



# CHIPPING NORTON TOWN COUNCIL

THE GUILDHALL, CHIPPING NORTON, OXFORDSHIRE OX7 5NJ

TEL: 01608 642341 Fax: 01608 645206

Email: [townclerk@chippingnorton-tc.gov.uk](mailto:townclerk@chippingnorton-tc.gov.uk)

Office Hours: Mon – Fri 9am – 1pm

TOWN CLERK: Luci Ashbourne  
16th December 2022

## **SUMMONS TO ATTEND A MEETING OF STAFFING SUB-COMMITTEE**

TO: All Members of the Staffing Sub-Committee

VENUE: The Council Chamber, Chipping Norton Town Hall.

DATE: Thursday 22nd December 2022

TIME: 1pm

Luci Ashbourne  
Town Clerk

Cllrs Steve Akers (Chair), Nova Bradley, Sandra Coleman, Jo Graves, David Heyes and Natasha Whitmill (Vice-Chair)

### 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 Town Clerk ([townclerk@chippingnorton-tc.gov.uk](mailto:townclerk@chippingnorton-tc.gov.uk)) 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 20th October 2022.

### **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**

To agree consider a report from The Town Clerk on staffing matters and agree next steps.

### **6. Date of next meeting – TBC**



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Minutes of the **Staffing Sub-Committee** held in Chipping Norton Town Hall on **Thursday 20<sup>th</sup> 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 13<sup>th</sup> 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 1<sup>st</sup> 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 1<sup>st</sup> 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.....