



# CHIPPING NORTON TOWN COUNCIL

THE GUILDHALL, CHIPPING NORTON, OXFORDSHIRE OX7 5NJ

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Office Hours: Mon – Fri 9am – 1pm

Minutes of the **Staffing Sub-Committee** held via Zoom on **Wednesday 13<sup>th</sup> July 2022 at 7:15pm**

The following members were present:

Cllr Sandra Coleman (Chair)

Cllr David Heyes

Cllr Steve Akers

Cllr Jo Graves (arrived at 16:08)

Also in attendance:

Luci Ashbourne, Town Clerk

## **SSC1. Election of Chair**

Nominations were received for the election of the Chair of the Staffing Sub-Committee for the ensuing municipal year.

Cllr Coleman proposed Cllr Akers, Cllr Heyes seconded.

All in favour, motion carried.

**RESOLVED:** That Cllr Akers is elected Chair of the Staffing Sub-Committee for 22/23.

Cllr Akers proposed that Cllr Coleman Chair this meeting due to his loss of voice at present. All in favour.

**RESOLVED:** That Cllr Coleman Chair this meeting.

## **SSC2. Election of Vice-Chair**

Nominations were received for the election of the Vice-Chair of the Staffing Sub-Committee for the ensuing municipal year.

Cllr Coleman proposed Cllr Whitmill, Cllr Heyes seconded.

All in favour, motion carried.

**RESOLVED:** That Cllr Whitmill is elected Vice-Chair of the Staffing Sub-Committee for 22/23.

## **SSC3. Apologies for absence.**

Apologies were received from Cllr Natasha Whitmill.

## **SSC4. Declaration of interests.**

There were no declarations.

## **SSC5. Minutes**

**RESOLVED:** That pending Cllr Poole's apologies being added, the minutes of the last meeting held on 4<sup>th</sup> May 2022 be approved as a correct record and signed by the Chair.

## **SSC6. Confidential Session**

**RESOLVED:** In view of the confidential nature of the business to be transacted, the press and public be excluded from the meeting in accordance with the provisions of s.1 of the Public Bodies (Admission to Meetings) Act 1960.

**SSC7. Staffing matters**

Members received and noted a confidential report from the Town Clerk. This report outlined recommendations from the Organisational Review, including: The Council's aspirations regarding the Town Hall; that the Council have increased the salary budget adequately; and that the Council has a strong business case to start recruitment of a Facilities and Events Officer.

Members discussed this in depth.

Cllr Akers proposed that the recommendation in the report be approved, Cllr Heyes seconded. At this time Cllr Graves expressed a wish to wait until the job description had been reviewed before taking a view, and chose to abstain at this juncture of the meeting.

3 in favour, 1 abstention.

Motion carried.

Members comprehensively reviewed the draft job description and person specification provided. Cllr Akers proposed that the job description for the Facilities and Events Officer be approved. Cllr Coleman seconded the proposal.

All in favour, motion carried.

The final recommendation from the Clerk was that, due to the demands of the role and the flexibility required, the hours should be 30 per week, and the salary set at LC2 SP 24-28 £29,174 - £32,798 (£23,655-£26,593 pro-rata). Members discussed this in detail. Cllr Akers proposed that the role is advertised at 30 hours per week at the salary scale recommended. Cllr Coleman seconded.

All in favour, motion carried.

Members discussed the recruitment and selection process and agreed that this should commence in August, with interviews taking place mid-September.

**RESOLVED:** That a recommendation is taken to Full Council that the Facilities and Events Manager recruitment process is started.

Members received an update of all of the approved recommendations from the Organisational Review and noted that these were either completed or in progress.

**SSC8. Date of next meeting**

Wednesday 14<sup>th</sup> September at 4pm.

The Chair closed the meeting at 5:35pm.

Signed as an accurate record

Chair .....

Date.....