



CHIPPING NORTON TOWN COUNCIL

THE GUILDHALL, CHIPPING NORTON, OXFORDSHIRE, OX7 5NJ

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TOWN CLERK: Ms L Ashbourne

18th November 2021

SUMMONS TO ATTEND A MEETING OF STAFFING SUB-COMMITTEE

TO: All Members of the Staffing Sub-Committee

VENUE: This meeting will be held in the Council Chamber, the Town Hall

DATE: Wednesday 24th November 2021

TIME: 5.00pm

Karen Crowhurst
Local Government Resource Centre

Cllr Poole (Chair), Cllr Bradley, Cllr Coleman, Cllr Graves, Cllr Heyes and Cllr Mazower

Recording of Meetings Under the Openness of Local Government Bodies Regulations 2014 the council's public meetings may be recorded, which includes filming, audio-recording as well as photography.

A G E N D A

1. Apologies for absence

To consider apologies and reasons for absence. Committee members who are unable to attend the meeting should notify the Chairman prior to the meeting.

2. Declaration of interests

Members are reminded to declare any disclosable pecuniary interests in any of the items under consideration at this meeting in accordance with the Town Council's code of conduct

3. Minutes

To approve the Minutes of the Sub-Committee meeting held on 14 July 2021 (copy attached).

4. Confidential Session

To resolve to move into a Confidential Session to discuss Separate Business, pursuant to s.1(2) of the Public Bodies (Admission to Meetings) Act 1960. The public and press should leave the meeting during the consideration of item 5.

5. **Staffing matters**

- a. To note the resignation of the Deputy Clerk and place this on the next Full Council agenda for also noting.
- b. To receive an update regarding the Town Clerk's return to work
- c. To agree any support that may be required for the Town Clerk's return
- d. To discuss and agree recommendations for immediate Locum Clerk cover and to support the Council until a new Deputy Clerk is appointed
- e. To discuss impacts on existing staff, including opening hours of the Guildhall
- f. To discuss the opening hours of the office over the Christmas period
- g. To receive an update regarding relinquishing the Welfare Charities and make recommendations to Full Council
- h. To agree the recruitment process and time frame for appointing a Deputy Clerk – including advertising the post and identifying any budgetary implications
- i. To note the Staffing Review report and agree a meeting with Full Council to consider the report and agree the recommendations including any additional budgetary requirements