

MEMBERS OF ODIHAM PARISH COUNCIL STAFFING COMMITTEE ARE SUMMONED TO ATTEND THE STAFFING COMMITTEE MEETING WHICH WILL BE HELD IN THE LIBRARY ROOM, THE BRIDEWELL, THE BURY, ODIHAM, RG29 1NB ON 3rd OCTOBER 2023 COMMENCING AT 11.15am

27th September 2023

Andrea Mann, Parish Clerk

Committee Membership: Cllrs McFarlane (Chair), Seabrook, Tyler and Verdon

SC01/23 To receive apologies for absence

SC02/23 To receive declarations of interests and requests for dispensation relating to

any item on the agenda.

SC03/23 Chairs Announcements

SC04/23 Approval of Minutes

To APPROVE the minutes of the extraordinary Staffing Committee meeting held on 5th October 2022 (SC01-13/22).

SC05/23 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.

SC06/23 Staffing Policies (pages 4-29)

To review and consider proposing the following new policies to full Council. The policies are based on the NALC model policies and take into consideration that OPC's contracts are not linked to the national "The Green Book" terms and conditions:

- i) Sickness Absence Policy (pages 4-12)
- ii) Flexible Working Policy (pages 13-19)
- iii) Emergency Dependants Policy Leave Policy (pages 20-23)
- iv) Lone Working Policy (pages 24-29).

SC07/23 Date of the next meeting

Scheduled 22nd May 2024.

SC08/23 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.

SC09/23 General Update

To receive a verbal update report from the Clerk on any changes since the last meeting and consider any matters arising.



SC10/23 Training Update

To receive an update from the Clerk on recent training scheduled training and consider requests for future training.

SC11/23 Clerk's appraisal

To agree process and timing for the Clerk's appraisal.

SC12/23 Staffing Budgets (page 30)

- i) To review the 2023/24 half year position and end of year forecast.
- ii) To consider comments provided and research on the National Joint Council (NJC) national pay award against OPC's awards.
- iii) To agree the proposed 2024/25 staffing budget to put forward in the budget setting process.

STAFFING COMMITTEE ANNUAL SCHEDULE Updated 03.10.23

FC - Full Council, SC - Staffing Committee, FiC - Finance Committee, C - Councillor, PC - Parish Clerk, SCC - Staffing Committee Chairman, OPCC

Task	Resp	May-23	Jun-23	Jul-23	Aug-23	Sep-23	Oct-23	Nov-23	Dec-23	Jan-24	Feb-24	Mar-24
<u>General</u>												
1 Appoint annual membership	FC	٧										
2 Appoint SC Chairman	FC	٧										
3 Set 6 monthly meetings	PC						٧					
4 SC Members to complete training	SC Members											
5 Review SC ToR	SC											
6 Review Staffing Policies	SC						٧					
7 Review Staffing Structure	SC						٧					
8 Review programme of training	SC											
9 Assist in staff recruitment process	SC (Ad-hoc)											
10 Determine staff terms & conditions	SC (Ad-hoc)											
11 Deal with staff grievance & disciplinary	SC (Ad-hoc)											
Be aware of relevant, new legislation	SC, PC (Ad-hoc)											
<u>Financial</u>												
13 Review current & next year salaries	SC						٧					
14 Propose adjustments to FiC and FC	FiC and FC							٧				
15 Next year salaries to be approved	FC									٧		
16 Review staff pension arrangements							٧					
Clerk												
17 Appoint C day-to-day line manager	SC	٧										
18 Appoint C to carry out appraisal	C + OPCC	٧										
19 Support Meetings	PC, AM, PV	٧	٧	٧	٧	٧	٧	٧	٧	٧	٧	٧
20 Annual Appraisal	C + OPCC					٧						
21 Review workload						٧						
22 6 month review of targets												
Other Staff												
23 Quartlery 1-2-1	PC		٧			٧			٧			٧
24 Annual Appraisals	PC					٧						
25 Review salaries & discuss with SC	PC						٧					
26 6 month review of targets	PC											