

FARINGDON TOWN COUNCIL

The Pump House, 5 Market Place, FARINGDON, Oxfordshire, SN7 7HL
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Clerk: Sally Thurston



Minutes of a meeting of the Staff Sub Committee on Wednesday 20th October 2021 at 6.15pm in the Jubilee Room, Pump House, Faringdon.

Cllrs Present: Leniec (Chair), Bentley, Boulton and Castle

In attendance: Sally Thurston, Town Clerk

1/3/21 Apologies for Absence

Cllrs. Finn and Swallow

2/3/21 Minutes of last meeting

It was PROPOSED the minutes of the meeting held on Tuesday 17th August be signed as a correct record.

3/3/21 Declarations of Interest & requests for dispensations

None

4/3/21 Public Participation Time

None

5/3/21 Items for Information Only

None

6/3/21 Training costs

- a) Members received and considered advice on recouping training costs from members of staff who leave soon after training is completed.
- b) It was PROPOSED that it be recommended to the Finance and Audit Committee that all staff contracts be amended to include recouping new training costs as follows:
 - Up to 6 months after completion of course 100%
 - Between 6 months and 9 months after completion of course 75%
 - Between 9 months and 12 months after completion of course 50%
 - Over 12 months after completion of course Nil

This was SECONDED and RESOLVED.

7/3/21 Pension Discretionary Policy

It was PROPOSED that the policy be APPROVED. This was SECONDED and RESOLVED.

It was PROPOSED that due to the confidential nature of the following items the meeting move into confidential session. This was SECONDED and RESOLVED.

8/3/21 Revision of recruitment process following the vacancy for Deputy Town Clerk

- a) It was PROPOSED that the job role be split into two part time roles. Planning Officer and Marketing and Communications Officer. This was SECONDED and RESOLVED.
- b) Job descriptions were APPROVED.

- c) It was PROPOSED that the roles be filled as soon as possible and the existing recruitment panel, consisting of Cllr. Bentley, Boulton, Castle and Swallow and the Town Clerk, be delegated authority to make the appointments. This was SECONDED and RESOLVED.

9/3/21 Staffing

- a) A report on staffing was NOTED. Staff are at full capacity with the current vacancies. A Town Clerks Assistant has been recruited and will start work on 8th November 2021.
- b) A report on the Clerks appraisal was NOTED. It was PROPOSED that it be recommended to Finance and Audit that the Town Clerk be awarded a one salary point increase to SCP 44. Back dated to 1st October. This was SECONDED and RESOLVED.
- c) A report on staff appraisals was NOTED. It was PROPOSED that it be recommended to Finance and Audit that the following staff salary increases be made back dated to 1st October 2021:
- Assistant Town Clerk - increase 1 point to SCP 10
 - Facilities Manager- increase 1 point to SCP 15
 - Projects Officer -increase 1 point to SCP 12

Meeting closed at: 18.55pm