



# 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

## Minutes of the **Staffing Sub-Committee** held in Chipping Norton Town Hall on **Tuesday 13<sup>th</sup> August at 12noon**

The following members were present:

Cllr Steve Akers (Chair)

Cllr Mike Cahill

Cllr Sandra Coleman

Cllr Ian Finney

Also in attendance:

Luci Ashbourne, Town Clerk and CEO

|             |   |
|-------------|---|
| <b>SS1</b>  | <b>Election of Chair</b><br>Members received nominations for Chair of the Staffing Sub-Committee for the municipal year 2024/25.<br>Cllr Finney nominated Cllr Akers, seconded by Cllr Coleman.<br>All in favour, motion carried.<br><br><b>RESOLVED:</b> That Cllr Akers is elected Chair of The Staffing Sub-Committee for the municipal year 2024/25.  |
| <b>SSC2</b> | <b>Election of Vice-Chair</b><br>Members received nominations for Vice-Chair of the Staffing Sub-Committee for the municipal year 2024/25.<br>Cllr Finney nominated Cllr Coleman, seconded by Cllr Akers.<br>All in favour, motion carried.<br><br><b>RESOLVED:</b> That Cllr Coleman is elected Vice-Chair of The Staffing Sub-Committee for the municipal year 2024/25.   |
| <b>SSC3</b> | <b>Apologies for absence.</b><br>Apologies were received from Cllr Whitmill.  |
| <b>SSC4</b> | <b>Declarations of interest</b><br>There were no declarations.  |
| <b>SSC5</b> | <b>Minutes</b><br><b>RESOLVED:</b> That the minutes of the meeting held on 21 <sup>st</sup> March 2024 are approved as a correct record and signed by the Chair.  |
| <b>SSC6</b> | <b>Confidential Session</b><br><b>RESOLVED:</b> 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.  |
| <b>SSC7</b> | <b>Staffing matters</b><br>Members received a confidential report regarding staffing matters.<br>Cllr Finney proposed that the recommendations included in the report is supported, Cllr Cahill seconded.<br><br>All in favour, motion carried.<br><br><b>RESOLVED:</b> That a temporary amendment is made to the Admin and Customer Service Assistant's contract of employment to temporarily uplift their weekly hours from 22.5 to 37 so they can cover the hours from the currently unrecruited venue assistant role. |

|             |   |
|-------------|---|
|             | <p>Members discussed a proposal regarding the Council employing a retained HR service in order to ensure the Council is robustly and professionally supported when HR matters arise. Critchley's have been highly recommended from several local organisations.<br/> Cllr Cahill proposed that a recommendation be sent to the Finance and Resources Committee to approve the cost of this, Cllr Finney seconded.<br/> All in favour, motion carried.</p> <p><b>RESOLVED:</b> That a recommendation is sent to Finance and Resources Committee to approve to costs of the Council having a retained HR service.</p> |
| <b>SSC8</b> | <p><b>Date of next meeting.</b><br/> To be confirmed.</p>   |

The meeting closed at 12:25pm

Signed as an accurate record

Chair.....

Date.....

DRAFT