



**MINUTES OF THE MEETING OF ODIHAM PARISH COUNCIL'S  
STAFFING COMMITTEE HELD IN THE LIBRARY ROOM, THE BRIDEWELL, ON  
10<sup>th</sup> NOVEMBER 2021 COMMENCING AT 10.30am**

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

In attendance: Cllr R Coleman, Committee member (joined by Zoom but did not vote on any item) and Andrea Mann, Parish Clerk.

**SC09/21 Apologies for absence**

None.

**SC10/21 To receive declarations of interests and requests for dispensation relating to any item on the agenda**

None.

**SC11/21 Chairs Announcements**

None.

**SC12/21 Approval of minutes**

The minutes of the Staffing Committee held on 28<sup>th</sup> July 2021 were agreed as a true record of the meeting and signed by the Chair.

(Proposed by Cllr Verdon, seconded by Cllr McFarlane, all in favour).

**SC13/21 Staffing Committee Annual Schedule**

Members reviewed and recorded progress on the Staffing Committee's annual work schedule, as presented with the agenda. An action was agreed to book regular support meetings with the Clerk.

**SC14/21 Staff Handbook**

Councillors reviewed the draft Staff Handbook which had been compiled as a helpful guide for all staff on where to find staff related policies and procedures. The Handbook did not replace individual Statement of Particulars.

**RESOLVED**

- i) To refer the Handbook to full Council for adoption.
- ii) The full H&S policy should be published online.
- iii) The draft should be issued to new staff and used until the final Handbook approved.

(Proposed by Cllr McFarlane, seconded by Cllr Verdon, all in favour).

**SC15/21 Date of next meeting**

To be arranged early March 2022.



**SC16/21**

**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).

(Proposed by Cllr McFarlane, seconded by Cllr Verdon, all in favour).

**SC17/21**

**Amenity Officer Recruitment**

The Clerk updated members on the recruitment of a new Amenity Officer. Jo Peek would take up this position and start on 15<sup>th</sup> November.

**SC18/21**

**End of Deputy Clerk's Probationary Period**

The Clerk briefed members on an end of probationary review held with the Deputy Clerk where three month objectives were agreed.

RESOLVED

To support the Deputy Clerk's permanent appointment letter which included the agreed objectives. This position would move to a normal appraisal cycle in line with other employees and be subject to a salary review April 2022.

(Proposed by Cllr Raw, second by Cllr Verdon, all agreed).

**SC19/21**

**2022/23 Staffing Budget**

The Clerk presented a summary of staffing budget calculations for discussion, including an end of year forecast for 2021/22 and estimated budget required for 2022/23. A full breakdown had been circulated to the Committee Chair and Chair of Finance prior to the meeting.

It was noted that the 2022/23 budget included 4 additional hours to cover bookings admin and H&S checks for The Bridewell.

Further to discussion it was

RESOLVED

- i) To increase the 4 additional hours to a higher rate.
- ii) Forward the required staffing budget of £90,000 to the 2022-23 Budget Workshop. £3,400 of which will cover 4 additional hours per week for The Bridewell administration.
- ii) To extend the Locum support into mid-January @ 10 hours per week to assist with The Bridewell contractual matters and associated admin.

**SC20/21**

**Parish Clerk's Appraisal**

The Clerk left the meeting and Cllrs McFarlane and Verdon updated members from the Clerks 2021 Appraisal.

The committee received a verbal report on the Clerk's annual report and noted that all objectives have been met or exceeded under challenging circumstances. The request for training related to management and HR was noted and supported.



**RESOLVED**

The committee recommends to Finance that the Clerk is offered a 1.75% cost of living rise in line with the sector and a one off £250 honorarium in recognition of exceptional performance.

(Proposed by Cllr McFarlane, seconded by Cllr Verdon, agreed by all.)

There being no further business the meeting closed at 11.30am.

**Signed**.....

**Date**.....