

**Newbury Town Council**

**Minutes of the Staff Sub-Committee held in the Elsie Kimber Room, Town Hall,  
Newbury at 4.00 pm on 23 November 2022.**

**Present:**

Councillors Martin Colston (Chairman), Andy Moore and Elizabeth O’Keeffe.

**In Attendance:**

Hugh Peacocke, Chief Executive Officer (CEO)

**Apologies for absence**

Councillor Jeff Beck.

**20. Declarations of interest and dispensations**

The CEO said that Councillor Andy Moore is also a member of West Berkshire District Council and that he has a dispensation to discuss any matters which might relate to that Council at this meeting.

There were no declarations regarding the items on the agenda.

**21. Minutes of the Staff Sub- Committee meeting held on 29 June 2022.**

**Proposed:** Councillor Martin Colston

**Seconded:** Councillor Elizabeth O’Keeffe

**Resolved** that the Chairman sign the minutes of the Staff Sub- Committee meeting held on 29 June 2022 as a true record.

**22. 2022-23 National Salary Award**

The meeting received the notice of the award from the national Association of Local Councils. It was noted that third comprised an increase in annual salary of £1,925 across all grades, payable from 1 April 2022.

**Proposed:** Councillor Martin Colston

**Seconded:** Councillor Andy Moore

**Resolved: To Apply** the National Salary Award 2022-23 for all employees of Newbury Town Council, with effect from 1 April 2022.

**23. Exclusion of the press and public**

**Proposed:** Councillor Martin Colston

**Seconded:** Councillor Andy Moore

**Resolved** that 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 personal nature of the business to be transacted.

#### 24. **Staff Structure Review**

The meeting considered the report from the CEO, including the outcomes of the consultation with staff.

It was noted that the key issues which arose in the staff structure report received from SLCC Consultants were:

- a) the Council's management structure
- b) the lack of professional qualifications in the Council's finance team
- c) opportunities for progression for Council staff
- d) succession arrangements, and
- e) clearly identifying who should deputise when the CEO is absent.

The report was considered at that Subcommittee meeting and it was agreed to consult all staff on the Subcommittee's deliberations in this matter.

It was noted that the current staff structure arose from the Council's inability to fill the Finance and Corporate Services Manager position in 2019. This included the creation of the post of Democratic Services Officer to enable the CEO to take on the role of RFO as well. This structure resulted in an imbalance which needed to be addressed.

Arising from the issues identified in the Staff Structure Report, as well as the comments and views of the management team and comments from Council officers, both to the consultation and during regular one to ones and appraisals, it was felt that a return to the previous management structure, with Managers for the three main areas of Community Services, Corporate Services (including finance) and Civic Services was the recommended structure for the Town Council's staff.

This structure would more clearly identify the services and functions of the Council and which staff are responsible for them and dealing with them. It would also give some more opportunities for progression and succession, although these would still be quite limited in such a small organisation.

**Proposed:** Councillor Martin Colston

**Seconded:** Councillor Andy Moore

**Resolved:**

- A) To Approve** the staff structure recommended in Appendix B (attached)
- B) To Commence** the recruitment process for a Finance and Corporate Services Manager with relevant professional qualifications
- C) That** the staff structure and resources are reviewed annually, in line with the arrangements for the Council's staff budget.

#### 25. **Democratic Services Officer**

The meeting heard an update from the selection Panel for this post. However, it was noted that the post would not be filled, arising from the proposals agreed for the revised staff structure.

**Proposed:** Councillor Martin Colston

**Seconded:** Councillor Andy Moore

**Resolved:** To approve that interim arrangements continue until the post of Finance and Corporate Services Manager is filled.

**26. Community Services Manager**

The meeting heard that the Council had invited expressions of interest for this role on the recruitment website Indeed. This had attracted several possible candidates for the role.

The Subcommittee agreed that the possible candidates be advised that the Council intended to fill the post early in 2023 and would be in touch further.

The CEO and the CSM to draft Job Description and person specification for the role, along with suggested salary, for approval by Staff Subcommittee. Formal recruitment process to commence as soon as most practical (having regard to Christmas break.)

**27. Annual Appraisals**

The Subcommittee received the report from the appraisal panel for the Chief Executive Officer, the appraisals of the Council's Managers from the CEO and a report from the CEO on the appraisals of the rest of the Council's staff.

It was noted that appraisals had not been carried out for one officer who was on sick leave and another who is still on maternity leave.

The CEO's report referred to the challenges staff had dealt with arising from absences during the year. Also, how the Town Hall had been re-opened after the pandemic and the staffing arrangements currently in place. The CEO reported that the Council had recruited 3 new members of staff during the year and all were proving to be valuable additions to the Council's Officer team.

Looking ahead to 2023, key items would be:

- Putting the new staff structure in place and the successful recruitment of 2 new Managers, one for Community Services and one for Finance/Corporate Services.
- Building the proposed Community café in Victoria Park
- The Town Council elections, and
- Further developing the skills and productivity of Council staff.

**Proposed:** Councillor Martin Colston

**Seconded:** Councillor Andy Moore

**Resolved:**

- A) To pay Merit Awards to officers, where recommended in their appraisals.
- B) To award pay progressions from 1 April 2023, where recommended in appraisals.

The meeting agreed that the arrangements for Merit Awards and Salary progressions be considered by the Staff Subcommittee in September 2023, before the Annual Appraisal process begins.

**28. Staff Salary Budget 2023-24**

The subcommittee received the salaries forecast for budget 2023-24 from the CEO.

**Proposed:** Councillor Martin Colston

**Seconded:** Councillor Elizabeth O’Keeffe

**Resolved: To recommend** a staff salary budget of £512,624 to the Policy and Resources Committee for inclusion in the Council’s budget 2023-24.

**29. Staff Matters**

The Meeting noted the following staff updates:

- Sick leave
- Working time arrangements
- Compassionate leave
- Recoupment of training costs (£410 for a CiLCA course) from a staff member who had recently left.
- The CEO would consult staff on “Corporate Identity” - how officers presented and identified themselves at Council/ Civic/ Community events organised by the Council.

The meeting finished at 5.40 pm.

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

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

**Management  
Team level-  
reporting to CEO**

**CEO**  
1 FTE

**Community  
Services Manager**  
1 FTE

**Civic Manager**  
0.85 FTE

**Finance and Corporate  
Services Manager**  
1 FTE

**Community  
Services Officer**  
1 FTE

**Community  
Services Officer**  
0.8 FTE

**Parks and Open Spaces  
Supervisor**  
1 FTE

**Civic Officer**  
0.75 FTE

**Accounts Officer**  
1 FTE

**Corporate Support  
Officer**  
1 FTE

**Town Hall Officer**  
0.2 FTE

**Community Facilities  
Officer**  
1 FTE

Total FTE: 10.6