

**MINUTES OF THE MEETING OF ODIHAM PARISH COUNCIL'S  
STAFFING COMMITTEE  
HELD IN THE PARISH ROOM, THE BURY, ODIHAM ON  
WEDNESDAY 14 AUGUST 2019 COMMENCING AT 9.25AM**

Present: Cllrs McFarlane (Chair), Raw, Seabrook and Verdon

In attendance: Mrs Weir (Executive Officer)

**09/19 RECEIVE AND ACCEPT APOLOGIES FOR ABSENCE**

Apologies were received from District Cllr Kennett.

**10/19 RECEIVE DECLARATIONS OF INTERESTS AND REQUESTS FOR DISPENSATION  
RELATING TO ANY ITEM ON THE AGENDA**

None.

**11/19 PUBLIC SESSION**

None.

**12/19 APPROVAL OF THE FOLLOWING MINUTES:**

Friday 19 July 01/19 - 08/19

It was agreed to approve the above minutes as an accurate account of the meeting.

The Chair agreed to send an email to all Cllrs regarding the item from the Executive Officer's P&C report at the previous meeting.

**13/19 APPROVAL OF THE ADVERT FOR THE VACANCY OF ADMINISTRATOR**

The Executive Officer had circulated a draft advert for the vacancy of Administrator to all prior to the meeting (Appendix 1).

The advert was considered acceptable, but the committee queried the hours that the vacancy is for, bearing in mind the extra hours that the Executive Officer is currently working and suggested that perhaps the vacancy should be increased to 20 hours per week.

It was agreed to ask the Admin Officer if she would like to increase her hours to 20 hours per week which would mean that the role of the Administrator would be for 15 hours per week.

The Executive Officer was also asked to consider if she wished her contracted hours to be increased due to the amount of over-time being worked. The Chair reminded the committee that retrospective pay for extra hours should be exceptional and not usual.

It was agreed to approve the advert for the vacancy of Administrator at the next meeting after the above proposals had been considered by members of staff.

**14/19 APPOINTMENT OF COMMITTEE MEMBERS TO THE RECRUITMENT PANEL FOR A  
REPLACEMENT ADMINISTRATOR**

It was agreed to appoint all committee members to the recruitment panel for a replacement Administrator, with only two members actually sitting in on interviews with the Executive Officer, according to availability.

**15/19 APPOINTMENT OF TWO COMMITTEE MEMBERS TO CARRY OUT AN EXIT INTERVIEW WITH THE ADMINISTRATOR, REPORTING BACK TO THE NEXT COMMITTEE MEETING**

It was agreed to appoint Cllrs Seabrook and Verdon to carry out an exit interview with the Administrator, reporting back to the next committee meeting. It was noted that the exit interview should follow a template of questions and take no more than 45 minutes.

The Executive Officer was asked to arrange the exit interview with the Administrator on Tuesday 20 August 2019 at 11.30am, in the parish room.

**16/19 CONSIDERATION OF 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**

The Executive Officer's report had been circulated to all prior to the meeting and contained the advice the Chair had received from HALC to not publish Staffing Committee meeting agendas due to the sensitive nature of the meetings and the advice the Executive Officer had obtained from SLCC which contradicted this. SLCC advised that to ensure that the Council is acting according to legislation and being transparent, Staffing Committee meeting agendas should continue to be published (Appendix 2).

The Chair brought up the issue of line management responsibility for the Executive Officer, commenting that the approved Terms of Reference for this committee do not give the committee line management responsibility for the Executive Officer. Currently the Full Council is responsible for this which is not ideal and impossible in practice. This was confirmed by the three Cllrs who had recently attended training courses by HALC.

The Chair advised that it is usual practice for the Full Council to delegate line management responsibility of its most senior employee to the Staffing Committee who would then delegate it to one member, usually the Chair. The Chair would not make any decisions, but offer support to the employee.

*The Executive Officer advised the committee that they were not actually discussing the agenda item.*

The Chair said that there was an error in the Terms of Reference for the committee that the Full Council had approved and that they were not fit for purpose as the Council was not meeting its statutory obligations.

It was agreed to continue advertising the agenda for the Staffing Committee meetings, as per SLCC's advice and to recommend updates to the Terms of Reference for the Staffing Committee to the Full Council at the September meeting. After the Terms of Reference had been re-approved by the Full Council, the committee would then need to consider recommendations to the Working Party regarding updates to Standing Orders.

**17/19 REVIEW OF 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**

It was agreed that there were no recommendations currently to be made to the Working Party set up to review Standing Orders but there would be soon as per the above agenda item.

**18/19 START THE REVIEW OF OPC'S DISCIPLINARY AND GRIEVANCE PROCEDURE**

The Executive Officer had circulated a report to all prior to the meeting which included suggestions for updates to OPC's Disciplinary and Grievance Procedure from HALC's HR Consultant (Appendix 3).

The committee had the following questions regarding the suggestions from HALC which the Chair

offered to query with them:-

- Page 2 - why has the statement regarding gross misconduct been removed?
- Page 5 - do they have an alternative proposal to simplify the Disciplinary meeting in point 12?
- Page 6 - why have they removed the grounds for dismissal in item 17?
- Page 10 - why have the bullets and formatting been removed?

**19/19 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**

**It was resolved** 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 RECEIVE THE EXECUTIVE OFFICER'S REPORT**

The Executive Officer's report had been circulated to all prior to the meeting and was about the Hampshire Pension Fund Annual Employers' meeting in October 2019 (Appendix 4).

The Chair advised that she had already reserved a place to attend the meeting.

**21/19 RECEIVE AN UPDATE FROM THE SUPPORT MEETING WITH THE EXECUTIVE OFFICER AND AGREEMENT ON THE NEXT STEPS**

The Chair advised that Cllr Verdon and herself had attended a support meeting with the Executive Officer who had advised them of her concerns. The private and confidential notes from the meeting provided by the Executive Officer had yet to be signed by those present.

The Chair believed that a follow up meeting was required, although no actions had come from the meeting. She also commented that the line management responsibility situation had come to light in this meeting.

**22/19 CONSIDERATION AND AGREEMENT ON THE WAY FORWARD REGARDING COMPENSATION FOR FUTURE EXTRA HOURS WORKED BY PARISH OFFICE STAFF**

It was agreed to approve extra payment for up to 42 hours for the period from 26 August to 25 September 2019 for the Executive Officer.

**23/19 CONSIDERATION AND AGREEMENT ON THE PROPOSAL FOR COVERING THE VACANCY OF ADMINISTRATOR**

The Executive Officer had circulated a report to all prior to the meeting which included a suggestion for covering the vacancy of Administrator on a temporary basis (Appendix 5 P&C).

It was agreed to accept the proposal outlined in the private and confidential report for covering the vacancy of Administrator on a temporary basis. Following a discussion regarding the pay, the Executive Officer was asked to provide budget costings for consideration and to discuss the expectations with the relevant person. It was commented that the planning committee may have to take the meeting notes themselves due to budget constraints.

The Chair advised that HALC do not now recommend that employee contracts are based on the NJC green book and suggested that future contracts for OPC employees are not based on it. Any future contracts should be drawn up with advice from HALC.

**There being no further business the meeting closed at 10.35am.**

**Signed.....**

**Date.....**