

**MINUTES OF THE EXTRAORDINARY STAFFING COMMITTEE MEETING OF  
ODIHAM PARISH COUNCIL HELD VIRTUALLY VIA ZOOM ON  
MONDAY 1<sup>st</sup> JUNE 2020 COMMENCING AT 11am**

**Present:** Cllrs A McFarlane (Chair), J Raw, C Seabrook and P Verdon.

**In attendance:** Andrea Mann (Parish Clerk)

Action

SC01/20 **Apologies**  
None.

SC02/20 **Declarations of Interest**  
None.

SC03/20 **Chair's Announcements**  
None.

SC04/20 **Approval of Previous Minutes**  
The minutes of the Staffing Committee meeting held on 28th August 2019 were unanimously APPROVED as a true record of the meeting with one minor revision, to be signed by the Chairman in person at a later date.

SC05/20 **Parish Clerk's Probation**  
The Chair reported that Cllr Verdon and herself had held a review meeting with the Clerk where it was agreed that the Clerk had met all objectives set for the probationary period in their meeting at the end of her first month:

1. **Meeting administration** was more efficient, with agendas set out more coherently so meetings ran more smoothly and draft minutes usually available within 48 hours,
2. **Financial administration:** OPC's budgeting had been moved to Scribe in time for reporting FY 19/20, the reserve position had been clarified,
3. **Unplanned challenges:** the Clerk had assisted in dealing with staffing matters and the Mildmay footpath boundary issue had been progressed.

Action:  
Chair to draft appointment letter to be signed at next full Council meeting.

The Chair reported that she was happy to report back to staffing that these objectives had not only been met but exceeded.

The Chair proposed to the Staffing Committee that a recommendation to make the position permanent be put to full Council. All Members agreed.

Following the permanent appointment, the Staffing-Committee would be in a position to set new targets for the year going forward.

Cllr Raw noted how the regime of meetings had improved due to the adoption of pre-meetings between the Clerk and the Chair to clarify any matters on the Agenda.

**SC06/20 Disciplinary and Grievance Policy**

Members reviewed the draft Disciplinary and Grievance Policy presented with the agenda which had been prepared using the NALC model policy issued November 2019. Several minor revisions were made and the Staffing Committee agreed to put the revised policy to full Council for approval.

**SC07/20 Appraisal Form**

Members agreed to adopt the appraisal format proposed by the Clerk which would be used for all staff when conducting their 2020 appraisals.

**SC08/20 Date of the next meeting**

The date of the scheduled next meeting was noted as 7<sup>th</sup> October 2020 at 10am.

There being no further business the meeting closed at 11.45am.

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