



**MINUTES OF THE MEETING OF ODIHAM PARISH COUNCIL'S STAFFING COMMITTEE
HELD IN THE BRIDEWELL ON 23rd OCTOBER 2025, COMMENCING AT 11am**

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

SC01/25 To receive apologies for absence
None.

SC02/25 To receive declarations of interests and requests for dispensation relating to any item on the agenda.
None.

SC03/25 Chairs Announcements
None.

SC04/25 Approval of Minutes
RESOLVED
The minutes of the Staffing Committee meeting held on 9th October 2024 (SC09-22/24) were approved as a true record of the meeting and signed by the chair.
(Proposed by Cllr McFarlane, seconded by Cllr Verdon, all in favour).

SC05/25 Staffing Committee Schedule
The annual schedule of tasks for the Staffing Committee was reviewed. No revisions were requested.

SC06/25 Staff Handbook
RESOLVED
The annual review of the Staff Handbook was carried out and agreed with no revisions. The revised Handbook would be referred to full Council for adoption including recommendation that the following policies remain unchanged:
i) Appendix 1 Sickness absence policy - October 2023
ii) Appendix 2 Flexible Working Policy - October 2023
iii) Appendix 3 Emergency Dependants Leave Policy - October 2023
iv) Appendix 4 Pensions Discretions Policy - October 2024
v) Appendix 6 Lone Working Policy – October 2023
vi) Appendix 8 Training and Development Policy - December 2023
vii) Appendix 12 Disciplinary Policy Procedure - December 2023
viii) Appendix 13 Grievance policy procedure - December 2023
(Proposed by Cllr McFarlane, seconded by Cllr Seabrook, all in favour).

SC07/25 Date of the next meeting - Scheduled 22nd May 2025 at 11am.

SC08/25 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.
RESOLVED
(Proposed by Cllr McFarlane, seconded by Cllr Verdon, all in favour).



REFER TO EXEMPT FILE NOTE

SC09/25

Training

RESOLVED

- i) Progress was noted for all staff.
 - ii) Members accepted an offer from Worknest (Vinci Works sister company) for online training of £54 per course or £97 per topic
 - iii) A request to undertake training was approved.
- (Proposed by Cllr McFarlane, seconded by Cllr Verdon, all in favour).

SC10/25

Annual Leave

RESOLVED

To propose to Council a change to contracted allowances.
(Proposed by Cllr McFarlane, seconded by Cllr Verdon, all in favour).

SC11/25

Appraisals

- i) It was agreed that Cllrs McFarlane and Veron would carry out the Clerk's 2025/26 appraisal on 30th October.
- ii) Plans for other appraisals were noted.

SC12/25

Annual review of the staffing structure

The Staffing Structure was reviewed with no changes.

SC13/25

Staffing budgets

- i) The 2025/26 position and end of year estimate was reviewed, noting an estimated underspend and the reasons why.
 - ii) Pay awards – proposed increases were agreed and would be put to full Council on 18th November for decision.
- (Proposed by Cllr McFarlane, seconded by Cllr Verdon, all in favour).

There being no further business the meeting closed at 12.10pm.

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