

## Newbury Town Council

### Minutes of the Staff Sub-Committee held in the Town Hall, Newbury, at 6.30 pm on Monday 5 August 2019

#### Present:

Councillors Olivia Lewis (Deputy Chairman), Jeff Beck, Vaughan Miller, Andy Moore, Billy Drummond and Elizabeth O'Keeffe.

#### In Attendance:

Hugh Peacocke, Chief Executive Officer (CEO)

#### 1. Apologies for absence

Councillor Martin Colston. (Councillor Billy Drummond, substitute)

#### 2. Declarations of interest and dispensations

None declared

#### 3. Minutes of the Staff Sub- Committee meeting held on 25 June 2019

**Proposed:** Councillor Jeff Beck

**Seconded:** Councillor Elizabeth O'Keeffe

**Resolved** that the Chairman sign the public and private minutes of the Staff Sub- Committee meeting held on 25 June 2019 as a true record.

#### 4. Exclusion of the Press and Public

**Proposed:** Councillor Olivia Lewis

**Seconded:** Councillor Jeff Beck

**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.

#### 5. Appointment of Civic Manager

The meeting considered the report from the Selection Panel, setting out the recruitment process, details of the short-listing process and the outcomes of the interviews for the above post.

**Proposed:** Councillor Billy Drummond

**Seconded:** Councillor Olivia Lewis

**Resolved:**

- That subject to satisfactory references and any other background checks required, the post of Civic manager is to be offered to Ms. Elisa Adams
- That the post is paid at SCP 24, pro-rata for a 28-hour week and the offer is subject to satisfactory completion of a probation period of 13 weeks.

**6. Arrangements to mark the retirement of Joyce Lewis, Civic Manager**

The meeting noted that Ms. Adams has left her current post and could be available at short notice to take up the post. Accordingly, it was likely that Mrs. Lewis's last day would be 31 August 2019.

**Proposed:** Councillor Olivia Lewis

**Seconded:** Councillor Jeff Beck

**Resolved:** That a special meeting of the Full Council is convened on Monday 9 September to mark the end of Mrs. Lewis's career as Civic Manager and that the Council spends up to £100 on a formal presentation to Mrs. Lewis.

**7. Review of probation period for Community Services Manager**

The meeting approved the report of the Chief Executive Officer and agreed that Mr. David Ingram has satisfactorily completed his probation period.

**Proposed:** Councillor Jeff Beck

**Seconded:** Councillor Olivia Lewis

**Resolved:** To confirm the appointment of Mr. David Ingram as the Council's Community Services Manager, with immediate effect.

The meeting closed at 6.48 pm.

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

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