



CHIPPING NORTON TOWN COUNCIL

THE GUILDHALL, CHIPPING NORTON, OXFORDSHIRE OX7 5NJ

TEL: 01608 642341 Fax: 01608 645206

Email: townclerk@chippingnorton-tc.gov.uk

Office Hours: Mon – Fri 9am – 1pm

Minutes of the **Staffing Sub-Committee** held in Chipping Norton Town Hall on **Tuesday 13th June 2023 at 2pm**

The following members were present:

Cllr Steve Akers (Chair)

Cllr Sandra Coleman

Cllr Jo Graves

Cllr Ian Finney

Cllr Mike Cahill

Also in attendance:

Luci Ashbourne, Town Clerk

SSC1	Election of Chair Nominations were received for the election of Chair of the Staffing Sub-Committee for the municipal year 2023/24. Cllr Coleman nominated Cllr Akers, seconded by Cllr Graves. All in favour, motion carried. RESOLVED: That Cllr Akers is elected Chair of the Staffing Sub-Committee for the municipal year 2023/24.
SSC2	Election of Vice-Chair Nominations were received for the election of Vice-Chair of the Staffing Sub-Committee for the municipal year 2023/24. Cllr Akers nominated Cllr Coleman, seconded by Cllr Finney. All in favour, motion carried. RESOLVED: That Cllr Coleman is elected Vice-Chair of the Staffing Sub-Committee for the municipal year 2023/24.
SSC3	Apologies for absence. Apologies were received from Cllr Natasha Whitmill.
SSC4	Declarations of interest There were no declarations.
SSC5	Minutes RESOLVED: That the minutes of the meeting held on 22 nd December 2022 are 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 discussed the Town Clerk's report regarding the following matters:

	<p>a. Members received a report from the Town Clerk, stating that it has become clear that the Facilities and Events Officer’s role needs to be a full time position in order for the workload to be manageable. Members agreed that the new post has been a positive and valuable development for the Council and the Community, and agreed that making it a full time position (from a 30hr per week role) and settling accrued time off in lieu would draw a line under the current situation and ensure the Officer’s workload and capacity is sustainable.</p> <p>RESOLVED: That the following recommendations are sent to the Full Council:</p> <ul style="list-style-type: none"> • That the accrued time off in lieu is paid as salary at a cost of £459.42 • That the Facilities and Events Officer’s role moves into a full time (37hr) position from 1st July 2023. • That the funds required for the rest of this financial year (July 23-March 24) of £5,850 come from general reserves, and the salaries budget adjusted accordingly next year. <p>b. Members received a report following the recent large, year-long booking from Barclays Bank that requires a member of staff to be on site. The report outlined the cost of employing a venue assistant on a flexible 20hr-per-week role on a one-year fixed term basis, and outlined that the income from the Barclays booking more than covers this. Members agreed that the flexibility, benefits and opportunity to continue to develop the Town Hall should be supported.</p> <p>RESOLVED: That the following recommendations are sent to Full Council:</p> <ul style="list-style-type: none"> • That recruitment for a venue assistant for 20hrs per week on salary scale LC1 SCP 7-12 £11.59 - £12.70 per hour is launched. • That the recruitment process is delegated to the Town Clerk and the Facilities and Events Officer to work through. <p>c. Members also discussed the report following a review and update of the Town Clerk’s job description and title as part of the Town Clerk’s Appraisal. The Town Clerk left the meeting for duration of the discussion.</p> <p>RESOLVED: That the draft job description and person specification is approved and the Town Clerk’s title is updated to “Town Clerk and Chief Executive Officer” to reflect the breadth of the leadership skills required and responsibilities currently undertaken.</p>
SSC8	<p>Date of next meeting. Date and time of the next meeting will be set when needed.</p>

Signed as an accurate record

Chair.....

Date.....