



**Odiham**  
Parish Council

The Bridewell  
The Bury  
Odiham  
Hampshire  
RG29 1NB

**MEMBERS OF ODIHAM PARISH COUNCIL'S STAFFING COMMITTEE ARE SUMMONED  
TO ATTEND A MEETING WHICH WILL BE HELD IN THE PARISH ROOM, THE BURY,  
ODIHAM ON WEDNESDAY 28 AUGUST 2019 COMMENCING AT 9.30AM  
MEMBERS OF THE PRESS AND PUBLIC ARE WELCOME TO ATTEND**

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Executive Officer  
21 August 2019

- 24/19 To receive and accept apologies for absence
- 25/19 To receive declarations of interests and requests for dispensation relating to any item on the agenda
- 26/19 Public session - An opportunity for residents to raise questions and issues with the Staffing Committee. Please contact the Executive Officer for details or check the website.
- 27/19 To approve the following minutes:  
Wednesday 14 August 09/19 - 23/19
- 28/19 To 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
- 29/19 To approve the advert for the vacancy of Administrator
- 30/19 To approve the office cover for the vacancy of Administrator
- 31/19 To receive a report from the Administrator's exit interview
- 32/19 To consider and agree on recommendations to the Full Council regarding proposed updates to the Terms of Reference for the committee
- 33/19 To approve the recommendation to Full Council for updating the Disciplinary and Grievance Procedure following advice from HALC
- 34/19 To consider and agree to suspend Standing Order no 9 (b) regarding the requirement for Cllrs to give written notice to the Proper Officer at least 7 clear days before the meeting in order to consider the next two urgent agenda items
- 35/19 To consider and agree on a recommendation for approval by Full Council regarding the recruitment process for the vacancy of Proper Officer and Responsible Financial Officer, including the advert, job description and person specification
- 36/19 To consider and agree on a recommendation for approval by Full Council regarding the arrangements for cover for the role of Proper Officer and Responsible Financial Officer