



Woodstock Town Council
The Town Hall, Woodstock, Oxford, OX20 1SL
Telephone: 01993 811216
Website: www.woodstock-tc.gov
Town Clerk: Marzia Sellitti

Minutes of the meeting of the Staffing Committee held in The Town Hall, Woodstock on Wednesday 30th March 2022 at 4.30 pm.

Present:

Councillors Faulkner (Chairperson), Lamb, U Parkinson and Spencer-Churchill.

In attendance:

S Shippen – Locum Town Clerk

SC/223/1 Apologies for Absence

Apologies for absence were received from Councillor Kate Bailey.

SC/223/2 Declarations of Interest

No declarations were made.

SC/223/3 Public Speaking and Question Time

No members of the public were present.

SC/223/4 Minutes of previous meeting

RESOLVED that the minutes of the Staffing Committee held 31st January 2022 be **APPROVED** as a correct record and signed by the Chairperson.

SC/223/5 Policy Review

1. Annual Leave Policy

The Committee reviewed the Annual Leave Policy and **RECOMMENDED** the revised policy be forwarded to Council for adoption.

2. Flexitime Policy for the Clerk

The Committee reviewed the Flexitime for the Clerk Policy and **RECOMMEND** to the Council that the policy be removed.

SC/223/6 Exclusion of Press & Public

It was **RESOLVED** that the press and public be excluded from the meeting in accordance with the Press & Public (Admissions to Meetings) Act 1960 as the matters to be discussed relate to staff matters.

SC/223/7 Recruitment of Town Clerk

The Locum Town Clerk presented a summary of recruitment and updated the Committee on the process to date, with applications closing on 31st March 2022.

It was **RESOLVED** that

1. The Locum Town Clerk undertake the screening and shortlisting of applications after 12 noon on Thursday 31st March 2022;
2. Interviews take place on Wednesday 6th April 2022;

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3. The interview Panel consist of Councillor Jo Lamb, Councillor James Spencer-Churchill and the Locum Town Clerk;
4. The Locum Town Clerk prepare appropriate tests and interview questions for review by the Interview Panel;
5. The Interview Panel make a recommendation on appointment to the Council.

SC/223/8 Staffing Matters

SC/223/8.1 Town Clerk

The Committee **NOTED** the leaving date of the Town Clerk as 31st January 2022.

SC/223/8.2 Legal Update

The Committee reviewed the confidential legal update and **NOTED** the information.

The meeting concluded at 5.20pm.

Chairperson.....



Date

14.4.22.