



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 6th February 2025, at 11:30am**

The following members were present:

Cllr Steve Akers (Chair)

Cllr Sandra Coleman

Cllr Ian Finney

Cllr Mike Cahill

Cllr Natasha Whitmill

Also in attendance:

Katherine Jang, Acting Town Clerk

SSC22	Apologies for absence. Apologies were received from Cllr Jo Graves.
SSC23	Declarations of interest There were no declarations.
SSC24	Minutes RESOLVED: That the minutes of the meeting held on 25th October 2024 are approved as a correct record and signed by the Chair. One amendment – Time the meeting ended changed to 11:30am
SSC25	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.
SSC26	Staffing matters Members received a confidential report regarding staffing matters. RESOLVED: That the report be noted and a follow-up meeting be set to receive a further report. Recruitment <ul style="list-style-type: none">- Members discussed the vacancy for the Town Clerk role. At this point in the meeting the Acting Town Clerk left the meeting. Members noted that the role will need to be re-evaluated and salary scale point reviewed. The Acting Town Clerk was invited to re-join the meeting and was then offered the role of the Town Clerk to Katherine Jang, who accepted. RESOLVED: That a recommendation is sent to Full Council that the Acting Town Clerk (K. Jang) takes on the Town Clerk role on a permanent basis and that the role is to be re-evaluated prior to signing the contract.- Members discussed recruitment for the vacant Deputy Clerk role, and discussed the possibility of reworking this into an Estates Manager and Deputy Clerk role to meet the needs of the Council. Cllr Akers proposed a budget of £1,800 + VAT for Reg Williams Consultancy to review the JD and undertake the recruitment for this role, seconded by Cllr Finney. All in favour, motion carried. RESOLVED: That a recommendation is sent to Full Council that Reg Williams Consultancy is appointed to undertake recruitment for a new member of staff, with a budget of £1,800 + VAT allocated for recruitment.- Members noted that the Admin and Customer Services Assistant had been given temporary

	<p>full-time hours to fill the gap with the Deputy Clerk vacancy. All members were in favour of extending this arrangement of support until the end of May 2025. Cllr Finney proposed that this recommendation is sent to Full Council to be approved, seconded by Cllr Cahill. All in favour, motion carried. RESOLVED: That a proposal is sent to Full Council to consider extending the Admin and Customer Services Assistant hours to full-time until the end of May 2025.</p> <p>Grounds Maintenance Operatives Members received the details of the two new Grounds Maintenance Operatives following interviews held on the 28th January 2025. One full-time and one part-time (30h p/w) posts, both appointed at SCP10, within the advertised SCP 7-12 spinal code.</p>
SSC27	<p>Date of next meeting. Provisionally scheduled for: 11am 6th March 2025, Council Chambers</p>

The meeting closed at 12:30pm

Signed as an accurate record

Chair.....

Date.....

DRAFT