

Newbury Town Council

Minutes of the Staff Sub-Committee held on 20 November 2024 in the Elsie Kimber Room.

Present:

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

In Attendance:

Toby Miles-Mallowan, Chief Executive Officer (CEO)

30. Apologies for absence

Councillors Jo Day & Steve Masters

31. Declarations of interest and dispensations

No Declarations of interest noted.

32. Approval of Minutes from September 2024

To be agreed at next staffing sub committee

33. Questions and Petitions from Members of the Public

None received

34. Members’ Questions and Petitions

None received

35. Local Government Services Pay Agreement 2024/25

To **approve** the pay award for officers

Proposed: Vaughan Miller

Seconded: Gary Norman

Resolved to adopt the Local Government Services Pay Agreement for 2024/25 and to back date to 1 April 2024.

To **agree** to proposal to pay members of staff who have left Newbury Town Council post 1 April 2024.

Proposed: Vaughan Miller

Seconded: Gary Norman

Resolved to pay members of staff in line with LGA Services Pay Agreement for 2024/25

36. Appraisal Process

To **approve** proposal to move appraisal process to February 2025.

Proposed: Elizabeth O’Keeffe

Seconded: Pam Lusby-Taylor

Resolved to move the appraisal process to February 2025.

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 the Committee Clerk.

37. Incremental Pay

To **Adopt** the National Joint Council for Local Government Services National Agreement on Pay and Conditions of Service guidance and provide incremental pay awards for Staff.

Proposed: Gary Norman

Seconded: Vaughan Miller

38. Merit Award

Proposed: Vaughan Miller

Seconded: Elizabeth O’Keeffe

Resolved to award Council Officers who, eligible a 5% Merit Award for 2024/25.

Proposed: Elizabeth O’Keeffe

Seconded: Vaughan Milles

Resolved to end Merit Award through staff consultation

39. Staffing Consultation:

Proposed Staff Consultation for 2025/26 was reviewed by the Committee. Noted that minimum staffing levels in office to be agreed.

The meeting finished at 17:21.

Signed: _____
Chairman

Date: _____