



**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.