



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 21st March at 9:30am**

The following members were present:

Cllr Steve Akers (Chair)

Cllr Sandra Coleman

Cllr Jo Graves

Cllr Ian Finney

Also in attendance:

Luci Ashbourne, Town Clerk and CEO

SSC21	Apologies for absence. Apologies were received from Cllr Cahill.
SSC22	Declarations of interest There were no declarations.
SSC23	Minutes RESOLVED: That the minutes of the meeting held on 15 th February 2024 are approved as a correct record and signed by the Chair at the next available opportunity. Members noted the confidential appendix to support these minutes.
SSC24	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.
SSC25	Staffing matters a. Members received a confidential report regarding staffing matters. Following the last meeting, members received a draft job description, person specification and salary scale for the role of admin and customer service assistant (as recommended I the LGRC organisational review) and a cost proposal, including overheads. Cllr Akers proposed that the job description ,person spec and salary scale are approved, seconded by Cllr Finney. All in favour, motion carried. RESOLVED: That a recommendation is sent to the next Full Council meeting that the Council approve the role of Admin and Customer Service Assistant to be employed for 22.5 hours a week on salary scale SCP 7-12 £14,773 - £16,067 pro rata. b. Members received and reviewed the staff handbook. Cllr Finney noted some grammatical corrections. It was agreed that these should be updated. The Clerk noted that she is working through standardising all policies (not just HR) so they are formatted in a uniform way.

	<p>RESOLVED: That the staff handbook has been reviewed and the new version will be circulated to all staff. Next review April 2027.</p> <p>c. Members received a verbal update from the Town Clerk regarding the role evaluation being carried out by Local Council Consultancy. Members were informed that the consultant had completed the task and felt that it as very straightforward and did not feel the need to meet with Councillors from their perspective, but that they were happy to if the sub-ctte felt it helpful. Members felt it would be helpful and nominated the Chair Cllr Steve Akers to meet with the consultant.</p> <p>RESOLVED: That the Clerk put Cllr Akers in touch with Local Council Consultancy ahead of the report being finalised.</p>
SSC26	<p>Date of next meeting. To be confirmed.</p>

The meeting closed at 10:20am.

Signed as an accurate record

Chair.....

Date.....

