



**MEMBERS OF ODIHAM PARISH COUNCIL STAFFING COMMITTEE
ARE SUMMONED TO ATTEND THE STAFFING COMMITTEE MEETING
WHICH WILL BE HELD VIRTUALLY VIA ZOOM
ON 8 APRIL 2021 COMMENCING AT 2pm**

Members of the press and public are welcome to attend (up to SC24/20)

Join Zoom Meeting

<https://us02web.zoom.us/j/81894089194?pwd=Vk9kOXZnZUhiNExSYUw1NThCbmhNZz09>

Meeting ID: 818 9408 9194

Passcode: 524934

31st March 2021

Andrea Mann Parish Clerk

- SC27/20 To receive apologies for absence**
- SC28/20 To receive declarations of interests and requests for dispensation relating to any item on the agenda.**
- SC29/20 Chairs Announcements**
- SC30/20 Approval of Minutes**
To APPROVE the minutes of the Staffing Committee meeting held on 2nd March 2021 (SC21-17/26).
- SC31/20 Staffing Committee Annual Schedule (page 3)**
To review the Staffing Committee Annual Schedule updated at the previous meeting, note completed actions and matters for discussion at the meeting.
- SC32/20 Staffing Committee Terms of Reference (page 4-5)**
To complete an annual review of the Staffing Committee Terms of Reference. Any proposed changes will be included on the next available full Council agenda for decision.
- SC33/20 Training & Development Policy (page 6-11)**
To review the revised Training & Development Policy in preparation for item SC36/20. Any proposed changes will be included on the next available full Council agenda for decision.
- SC34/20 Date of the next scheduled meeting**
6th October 2021, 10am.



SC35/20 To pass a resolution in accordance with the Public Bodies (Admission to Meetings) Act 1960 to exclude the public and press to consider confidential staff related matters which meet the criteria of Schedule 12A of the Local Government Act 1972 Part 1.

SC36/20 **Training Schedule (page 12-13)**
To review the draft training schedule and agree next steps and actions. This report should be read in conjunction with the Hampshire Association of Local Council Training & Events Directory and Calendar (emailed to Councillors separately).



Staffing Committee Terms of Reference

1. The Staffing Committee is constituted to ensure that the council complies with the requirements of employment law and follows best practice in providing good working conditions for staff, including health and safety.
2. The Staffing Committee holds delegated authority from Odiham Parish Council as defined under item 3 (d) of the Council's Standing Orders.
3. Membership of the Staffing Committee is limited to 5 Cllrs appointed at the Annual Meeting of Odiham Parish Council.
4. The Council will appoint a Chair of the Staffing Committee at the Annual Meeting of the Council.
5. All members must attend HALC's course "The Council as an Employer" at the earliest opportunity or evidence recent completion of other industry-appropriate employment training.
6. The Committee will be quorate in accordance with Standing Order 1 (w). There will be at least two meetings held each year; one to recommend pay rises for staff prior to budget setting and one to appoint members to carry out the Executive Officer's annual appraisal. Other meetings will be called by the Chair or Executive Officer as and when required.
7. The Staffing Committee will be responsible for:
 - Appointing from its membership a recruitment panel when necessary for the recruitment of all staff. Recruitment panels will normally include at least three members plus the Executive Officer.
 - Recruiting replacement staff with the Executive Officer for all roles except the role of the Executive Officer.
 - Providing a recommendation to full council for the appointment of an Executive Officer/RFO.
 - Conducting the assessment after completion of the probationary period of a new Executive Officer.
 - Determining staff terms and conditions of employment in consultation with the Executive Officer.
 - Appointing a member to carry out the Executive Officer's annual appraisal with the Chairman and providing a report to full council.
 - Approving overtime worked by the Executive Officer via email on a monthly basis.
 - Recommending salary reviews and conditions of service of existing employees to full council prior to budget setting, giving due regard to staff development and NALC guidelines.
 - Recommending to full council each year the necessary budget for staff training after consideration of staff training needs in consultation with the Executive Officer.
 - Approval of the expenditure for staff training within the agreed budget.

Commented [C1]: Replace all Executive Officer with Parish Clerk

Commented [C2]: Suggest replace with "most". The Parish Clerk is responsible for overall line management of staff, this is not a Councillor function, and it may not be appropriate for Councillors to be involved in the recruitment process for all positions.

Commented [C3]: Suggest replacing with "two members".

- Reviewing staff policies and procedures, taking into account Employment Law, Health and Safety Law and conditions of service as laid out by the National Joint Council (NJC) and recommended by NALC and SLCC.
 - Reviewing staff pension arrangements.
 - Ensuring that the Executive Officer has everything required for managing other staff and offering support when required.
 - Dealing with any staff grievances and disciplinary matters in accordance with the Council's Grievance and Disciplinary Procedure.
 - Working to determine the staffing levels necessary to efficiently discharge the work required by the council, reviewing the workloads periodically with the Executive Officer and making any necessary recommendations in respect thereof to the full council.
 - Managing long term sickness and incidents at work with the Executive Officer.
 - Being aware of sources of expert advice on employment matters and ensuring that the council uses such sources when there is any doubt about good employment practice.
 - Managing any issues referred to the committee by the full council.
8. These Terms of Reference for the Staffing Committee shall be reviewed annually at the Annual Meeting of Odiham Parish Council.

Commented [C4]: Replace with Disciplinary and Grievance Policy.

Commented [C5]: Suggest "working with the Parish Clerk to determine ..." As above, the Proper Officer should determine this and discuss with the Staffing Committee before making recommendations to full Council.



Odiham
Parish Council

**TRAINING AND DEVELOPMENT
POLICY
June 2019**

Adopted on 11 June 2019

1. INTRODUCTION

1.1 Odiham Parish Council values training and development for staff and councillors. The Council will ensure that staff and councillors are provided with the means to develop and enhance their skills and abilities to deliver high quality services, ~~along with the management skills to plan those services, and they will be~~ kept informed of all new and changes to legislation and also to further develop the OPC's Strategic Plan.

1.2 The intention of this policy is to provide a framework for identifying training needs for staff and councillors.

1.3 Odiham Parish Council recognises its duty to provide equal access for all councillors and staff to training and development in accordance with equal opportunities legislation.

2. COMMITMENT

2.1 Odiham Parish Council is committed to developing its staff and councillors in order to assist the Council in achieving its aims and priorities.

2.2 The Council will ensure that everyone has the opportunity to access training to meet the particular demands of their job or role.

2.3 The Council will provide resources to enable staff and councillors to access relevant training, support and sources of information.

3. STAFF TRAINING

3.1 New members of staff will receive on-the-job training as an induction which will include compulsory H&S training required by law. They will also be encouraged to attend training provided locally by Hampshire Association of Local Councils (HALC) and by the Society for Local Council Clerks (SLCC). For staff who are new to the sector, this could include attending the two 'What You Need to Know' sessions. Additional training sessions relevant to the individual's particular role and experience include: minute-taking, finance, planning, cemetery management and health and safety.

3.2 As part of their on-going development, members of staff are required to be proactive in identifying training courses, workshops, briefings, etc which will support them in effective delivery of services. ~~The Admin Officer and Administrator have All staff can~~ access ~~to~~ the HALC calendar of training which is available online and can ask to enrol on a course relevant to their role or personal development at any time throughout the year. Decisions will be made subject to available training budget and other work commitments and, where necessary, decisions will be referred to the Staffing Committee for consideration. ~~arrange to attend events by informing the Executive Officer (EO) of their interest. Relevant additional training may be requested at any time.~~

3.3 Training ~~may is~~ also ~~be~~ available on ~~current issues~~ through 'webinars', on-line modules and discussion forums. This method of training is often a simple and cost effective way of attending a short course or update.

3.4 ~~The EO Parish Clerk~~ is CiLCA qualified and Odiham Parish Council would expect anyone recruited to this position to hold this qualification.

3.5 ~~The EO is responsible for identifying her training needs. She may also attend the quarterly HALC 'officers' update' sessions and not working events for council clerks. In addition to formal~~

courses, Officer updates, networking meetings, Councillor updates and sector specific AGMs are also useful.

3.6 Training needs will be considered throughout the year which will allow staff to meet a gap in skills when the Council starts a new project or provide a new service. Training needs will routinely form part of the during annual all-staff appraisals, ~~when a gap in skills is identified or when the Council starts to provide new services.~~

4. COUNCILLOR TRAINING

4.1 New councillors receive an induction pack which includes:

- Declaration of office - to be signed prior to taking part in council business
- Consent to receive summons via email
- ~~Email, Internet and Computer System Use Policy acceptance slip~~
- Disclosable pecuniary interest form - to be completed within 28 days of taking office
- Openness and transparency on personal interests guide
- Training and events calendar from HALC ~~for 2019~~
- ~~Council Risk assessment for OPC~~
- ~~Budget for 2019-20 for current year~~
- ~~EO's December 2018 internal newsletter~~
- ~~Agenda item request form~~
- A quick guide to planning meetings
- The Good Cllrs Guide to Finance and Transparency
- Being a Good Employer
- ~~The Good Councillors guide~~
- ~~H&S Policy~~

~~Signposting to The the~~ Council's policies and procedures ~~on OPC's website; including the following:~~

- Code of Conduct
- Standing Orders
- Financial Regulations
- Year-end accounts for previous years
- OPC approved policies and procedures
- Committee terms of reference
- NH Plan

~~can be found on the Council's website~~ <http://www.odiham.org.uk/>

New councillors are also invited to meet with the ~~Parish Clerk EO??~~ to receive an overview of the Council.

4.2 All new councillors are encouraged to attend HALC's 'The Knowledge' and 'Core Skills' course which give an introduction to the essentials a councillor should know. These two sessions may be delivered in-house by arrangement with HALC.

4.3 Councillors who chair meetings, either of the full Council or of a committee of the Council, are advised of the relevant training and are recommended to attend HALC's 'Chairing Skills'.

4.4 All councillors who are members of the Planning Committee are encouraged to attend HALC's sessions to support their knowledge of planning matters. The sessions available currently are 'Basic Planning for Local Councils' and 'The Planning Framework'.

4.5 All councillors who are members of the Staffing Committee must attend HALC's 'The Council as an Employer' course at the earliest opportunity or evidence recent completion of other industry-appropriate employment training.

4.6 All councillors involved in financial matters (eg as bank signatories) should attend 'Local Finance for Councillors' run by HALC.

4.7 Other training will be identified for councillors as needed. Councillors are required to actively participate in identifying their training and development needs.

5. RESOURCES

5.1 The Council provides an annual budget for training and development. ~~The Planning Committee and the Amenity Committee each have an additional budget for training.~~

5.2 The training budget takes into account the following factors:

- the identified training and development needs of staff and councillors (eg for an election year it would be anticipated that an increase in the budget would be required to accommodate training for new councillors)
- training and development needs which are essential to improve and progress the agreed policies and strategies of the Council
- the costs of training, development and learning.

5.3 In addition to the cost of training courses, Odiham Parish Council covers associated travel and parking costs for agreed attendance at training.

5.4 The Council pays the subscription to relevant publications and to advice services such as HALC, the National Association of Local Councils (NALC) and the SLCC (subject to annual agreement by the Staffing Committee).

5.6 'Local Council Administration' by Charles Arnold Baker and other relevant publications are provided for reference and remain the property of the Council. Magazines including SLCC's 'The Clerk', NALC's 'LCR' and 'Clerks and Councils Direct' are examples.

6. CONCLUSION

6.1 The ~~Parish Clerk~~ maintains a record of training undertaken by councillors and staff.

6.2 Training undertaken will be evaluated to gauge its relevance, content and appropriateness.

6.3 Training will be reviewed in the light of changes to legislation, new qualifications, complaints received or incidents which highlight training needs.

Is section 6 needed?

Formatted: Font: Italic

7. DATE OF REVIEW

This policy will be reviewed annually.