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 **Friday 25th October at 10:15am**

The following members were present:

Cllr Steve Akers (Chair)

Cllr Sandra Coleman

Cllr Ian Finney

Cllr Mike Cahill

Cllr Natasha Whitmill

Cllr Jo Graves

Also in attendance:

Luci Ashbourne, Town Clerk and CEO

Katherine Jang, Deputy Clerk and Estates Manager

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| SSC16 | Apologies for absence. No apologies were received. |
| SSC17 | **Declarations of interest**  There were no declarations. |
| SSC18 | Minutes **RESOLVED:** That the minutes of the meeting held on 1st October 2024 are approved as a correct record and signed by the Chair. |
| SSC19 | 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. |
| SSC20 | Staffing matters Members discussed an update from the Town Clerk and CEO regarding handover and locum support  Cllr Finney proposed that Reg Williams Consultancy be the locum support as outlined in the proposal. Cllr Cahill seconded. All in favour, motion carried.  **RESOLVED:** That Reg Williams Consultancy provides locum support for the Council,  Cllr Whitmill left the meeting at 10:42am.  The Town Clerk confirmed that the Council’s HR advisors had provided a template casual contract which will enable the Council to take on staff for trial shifts in the Town Hall. It was recommended that this be trialed with two staff members, and that the monthly budget does not exceed the current vacancy for the venue assistant. This should be reviewed in early 2025.  Cllr Cahill proposed that the council introduce the casual contact under the terms outlined above, Cllr Coleman Seconded. All in favour, motion carried.  **RESOLVED:** That the Council introduces a casual contract to employ staff to work at the town hall.  Members received a capability policy and procedure as drafted by the HR adviser.  Cllr Coleman proposed that the policy be approved, Seconded Cllr Finney. All in favour, motion carried.  **RESOLVED:** That the Capability policy and procedure is approved. |
| SSC21 | Date of next meeting.To be confirmed. |

The meeting closed at 11:30pm

Signed as an accurate record

Chair…………………………………………….

Date………………………………………………