

**MINUTES OF THE MEETING OF ODIHAM PARISH COUNCIL'S
STAFFING COMMITTEE
HELD IN THE PARISH ROOM, THE BURY, ODIHAM ON
FRIDAY 19 JULY 2019 COMMENCING AT 12.35PM**

Present: Cllrs McFarlane (Chairman), Raw, Seabrook and Verdon

In attendance: Mrs Weir (Executive Officer)

01/19 RECEIVE AND ACCEPT APOLOGIES FOR ABSENCE

District Cllrs Crookes and Dorn had advised that they wouldn't be in attendance.

**02/19 RECEIVE DECLARATIONS OF INTERESTS AND REQUESTS FOR DISPENSATION
RELATING TO ANY ITEM ON THE AGENDA**

None.

03/19 PUBLIC SESSION

None.

**04/19 PASS A RESOLUTION IN ACCORDANCE WITH THE PUBLIC BODIES (ADMISSION TO
MEETINGS) ACT 1960 TO EXCLUDE THE PUBLIC AND PRESS DUE TO THE
FOLLOWING ITEMS BEING ABOUT STAFF**

It was resolved in accordance with the Public Bodies (Admission to meetings) Act 1960 to exclude the public and press due to the following items being about staff.

05/19 RECEIVE THE EXECUTIVE OFFICER'S REPORT

The Executive Officer's private and confidential report was read out to the meeting (Appendix 1 P&C). She advised the committee that the Admin Officer had recently achieved a certificate of achievement to prove her competency in the Routine Inspection of Children's Playgrounds and that the Administrator had given notice to cease her employment with OPC on 31 August 2019.

**06/19 APPOINTMENT OF TWO MEMBERS OF THE COMMITTEE TO MEET WITH THE
EXECUTIVE OFFICER ON A REGULAR BASIS TO OFFER SUPPORT**

Cllrs McFarlane and Verdon were appointed to meet with the Executive Officer on a regular basis to offer support.

**07/19 REVIEW OF THE CONTRACTED HOURS AND THE OVERTIME WORKED BY THE
PARISH OFFICE STAFF AND AGREEMENT REGARDING COMPENSATION FOR
OVERTIME AS PER THEIR CONTRACTS**

The Executive Officer's private and confidential report had been circulated to all prior to the meeting along with the NJC Green Book terms of employment, employment contracts for all admin staff, an example of local parish council's precepts and staffing costs and details of the extra hours worked by the Executive Officer between the period of week commencing 4 February and 4 June 2019 (Appendix 2 P&C).

The Chair gave a brief overview on the situation regarding extra hours, expressing her concern about it not being best practice to carry out the council's business in over-time and the use of public funds for

approving extra hours retrospectively. She summarised the extra hours worked by the Executive Officer's in the report.

The Executive Officer advised the committee about the history of the current working practice regarding extra hours and made the committee aware of the difference in the NJC Green Book between extra hours and over-time.

It was agreed in the short term to approve payment for the estimated 30 hours that had been worked by the Executive Officer up to 25 July and to approve extra payment for up to 42 hours for the period from 26 July to 25 August.

The Chair suggested a review of staff contracts in a timely fashion. The Executive Officer advised the committee that the council pays a separate subscription fee to HALC for HR advice. The Chair requested the contact details for HALC, and also mentioned seeking advice from an independent perspective.

08/19 APPROVAL OF THE REQUIRED TRAINING FOR MEMBERS OF THE STAFFING COMMITTEE AS PER THE TERMS OF REFERENCE

The Terms of Reference for the Staffing Committee state that all members must attend HALC's course "The Council as an Employer" at the earliest opportunity or evidence recent completion of other industry-appropriate employment training.

At the June Full Council meeting it was agreed that the Executive Officer would contact HALC to enquire about a bespoke training course for all Cllrs to attend based on their course "The Council as an Employer".

The Executive Officer advised that she had contacted HALC regarding the training course but was waiting for a response and would chase this.

There being no further business the meeting closed at 1.06pm.

Signed.....

Date.....