



**MINUTES OF THE MEETING OF ODIHAM PARISH COUNCIL'S
STAFFING COMMITTEE
HELD ONLINE VIA ZOOM ON
7th OCTOBER COMMENCING AT 10AM**

Present: Cllr A McFarlane (Chair), J Raw, C Seabrook and P Verdon.

In attendance: Andrea Mann, Parish Clerk.

SC09/20 Apologies for absence
None.

SC10/20 To receive declarations of interests and requests for dispensation relating to any item on the agenda
None.

SC11/20 Chairs Announcements
None.

SC12/20 Approval of minutes
The minutes of the Staffing Committee held on 1st June were agreed, to be signed by the Chair at a later date.

SC13/20 Staffing Committee Annual Schedule
Members reviewed, recorded progress and made revisions to the Staffing Committee annual work schedule as presented with the agenda. The following comments were noted and the schedule revised as per Appendix 1:

- A training schedule had been started and would be completed for review at the next meeting.
- Cllrs McFarlane, Seabrook and Verdon attended the HALC training course on "the Council as an Employer". The Clerk would research further dates for Cllr Raw.
- The review of the committee's terms of reference was moved to April.
- Appraisals had been completed and were due to be discussed later in the agenda.
- The next Clerk's support meeting would be scheduled the last week in October.

SC14/20 Date of next meeting
Members agreed to change the next meeting to 2nd March 2021 at 10am to allow time for any recommendations to be referred to the following Council meeting on 16th March.

SC15/20 To exclude the press and public to consider confidential matters



ALL Members unanimously AGREED to pass a resolution to exclude the public and press to consider confidential staffing matters.
(Public Bodies (Admission to Meetings) Act 1960).

It was agreed that the agenda item SC17/20 should be considered first to allow the Clerk to leave the meeting during agenda item SC16/20.

SC17//20 Review of Staff Structure

Members reviewed the Parish Clerk's report including the current staffing structure and proposed changes. It was

AGREED

To accept the Clerk's proposals and ask the Finance Committee to research 2021/22 budget provision and whether 2020/21 budget can be found to support the proposals from January to March 2021.

SC16/20 Staff Appraisals

The Clerk updated members on conclusion of the Admin Assistant's appraisals and her recommendations were agreed.

The Clerk then left the meeting.

There being no further business the meeting closed at 11am.

Signed.....

Date.....