

Newbury Town Council

Minutes of the Staff Sub-Committee held on 25 September 2024 in the Elsie Kimber Room.

Present:

Councillors Gary Norman (Chairman), Ian Jee (substitute), Steve Masters, Pam Lusby-Taylor, Vaughan Miller, Elizabeth O’Keeffe,

In Attendance:

Toby Miles-Mallowan, Chief Executive Officer (CEO)

22. Apologies for absence

Councillor Jo Day

23. Declarations of interest and dispensations

No Declarations of interest noted.

24. Approval of Minutes from 17 July 2024

Minutes of last meeting received.

Proposed: Elizabeth O’Keeffe

Seconded: Vaughan Masters

Resolved that minutes from previous meeting approved

25. Staffing Restructure

CEO presented a proposed management structure for NTC. A discussion was had around the plan and implementation. Key points were:

- Suggestion to consider apprenticeships for new positions.
- Understand need for structure
- That only the Committee Clerk Position be confirmed at this time.

Proposition for the new management structure of Newbury Town Council.

Newbury Town Council;

Proposed: Gary Norman

Seconded: Vaughan Miller

Resolved that the committee **recommend** management structure to Policy and Resources Committee

26. Committee Clerk

CEO outlined internal recruitment process for the Committee Clerk in line with previous Staffing Sub-Committee. CEO stated that Kym Heasman is provisionally appointable subject to approval at Staffing Sub-Committee.

Proposed: Elizabeth O’Keeffe

Seconded: Steve Masters

Resolved That the committee approve the appointment of Kym Heasman as Committee Clerk.

27. Exclusion of Press and Public

Proposed: Vaughan Miller

Seconded: Ian Jee

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 items of business because publicity would be prejudicial to the public interest by reason of the confidential and personal nature of the business to be transacted.

28. Staffing Matters:

29. CEO Probation Review

The meeting finished at 17:21.

Signed: _____
Chairman

Date: _____