

# **FARINGDON TOWN COUNCIL**

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



## **Minutes of a Staffig Sub Committee meeting held on Wednesday 20<sup>th</sup> January at 6pm, via video conferencing.**

Cllr. Leniec welcomed everyone to the meeting held via Microsoft Teams Video Conferencing.

### **1/1/21 Apologies for Absence**

Cllr. Bethia Thomas

### **2/1/21 Roll call**

Cllrs. present: Leniec (Chair)

Bentley

Boulton

Finn

Wise

In Attendance: Sally Thurston Town Clerk

### **3/1/21 Minutes of last meeting**

It was PROPOSED that the minutes of the meeting held on Monday 12<sup>th</sup> October 2020 be SIGNED as a correct record. This was SECONDED and RESOLVED.

### **4/1/21 Declarations of Interest & requests for dispensations**

None

### **5/1/21 Public Participation Time**

None

### **6/1/21 Items for Information Only**

None

### **7/1/21 Appraisal Procedure review**

- a) Members received and considered a draft Pay Policy. It was PROPOSED a recommendation be made to Finance and Audit Committee that the policy be APPROVED. This was SECONDED and RESOLVED.
- b) Members received and considered revised appraisal procedure documents. It was PROPOSED a recommendation be made to Finance and Audit Committee that the revised appraisal documents be APPROVED. This was SECONDED and RESOLVED.

**Cllr. Leniec PROPOSED that due to the confidential nature of the following items we move into confidential session and public be asked to withdraw. This was SECONDED and RESOLVED.**

### **8/1/21 The Place**

- a. Members NOTED a report on the current financial position
- b. Members received and considered a report on the management of the service level agreement with Spurgeons. It was PROPOSED a recommendation be made to Finance and Audit Committee that a steering board be created to support and advise the council in managing the service level agreement. The board will report to the Finance and Audit Committee. The Town Council representative should make regular reports to the Community and Partnerships Committee. Membership of the steering board should include:

- The Place Trustees (x4)
- Early Years Expert
- Town Cllr
- Service User
- Spurgeons rep
- Health Care professional
- Faringdon Academy Rep
- County Council Rep
- Town Clerk

This was SECONDED and RESOLVED.

- c. Members NOTED a report on the provision and management of staff during Covid

**9/1/21**

**Staffing**

- a) Members NOTED a report on staffing during Covid. It was PROPOSED a recommendation be made to the Finance and Audit Committee that, given the loss of income due to the prolonged corona virus pandemic, the Town Clerk be given delegated authority to flexible furlough any staff, whose salary is funded from income, if and when necessary. This was SECONDED and RESOLVED.
- b) Members NOTED a report on the Town Clerk's appraisal. It was PROPOSED a recommendation be made to the Finance and Audit Committee that the Clerk be awarded a 1 SCP salary increase to SCP 43 on successful completion of the Community Governance Degree. This was SECONDED and RESOLVED.
- c) Members NOTED a report on staff appraisals