Staffing Committee
- 18/19 To start the review of OPC's Disciplinary and Grievance Procedure
- 19/19 To pass a resolution in accordance with The Public Bodies (Admission to Meetings) Act 1960 to exclude the public and press due to the following items being about staff
- 20/19 To receive the Executive Officer's report
- 21/19 To receive an update from the support meeting with the Executive Officer and agreement on the next steps
- 22/19 To consider and agree on the way forward regarding compensation for future extra hours worked by the parish office staff
- 23/19 To consider and agree on the proposal for covering the vacancy of Administrator