17th June 2020

Dear Mrs Mann

Completion of Probationary Period

Following the agreement of Full Council at its meeting on 16th June, I am happy to confirm the successful completion of your initial 6-month probationary period as proposed by the Staffing Committee on 1st June. This automatically confirms your permanent employment as Parish Clerk to Odiham Parish Council under the terms of your original contract as issued to you in November 2019.

During your initial review meeting with Cllr Verdon and myself we had agreed a set of objectives for your probationary period which we can confirm were not only met but exceeded as follows:

1. Meeting administration to be more efficient: agendas are set out more coherently, meetings run more smoothly and draft minutes are now usually available within 48 hours, against a target of 5 working days
2. Financial administration: OPC's budgeting has been moved to Scribe in time for reporting FY 19/20, against a target of in time for the start of FY 20/21. In addition, a lot of work has been done to clarify the reserve position and proper management of reserves has been built into the 20/21 budget reporting,

Moreover, you have achieved these milestones against a background of a range of unplanned challenges: the Covid 19 pandemic, challenging staffing matters and the Mildmay footpath and boundary issues. You have also brought innovation to the collaboration between the Clerk and Council such as pre-meetings to go over the agenda with Chairs. You have supported us all to run more effective and efficient meetings, not least as we have moved seamlessly to using virtual meetings during the current restrictions, enabling essential Council business to operate uninterrupted.

I speak for Council when I thank you for your significant contribution to our joint role in offering service to the local community. We have enjoyed working with you and hope you have a long and happy career in Odiham.

Yours sincerely

Dr Angela McFarlane
OPC Chair