



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

Copied to all Members for information

To: Members of the Staffing Committee Cllrs: Bailey, Manby-Brown, Lamb, U Parkinson, and Spencer-Churchill

You are summoned to attend a meeting of the Staffing Committee to be held in The Town Hall, Woodstock on Monday 21st November 2022 at 5.30pm.

AGENDA

1. Apologies for absence

3. Declarations of Members interests

4. Public Speaking and Question Time

This period of time designated for public speaking in accordance with standing order 3(f) shall not exceed 3 minutes each with a total allocated time of 15 minutes.

5.. Minutes of previous meeting

To consider the minutes of the previous meetings held on 13th April 2022 and 7th November 2022.

6.To consider responses to questions presented to Committee from Cllr Ann Grant

7. Exclusion of Press and Public

To **resolve** the exclusion of press and public in accordance with the Press and Public (Admission to Meetings) Act 1960 as the matters to be discussed relate to staff and contractual arrangements.

8. Town Clerk

- i. Advertising and budget
- ii. Time frame – Deadline for applications to be received
- iii. To appoint an Interview Panel – Usually from the Staffing Committee
- iv. To consider cover for the Clerk if no applicants come forward or a successful candidate has to give 3 months' notice (The Locum Clerk appointment is currently until the end of December 2022)



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9. Other Staffing Matters

- i. Caretaker vacancy – To agree any actions and consider any recommendations for decision.
- ii. To consider the spinal column adjustment for staff on the National Association of Local Councils model contracts for Council approval.
- iii. To consider any increment for staff to be included in the Staffing Budget for Council approval.
- iv. To receive an update regarding a pending tribunal case

Signed: *K.A. Crowhurst*

Karen Crowhurst –Locum Town Clerk

Date: 14th November 2022