



**MEMBERS OF ODIHAM PARISH COUNCIL'S STAFFING COMMITTEE
ARE SUMMONED TO ATTEND THE STAFFING COMMITTEE MEETING WHICH WILL
BE HELD ON THE FIRST FLOOR MEETING AREA AT THE BRIDEWELL, THE BURY,
ODIHAM, RG29 1NB ON 2nd NOVEMBER 2023 COMMENCING AT 11am**

27th October 2023

Andrea Mann, Parish Clerk

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

- SC13/23** **To receive apologies for absence**
- SC14/23** **To receive declarations of interests and requests for dispensation relating to any item on the agenda.**
- SC15/23** **Chairs Announcements**
- SC16/23** **Approval of Minutes**
To APPROVE the minutes of the extraordinary Staffing Committee meeting held on 3rd October 2023 (SC01-12/23).
- SC17/23** **Staff Handbook**
To consider approval of the revised Staff Handbook which compiles OPC's staff related policies.
- SC18/23** **Date of the next meeting**
Scheduled 22nd May 2024.
- SC19/23** **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.**
- SC20/23** **Training**
To consider the Clerk's report including identified training needs and a recommendation to purchase training through a new learning management system.
- SC21/23** **Appraisals**
To receive a verbal report from the Clerk following staff appraisals and to note conclusions and file records.
- SC22/23** **Staff contract**
To consider additional hours for a member of staff.
- SC24/23** **Staffing Budgets**
- i) To consider comments provided and research on the National Joint Council (NJC) national pay award to agree 2023/24 pay awards.
 - ii) To agree the proposed 2024/25 staffing budget to put forward in the budget setting process.