



# NEWBURY Town Council

24 February 2023.

**To:** Councillors Martin Colston, Sarah Slack, Jeff Beck, Elizabeth O’Keeffe, Andy Moore and Vaughan Miller.

**Substitutes:** Councillors Billy Drummond, Nigel Foot, Olivia Lewis and Stuart Gourley.

Dear Councillor

You are required to attend a meeting of the Staff Sub-Committee to be held in the Elsie Kimber Room, Town Hall at 10.00 am, Thursday 2 March 2023.

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 5 January 2023 (Appendix 1)**  
*Chairman*  
**To agree** the minutes of the Staff Sub-Committee meeting held on 5 January 2023.
- 4. Local Government Services Pay Agreement 2022-23 (Appendix 2)**  
*Chairman*  
**To Approve** the terms of the Agreement for all Council staff.
- 5. 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 and personal nature of the business to be transacted.

**6. Services Delivery Manager**

*Chairman*

**To Approve** the recommendations from the Selection Panel for the post.

**7. Finance and Corporate Services Manager**

*Chairman*

**To receive** an update on the recruitment to this post

**8. Changes to Contracts**

*Chairman*

**To Approve** changes to contracts of employment for 3 of the Council's employees.

**9. Redundancy**

*Chairman*

**To approve** a redundancy package for one of the Council's employees.

**10. Other Staff Matters**

*Chairman*

**To note** confidential staff updates and approve any arrangements arising from same.

**Newbury Town Council**

**Minutes of the Staff Sub-Committee held in the Elsie Kimber Room, Town Hall, Newbury at 4.30 pm on 5 January 2023..**

**Present:**

Councillors Councillor Jeff Beck, Martin Colston (Chairman), Olivia Lewis, Vaughan Miller, Andy Moore Elizabeth O’Keeffe.

**In Attendance:**

Hugh Peacocke, Chief Executive Officer (CEO)

**Apologies for absence**

Councillor Andy Moore

**1. Declarations of interest and dispensations**

The CEO said that Councillor Jeff Beck is also a member of West Berkshire Council and 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.

**2. Minutes of the Staff Sub- Committee meeting held on 23 November 2022.**

The minutes, as circulated, were amended to record apologies from Councillor Sarah Slack.

**Proposed:** Councillor Martin Colston

**Seconded:** Councillor Vaughan Miller

**Resolved** that the Chairman sign the minutes of the Staff Sub- Committee meeting held on 23 November 2022, as amended, as a true record.

**3. Finance and Corporate Services Manager**

The members considered the Job Description, Person Specification and Terms and conditions for the post of Finance and Corporate Services Manager, as published with the agenda for the meeting.

It was noted that the last time the Council sought to fill the post the salary offered was SCP 34-37. However, the salary evaluation in 2018 recommended that the post be paid at SCP 37-41 and this was agreed by the Subcommittee.

The CEO pointed out that under standing Orders the Subcommittee was required to:

- i. recommend to the Policy and Resources Committee appropriate staffing arrangements for the post of RFO and relevant salary scales and conditions;
- ii. provide the Town Council with related Job Description and Person Specification; and

- iii. propose to the Town Council such recruitment and selection processes as are required for appointment to the post (Standing Order 31.7 (b))

**Proposed:** Councillor Jeff Beck

**Seconded:** Councillor Sarah Slack

**Resolved: To recommend** that the Policy and Resources Committee approves the Job Description, Person Specification and Terms and Conditions for the post of Finance and Corporate Services Manager, as considered by the meeting.

**Proposed:** Councillor Martin Colston

**Seconded:** Councillor Vaughan Miller

**Resolved: To appoint** Councillors Jeff Beck and Elizabeth O’Keeffe, the CEO and an officer from West Berkshire Council to the Selection Panel for the post ( with Councillor Sarah Slack as a substitute member)

**Proposed:** Councillor Martin Colston

**Seconded:** Councillor Vaughan Miller

**Resolved: To approve** the recruitment plan for the post.

#### 4. **Services Delivery Manager**

The members considered the Job Description, Person Specification and Terms and conditions for the post of Services Delivery Manager, as published with the agenda for the meeting.

**Proposed:** Councillor Martin Colston

**Seconded:** Councillor Vaughan Miller

**Resolved: To Approve** the Job Description, Person Specification and Terms and conditions for the post of Services Delivery Manager

**Proposed:** Councillor Martin Colston

**Seconded:** Councillor Vaughan Miller

**Resolved: To appoint** Councillors Jeff Beck and Sarah Slack, the CEO and the Council’s Community Services Manager to the Selection Panel for the post (with Councillor Elizabeth O’Keeffe as a substitute member)

**Proposed:** Councillor Martin Colston

**Seconded:** Councillor Vaughan Miller

**Resolved: To approve** the recruitment plan for the post.

#### 5. **Exclusion of the press and public**

**Proposed:** Councillor Martin Colston

**Seconded:** Councillor Vaughan Miller

**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.

**6. Other Staff Matters**

6.1 The CEO reported on an employee's ongoing sick leave. The CEO was directed to take any appropriate action required in this matter.

6.2 The meeting noted that the Civic Manager, was scheduled to go on maternity leave from mid March.

6.3 Another officer was due to return from maternity leave in mid-May

6.4 The CEO updated on other actions arising from the staff restructure:

- Each of the 3 services would identify their functions/roles/responsibilities and then look at how these were allocated between team members. This would result in updating old Job descriptions and probable re-allocation of some duties.
- Recruitment/ appointment to the new role of Civic Officer
- The post of part time accounts officer would be made redundant when the Finance and corporate services Manager post is filled.

The meeting finished at 5.18 pm.

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

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

## National Joint Council for local government services

**Employers' Secretary**  
Naomi Cooke

**Trade Union Secretaries**  
Rachel Harrison, GMB

Mike Short, UNISON

**Address for correspondence**  
Local Government Association  
18 Smith Square  
London SW1P 3HZ  
Tel: 020 7664 3000  
[info@local.gov.uk](mailto:info@local.gov.uk)

**Address for correspondence**  
UNISON Centre  
130 Euston Road  
London NW1 2AY  
Tel: 0845 3550845  
[l.government@unison.co.uk](mailto:l.government@unison.co.uk)

**To: Chief Executives in England, Wales and N Ireland  
(copies for HR and Finance Directors)  
Members of the National Joint Council**

1 November 2022

Dear Chief Executive,

### **LOCAL GOVERNMENT SERVICES PAY AGREEMENT 2022-23**

Employers are encouraged to implement this pay award as swiftly as possible.

#### **Pay**

Agreement has been reached on rates of pay applicable from **1 April 2022**. The new pay rates are attached at **Annex 1**.

The new rates for allowances, uprated by 4.04 per cent, are set out at **Annex 2**.

The NJC has agreed that from **1 April 2023**, Spinal Column Point (SCP) 1 will be permanently deleted from the NJC pay spine.

#### **Annual Leave**

The NJC has agreed that from **1 April 2023**, all employees covered by this National Agreement, regardless of their current leave entitlement or length of service, will receive a permanent increase of one day (pro rata for part-timers) to their annual leave entitlement. This may require, in some organisations, that a local agreement has to be reached in order for the extra day to be applied. The NJC's full expectation is that the additional day's leave will be applied for all NJC staff, regardless of existing local arrangements.

The National Agreement Part 2 Para 7.2 will, with effect from **1 April 2023**, be amended to read as follows:

#### **7.2 Annual Leave**

*With effect from 1 April 2023, the minimum paid annual leave entitlement is twenty-three days with a further three days after five years of continuous service. The*

*entitlement as expressed applies to five day working patterns. For alternative working patterns an equivalent leave entitlement should be calculated.*

**7.3** *The annual leave entitlement of employees leaving or joining an authority is proportionate to their completed service during the leave year.*

**7.4 Extra Statutory Holidays**

*Employees shall have an entitlement to two extra statutory days holiday, the timing of which shall be determined by the authority in consultation with the recognised Trade Unions with a view to reaching agreement or added to annual leave by local agreement.*

**Joint work**

The NJC has also agreed to enter into discussions on homeworking policies, mental health support and maternity etc leave.

**Backpay for employees who have left employment since 1 April 2022**

If requested by an ex-employee to do so, we recommend that employers should pay any monies due to that employee from 1 April 2022 to the employee's last day of employment.

When salary arrears are paid to ex-employees who were in the LGPS, the employer must inform its local LGPS fund. Employers will need to amend the CARE and final pay figures (if the ex-employee has pre-April 2014 LGPS membership) accordingly. Further detail is provided in [section 15 of the HR guide](#) which is available on the [employer resources section](#) of [www.lgpsregs.org](http://www.lgpsregs.org)

Yours sincerely,

*Naomi  
Cooke*

**Naomi Cooke**

*R. Harrison*

**Rachel Harrison**

*M. R. Short*

**Mike Short**

SCP	01-Apr-21		01-Apr-22	
	per annum	per hour	per annum	per hour
1	£18,333	£9.50	£20,258	£10.50
2	£18,516	£9.60	£20,441	£10.60
3	£18,887	£9.79	£20,812	£10.79
4	£19,264	£9.99	£21,189	£10.98
5	£19,650	£10.19	£21,575	£11.18
6	£20,043	£10.39	£21,968	£11.39
7	£20,444	£10.60	£22,369	£11.59
8	£20,852	£10.81	£22,777	£11.81
9	£21,269	£11.02	£23,194	£12.02
10	£21,695	£11.25	£23,620	£12.24
11	£22,129	£11.47	£24,054	£12.47
12	£22,571	£11.70	£24,496	£12.70
13	£23,023	£11.93	£24,948	£12.93
14	£23,484	£12.17	£25,409	£13.17
15	£23,953	£12.42	£25,878	£13.41
16	£24,432	£12.66	£26,357	£13.66
17	£24,920	£12.92	£26,845	£13.91
18	£25,419	£13.18	£27,344	£14.17
19	£25,927	£13.44	£27,852	£14.44
20	£26,446	£13.71	£28,371	£14.71
21	£26,975	£13.98	£28,900	£14.98
22	£27,514	£14.26	£29,439	£15.26
23	£28,226	£14.63	£30,151	£15.63
24	£29,174	£15.12	£31,099	£16.12
25	£30,095	£15.60	£32,020	£16.60
26	£30,984	£16.06	£32,909	£17.06
27	£31,895	£16.53	£33,820	£17.53
28	£32,798	£17.00	£34,723	£18.00
29	£33,486	£17.36	£35,411	£18.35
30	£34,373	£17.82	£36,298	£18.81
31	£35,336	£18.32	£37,261	£19.31
32	£36,371	£18.85	£38,296	£19.85
33	£37,568	£19.47	£39,493	£20.47
34	£38,553	£19.98	£40,478	£20.98
35	£39,571	£20.51	£41,496	£21.51
36	£40,578	£21.03	£42,503	£22.03
37	£41,591	£21.56	£43,516	£22.56
38	£42,614	£22.09	£44,539	£23.09
39	£43,570	£22.58	£45,495	£23.58
40	£44,624	£23.13	£46,549	£24.13
41	£45,648	£23.66	£47,573	£24.66
42	£46,662	£24.19	£48,587	£25.18
43	£47,665	£24.71	£49,590	£25.70

NB: hourly rate calculated by dividing annual salary by 52.143 weeks (which is 365 days divided by 7) and then divided by 37 hours (the standard working week)



Part 3 Paragraph 2.6(e) Sleeping-in Duty Payment:

**1 April 2022**  
£39.24

**RATES OF PROTECTED ALLOWANCES AT 1 APRIL 2022  
(FORMER APT&C AGREEMENT (PURPLE BOOK))**

**Paragraph 28(3) Nursery Staffs in Educational Establishments - Special Educational Needs Allowance**

**1 April 2022**  
£1,401

**Paragraph 28(14) Laboratory / Workshop Technicians**

City and Guilds Science Laboratory Technician's Certificate Allowance:

**1 April 2022**  
£228

City and Guilds Laboratory Technician's Advanced Certificate Allowance:

**1 April 2022**  
£165

**Paragraph 32 London Weighting and Fringe Area Allowances £ Per Annum**

Inner Fringe Area:

**1 April 2022**  
£951

Outer Fringe Area:

**1 April 2022**  
£663

**Paragraph 35 Standby Duty Allowance - Social Workers (1)(a)(i) Allowance - Per Session**

**1 April 2022**  
£31.58

## **FORMER MANUAL WORKER AGREEMENT (WHITE BOOK)**

### **Section 1 Paragraph 3 London and Fringe Area Allowances £ Per Annum**

Inner Fringe Area:

**1 April 2022**

£951

Outer Fringe Area:

**1 April 2022**

£663