

# **FARINGDON TOWN COUNCIL**

The Pump House, 5 Market Place, FARINGDON, Oxfordshire, SN7 7HL  
Telephone 01367 240281  
[www.faringdowntowncouncil.gov.uk](http://www.faringdowntowncouncil.gov.uk)  
Clerk: Sally Thurston



## **To Members of the Staff Sub Committee**

**You are summoned to attend a meeting of the Staff Sub Committee on Wednesday 20<sup>th</sup> October 2021 at 6.15pm in the Jubilee Room, Pump House, Faringdon.**

**Press & Public are invited to attend but are advised that due to the confidential nature of matters to be discussed items 6 onwards are likely to be held in closed session.**

## **AGENDA**

### **1. Apologies for Absence**

To receive and approve

### **2. Minutes of last meeting - Tuesday 17<sup>th</sup> August**

To sign as a correct record

### **3. Declarations of Interest & requests for dispensations**

Members are reminded of their responsibility to declare any disclosable pecuniary interest which they may have in any item of business on the agenda no later than when the item is reached. Unless dispensation is granted, you must withdraw from the room when the meeting discusses and votes on the matter.

### **4. Public Participation Time**

This period is designated for public speaking accordance with Standing Order 3 (f). Members of the public are welcome to speak on any business itemised on the agenda for up to 3 minutes. Questions will be restricted to one from each member of public, or a maximum of 3 per meeting. Written notice of questions must be received by the Clerk at least 3 working days before the meeting.

### **5. Items for Information Only**

### **6. Training costs**

- a) To receive advice on recouping training costs
- b) To consider amending new staff contracts to include recouping training costs

### **7. Pension Discretionary Policy**

To consider reviewed policy

**Due to the confidential nature of the following items it is likely they will be held in confidential session.**

### **8. Revision of recruitment process following the vacancy for Deputy Town Clerk**

- a) To consider options
- b) To consider job descriptions
- c) To consider recruitment process and time table

### **9. Staffing**

- a) To receive and consider a report on staffing
- b) To receive and consider a report on the Clerks appraisals undertaken and recommendations
- c) To receive and consider a report on staff appraisals undertaken and recommendations

*Sally Thurston*

**Town Clerk  
15<sup>th</sup> October 2021**