

FARINGDON TOWN COUNCIL

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



Minutes of a Staff Sub Committee meeting held on Tuesday 17th August at 8.30am in the Jubilee Room, Pump House, Faringdon.

Cllrs. present: Steve Leniec (Chair)
Peter Castle
Liz Swallow

Cllrs online (non voting) : Kiera Bentley
Jane Boulton
Angela Finn

Officer: Sally Thurston, Town Clerk

1/2 Apologies for Absence None

2/2 Minutes of last meeting - Wednesday 20th January Signed as a correct record

3/2 Declarations of Interest & requests for dispensations None

4/2 Public Participation Time None

5/2 Items for Information Only None

6/2 Deputy Town Clerk Recruitment

- a) It was PROPOSED that a full-time (37 hours) Deputy Town Clerk should be recruited following the resignation of the current Deputy. This was SECONDED and RESOLVED.
- b) It was PROPOSED that the job description be APPROVED following minor amendments. This was SECONDED and RESOLVED.
The Clerk was asked to investigate the possibility of changing policy so training expenditure could be reclaimed should an employee leave before a set period and put this on the next Finance and Audit agenda.
- c) It was PROPOSED that critical thinking, problem solving and working under pressure be added as essential skills. It was further PROPOSED That with these additions the job description be APPROVED. This was SECONDED and RESOLVED.
- d) It was PROPOSED that the Deputy Town Clerk salary be set at SCP: 18-23 (£24,982 – £27,741) depending on experience.
- e) It was PROPOSED that the post be widely advertised to include: Internally, Facebook, Advertiser, SLCC and OALC. This was SECONDED and RESOLVED.

The following timetable was PROPOSED:
Closing Date: Friday 24th September 2021
1st Interview: W/C 27th September 2021

2nd Interview: W/C 4th October 2021
This was SECONDED and RESOLVED.

It was PROPOSED that:

Cllrs Castle, Swallow and the Town Clerk be appointed to carry out the shortling and first interviews.

Cllrs. Bentley, Boulton and the Town Clerk be appointed to carry outy the second interviews.
This was SECONDED and RESOLVED.

- f) A draft advertisement was APPROVED with minor amendments to include equality and diversity and flexible working patterns.

7/2 Staffing

It was PROPOSED that due to the confidential nature of the matters to be discussed that the meeting move into confidential session. This was SECONDED and RESOLVED.

- a) Members received and NOTED a complaint received regarding a member of staff who no longer worked for the council, including steps taken. It was AGREED that training to deal with difficult situations should be undertaken by all staff and investigated for councillors.
- b) Members received a timetable for staff appraisals which would be completed by the end of September 2021.
- c) It was AGREED that the Town Clerk's appraisal would be undertaken by Cllrs. Leniec and Finn W/C 6th September. Cllrs working closely with the Town Clerk would be asked to provide feedback under the new appraisal system.