

# **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



## **Minutes of a Staff Sub Committee meeting held on Tuesday 17<sup>th</sup> 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 20<sup>th</sup> 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 24<sup>th</sup> September 2021  
1<sup>st</sup> Interview: W/C 27<sup>th</sup> September 2021

2<sup>nd</sup> 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 6<sup>th</sup> September. Cllrs working closely with the Town Clerk would be asked to provide feedback under the new appraisal system.