



**MINUTES OF THE MEETING OF ODIHAM PARISH COUNCIL'S STAFFING COMMITTEE
HELD IN THE BRIDEWELL ON 3rd OCTOBER 2023 COMMENCING AT 11.15am**

Present: Cllrs A McFarlane (Chair), C Seabrook and P Verdon.
In attendance: Andrea Mann, Parish Clerk.

- SC01/23 Apologies for absence**
Received and accepted from Cllr Tyler.
- SC02/23 Declarations of interests and requests for dispensation**
None.
- SC03/23 Chairs Announcements**
None.
- SC04/23 Approval of minutes**
RESOLVED
The minutes of the Staffing Committee held on 5th October 2022 were agreed as a true record of the meeting and signed by the Chair.
- SC05/23 Staffing Committee Annual Schedule**
The Staffing Committee work schedule was reviewed and noted. A date was scheduled for the Clerk's appraisal, which would be carried out by the Chair and Vice Chair, then dates for other staff appraisals would be scheduled.
- SC06/23 Staffing Policies**
The following draft polices, based on the NALC model templates, were reviewed and

RESOLVED
That, following minor revisions, the following policies would be presented to full Council for adoption:
- i) Sickness Absence Policy
 - ii) Flexible Working Policy
 - iii) Emergency Dependants Leave Policy
 - iv) Lone Working Policy
- SC07/23 Date of next meeting**
Scheduled 22nd May 2024.
- SC08/23 To exclude the press and public to consider confidential matters**
RESOLVED
IT was AGREED to pass a resolution to exclude the public and press to consider confidential staffing matters (Public Bodies (Admission to Meetings) Act 1960).

REFER TO EXEMPT FILE NOTE

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

Signed..... **Date**.....