



CHIPPING NORTON TOWN COUNCIL

THE GUILDHALL, CHIPPING NORTON, OXFORDSHIRE OX7 5NJ

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Minutes of the **Staffing Sub-Committee** held in Chipping Norton Town Hall on **Thursday 20th October 2022 at 2pm**

The following members were present:

Cllr Steve Akers (Chair)

Cllr Sandra Coleman

Cllr David Heyes

Also in attendance:

Luci Ashbourne, Town Clerk

SSC9. Apologies for absence.

Apologies were received from Cllrs Natasha Whitmill and Jo Graves.

SSC10. Declarations of interest

There were no declarations.

SSC11. Minutes

RESOLVED: That the minutes of the meeting held on 13th July 2022 are approved as a correct record and signed by the Chair.

SSC12. 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.

SSC13. Staffing matters

a. The sub-committee received a model contract, job description and recommend pay scale NJC grade 5 (SP 12-17) for the role of Maintenance Operative.

Cllr Coleman proposed that the contract, job description and salary scale be approved and commence on 1st December 2022 pending consultation - Seconded by Cllr Heyes. All in favour, motion carried.

b. The sub-committee received a model contract, job description and recommend pay scale NJC grade 5 (SP 12-17) for the role of Town Hall Keeper.

Cllr Akers proposed that the contract, job description and salary scale be approved and commence on 1st December 2022 pending consultation - Seconded by Cllr Coleman. All in favour, motion carried.

Members agreed that any feedback or proposed amendments are considered by the Clerk, in consultation with The Chair.

c. Holiday pay

Members received a report regarding annual leave due to staff and the recommendation that the backpay of annual leave is paid to relevant staff members in November salaries. Proposed by Cllr Heyes, seconded by Cllr Coleman. All in favour, motion carried.

d. Members received a report following the news that the RFO and Allotments/Cemetery manager will be leaving the Council. It was agreed to launch recruitment in November, with a view to interview early December and hope to start someone to shadow in January. It was agreed to amend the job title to be "Responsible Finance Officer and Estates Manager"

SSC14. Date and time of the next meeting will be set when needed.

Signed as an accurate record

Chair

Date.....