



**MINUTES OF THE MEETING OF ODIHAM PARISH COUNCIL'S
STAFFING COMMITTEE HELD IN THE LIBRARY ROOM, THE BRIDEWELL, ON
5th OCTOBER 2022 COMMENCING AT 11am**

Present: Cllrs A McFarlane (Chair), R Coleman, C Seabrook and P Verdon.

In attendance: Andrea Mann, Parish Clerk.

SC01/22 Apologies for absence

None.

SC02/22 To receive declarations of interests and requests for dispensation relating to any item on the agenda

None.

SC03/22 Chairs Announcements

None.

SC04/22 Approval of minutes

The minutes of the Staffing Committee held on 6th April 2022 were agreed as a true record of the meeting and signed by the Chair.

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

The following updates were discussed:

- i) The Clerk's support meetings would be scheduled once a month, ideally two weeks before full Council meetings.
- ii) The Clerk would confirm with the Internal Auditor on 10th November whether staffing budgets could be carried over to the following financial year.
- iii) Cllrs McFarlane and Verdon still needed training on The Bridewell fire panel system.
- iv) The Clerk was asked to continue signposting all Councillors to the HALC training courses.

SC05/22 Staffing Committee Annual Schedule

The Staffing Committee work schedule was reviewed and noted.

SC06/22 Equality and Diversity Policy

A draft Equality and Diversity Policy was presented for consideration, based on the SLCC 2019 model policy. It was agreed that the model policy required updating. Cllr McFarlane offered to propose revisions and this would be referred to full Council in November for decision.

SC07/22 Date of next meeting

Scheduled 5th April 2023 at 11am. It was noted that another meeting would be necessary late May/early June 2023 to appoint a new committee chair.



SC08/22

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).

SC09/22

General Update

The Clerk reported:

- i) An employee staff appraisal had been completed resulting a proposed pay increase
- ii) There were no suitable applicants for the Deputy Clerk's position. It was agreed to reword the advertisement and advertise again with a proposed start date of 1st January 2023. This would be advertised on OPC's website, Facebook page, parish noticeboards, school newsletters, community halls' noticeboards and the Parish News.

SC10/22

Staffing Budgets

Councillors reviewed the year to date spend and end of year forecast.

SC11/22

Hampshire Pension Fund – Town and Parish Councils Group

Members reviewed correspondence from the Hampshire Pension Fund and considered whether to remain with the Hampshire Pension Scheme for existing employees, thus accepting the employer contribution rate as determined by the Scheme actuary.

RESOLVED

To remain with the Hampshire Pension Fund.

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

SC12/22

Staff Pay Awards

The Clerk left the room while members reported on the Clerk's appraisal and proposed increase.

RESOLVED

Proposed increases for both members of staff were approved for recommendation to full Council on 11th October.

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

SC13/22

2023/24 Staffing Budget

The Clerk was asked to re-calculate the proposed 2023/24 budget including the pay increases and would circulate to the Staffing Committee Chair and Finance Chair before the Budget Workshop on 8th November.

There being no further business the meeting closed at 12.15pm.

Signed.....

Date.....