

 **CHIPPING NORTON TOWN COUNCIL**

 THE GUILDHALL, CHIPPING NORTON, OXFORDSHIRE OX7 5NJ

TEL: 01608 642341

Email: townclerk@chippingnorton-tc.gov.uk

Office Hours: Mon – Fri 9am – 1pm

**Minutes of a Staffing Sub-Committee meeting held on the 10th April 2025, at 11:30am in the Council Chamber, Chipping Norton Town Hall**

PRESENT: Cllrs Steve Akers (Chair), Sandra Coleman, Ian Finney, Mike Cahill, Jo Graves

ALSO PRESENT: Katherine Jang, Town Clerk & CEO

1. **Apologies for absence.**

Apologies were received from Cllr Whitmill.

1. **Declaration of interests.**

None received.

1. **Minutes**

**RESOLVED:** That the Chair signs the Minutes of the Sub-Committee meeting held on 13th March 2025, subject to one amendment adding Cllr Whitmill as attending the meeting.

1. **Confidential Session**

**RESVOLVED:** That members resolved 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.

1. **Staffing matters**
2. Members reviewed and considered the draft recruitment packs for the Deputy Clerk and RFO role and Assets and Operations officer and considered next steps.
	1. Deputy Clerk & RFO role

Members raised the following amendments to the draft recruitment pack:

* The title to be changed to RFO & Deputy Clerk to better reflect the nature of the work and job role.
* The SCP banding to be changed to SCP 24-28 to reflect the current staff structure.
* That the level of AAT training should be clarified within the recruitment pack.
	1. Assets & Operations Officer
	Members raised no amendments to the recruitment pack for the role and agreed to move forward with the next steps of recruitment.

**RESOLVED:** That recruitment for the two roles RFO & Deputy Clerk and Assets & Operations Officer move forward considering the above amendments for the recruitment packs.

1. Members received a report on the staffing budget underspends and Staffing Contingency EMR for 2025-2026 from the RFO.
2. **Date of next meeting** – TBC