



# NEWBURY Town Council

19 June 2019

**To:** The Leader of the Council, the Deputy Leader of the Council,  
Councillors Jeff Beck, Elizabeth O'Keeffe, Andy Moore and Vaughan Miller

**Substitutes:** Councillors Billy Drummond, Nigel Foot, Sarah Slack and Jeff Cant.

Dear Councillor

You are required to attend a meeting of the **Staff Sub-Committee** to be held on **Tuesday 25 June at 6.15 pm** in the Elsie Kimber Room, Town Hall.

Yours sincerely,

**Hugh Peacocke**  
Chief Executive Officer

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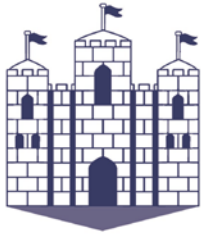
## AGENDA

- 1. Apologies for absence**  
*Chairman*
- 2. Declarations of interest and dispensations**  
*Chairman*  
To receive any declarations of interest relating to business to be conducted in this meeting and confirmation of any relevant dispensations.
- 3. Minutes of the Staff Sub- Committee meeting held on 27 November 2018**  
*Chairman*  
**To agree** the minutes of the Staff Sub-Committee meeting held on 27 November 2018 (Appendix 1)

Town Hall, Market Place, Newbury, RG14 5AA

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## 4. Exclusion of the press and public

*Chairman*

**To move** That under Section 1, Paragraph 2 of The Public Bodies (Admission to Meetings) Act 1960 the press and public be excluded from the meeting for the following items of business because publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted.

## 5. Civic Services Manager

*Chairman*

**5.1 To accept** the resignation of the Council's Civic Manager from 31 July 2018

**5.2 To approve** the attached recruitment plan

**5.3 To approve** the attached Job Advertisement, Job Description, Person Specification and Contract of Employment for the Post

**5.4 To appoint** a Selection Panel to process applications, interview applicants and make any consequent recommendations to the Staff Sub-Committee

## 6. Amendments to Job Description and Employment Terms of Community Services Officer

*Chairman*

To Approve the amendments to Job Description and Employment Terms of Community Services Officer, as per attached report

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## Newbury Town Council

### Public Minutes of the Staff Sub-Committee held in the Town Hall, Newbury, at 7.30 pm on Tuesday 27 November 2018

#### **Present:**

Councillors Adrian Edwards (Chairman), Miles Evans, Jeff Beck, Tony Stretton, Elizabeth O'Keeffe and Martha Vickers

#### **In Attendance:**

Hugh Peacocke, Chief Executive Officer (CEO)

#### **64. Apologies for absence**

Councillor Julian Swift-Hook.

#### **65. Declarations of interest and dispensations**

The Chief Executive Officer declared his interest in matters concerning his pay and conditions and withdrew from the meeting when those items were considered.

#### **66. Minutes of the Staff Sub- Committee meeting held on 23 October 2018**

**Proposed:** Councillor Elizabeth O'Keeffe

**Seconded:** Councillor Jeff Beck

**Resolved** that the Chairman sign the public and private minutes of the Staff Sub-Committee meeting held on 23 October 2018 as a true record.

#### **67. Exclusion of the Press and Public**

**Proposed:** Councillor Jeff Beck

**Seconded:** Councillor Elizabeth O'Keeffe

**Resolved:** That under Section 1, Paragraph 2 of The Public Bodies (Admission to Meetings) Act 1960 the press and public be excluded from the meeting for the following item of business because publicity would be prejudicial to the public interest by reason of the personal and confidential nature of the business to be transacted.

#### **68. Clarification of home to work claims for mileage and Time Off in Lieu**

The meeting considered a report from the Finance and Corporate Services Manager and agreed that no home to office or office home mileage expenses can be claimed in future and that the TOIL policy is amended to point out that staff cannot claim TOIL or expenses for same.

#### **69. Staff Salary review and awards**

The CEO presented a report on the annual staff appraisals. Members noted the following main points:

- The appraisals demonstrated a strong teamwork ethic; working relations between colleagues are good and the staff and members are working well together.

- This time last year the Sub-committee approved proposals for all staff to undertake online induction training on the West Berkshire learning portal and the CEO reported that all staff had completed this. He was also very pleased that some staff were now of their own volition, actively undertaking further training and development which benefitted the Council and themselves. As suggested by the staff review, a full log of training and development for all staff over the past year was submitted. The CEO said that training and development would improve the confidence, quality and productivity of all staff.
- The impact of the retirement of Granville Taylor from the Community Services Manager's post and the difficulties encountered in recruiting his replacement.

Going forward, the report presented proposals to address the areas of resilience, supervision, training and development and resources.

The members expressed their satisfaction with the report and thanked the CEO for his role in managing and developing the Council's staff.

The Staff sub-committee considered the recommendations for merit awards.

**Proposed:** Councillor Jeff Beck  
**Seconded:** Councillor Miles Evans

**Resolved:**

- That the Council approves merit awards of 3% of annual salary to the Chief Executive Officer and the Community Services Officers for managing community services, pending the appointment of the new Manager.
- That the Council approves a merit award of 1% of annual salary to the Finance and Corporate Services Manager for the extra work in preparing next year's budget in the absence of the Community Services Manager.

(These awards to be included in the December 2018 payroll)

The Staff sub-committee considered the recommendations for pay increases.

**Resolved:** That the salary budget for 2019/20 be reviewed following the resolutions made at this staff subcommittee meeting, and agreed pay scales recommended to the Policy and resources Committee for inclusion in the budget for 2019/20

**70. Community Services Manager**

**Proposed:** Councillor Tony Stretton  
**Seconded:** Councillor Miles Evans

**Resolved:**

That the Council offers the position of Community Services Manager to Mr. David Ingram, subject to a 6 months' satisfactory probation period and the rest of the Council's usual contract conditions.

The meeting closed at 8.50 pm.

Signed: \_\_\_\_\_  
 Chairman

Date: \_\_\_\_\_