



## Staffing Committee Meeting Minutes for Monday, February 3, 2025.

**Present:** Cllrs Alison Sercombe (Chairman), Richard Barrett, Richard Street, Paul Gregory, Toby Newman

**Officer:** Clerk

**Members of the Public:** 0

**The meeting opening at 18:15 and closed at 19:00**

**24-25      Item      Action**

**#44/24-25 APOLOGIES FOR ABSENCE - None**

**#45/24-25 DECLARATIONS OF INTEREST - None**

**#46/24-25 TO RECEIVE MINUTES** From Staffing Committee Meeting on 11th December 2024 – previously circulated

The minutes from the meeting held on 11<sup>th</sup> December 2024 were approved and duly signed as a true record of the meeting.

**#47/24-25 TO RECEIVE AN UPDATE ON OUTSTANDING ACTIONS** Staffing Committee Meeting on 11th December 2024 – no outstanding actions

**#48/24-25 TO RECEIVE AN UPDATE FROM OFFICERS**

- i. Appraisals – The Clerk informed the committee that staff appraisals had been completed in December 2024.
- ii. Review of current officer support. The current, temporary cover seemed to be working well.

**#49/24-25 REVIEW OF RECENT LEARNING & DEVELOPMENT OPPORTUNITIES AND TO CONSIDER REQUEST FOR THE COMING YEAR**

- i. Staff members – training had been identified in the recent appraisals and would be investigated. There is a lack of available courses for strimming and brushcutter. Opportunities are being explored.
- ii. Councillors – Cllrs were again reminded of the OALC sessions available. Cllr Thomas is booked on a roles and responsibilities session, and Cllr Masters had been reminded about the opportunities, during his recent induction.

**#50/24-25 TO DISCUSS THE RECRUITMENT OF A NEW CLERK/RFO**

- i. Shortlisting update. The committee agreed to interview all candidates
- ii. Interview dates, times locations, panel and questions and agreed interviews would take place on Tuesday 11<sup>th</sup> Feb in the Merry Bells and agreed the interview panel.

**Clerk**

**The Locum Clerk to book venue and inform candidates.**

**#51/24-25 CORRESPONDENCE AND ANY URGENT ITEMS REQUIRING ATTENTION - None**

**#52/24-25 ITEMS FOR INFORMATION - None**

**#53/24-25 DATE OF NEXT MEETING FOLLOWING UPCOMING INTERVIEWS - Wednesday 12<sup>th</sup> February at 18:30pm**

**#54/24-25 TO RESOLVE TO EXCLUDE THEN PUBLIC AND PRESS FROM THE MEETING DUE TO THE CONFIDENTIAL NATURE OF BUSINESS TO BE TRANSACTED - Approved unanimously**

**#55/24-25 TO CONSIDER RATES OF PAY FOR EMPLOYEES**

- i. Following the Assistant Clerk's appraisal the council approved an increase of one spinal column point (SCP) for Ast Clerk from 1<sup>st</sup> April 2025. In addition the committee approved a Temporary Duty Allowance of 4 SCPs to reflect the temporary increase in responsibility in the absence of a permanent Clerk. This would be paid from 1<sup>st</sup> January and reviewed regularly. **Clerk to write and confirm**
- ii. Oxford Living Wage for Grounds Team. The committee noted the increase in the Oxford Living Wage and approved for this to be implemented from 1<sup>st</sup> April 2025 for the relevant staff. **Clerk to write and confirm**

**Clerk**

**Clerk**

**#56/24-25 TO DISCUSS ONGOING/CURRENT STAFFING ISSUES**

Assistant Clerk gave a precis of the current staffing issues and processes in place. The committee would continue to be updated and would review the situation.

**All**