

Newbury Town Council

Minutes of the Staff Sub-Committee held in the Town Hall, Newbury, at 6.30 pm on Wednesday 4 March 2020.

Present:

Councillors Martin Colston (Chairman), Jeff Beck, Andy Moore, Nigel Foot and Elizabeth O’Keeffe.

In Attendance:

Hugh Peacocke, Chief Executive Officer (CEO)

Apologies for absence

Councillors Olivia Lewis, Vaughan Miller (Councillor Nigel Foot, substitute)

7. Declarations of interest and dispensations

None declared. Noted general dispensation for Councillors Jeff Beck and Andy Moore in relation to West Berkshire District Council business.

8. Minutes of the Staff Sub- Committee meeting held on 7 January 2020

Proposed: Councillor Elizabeth O’Keeffe

Seconded: Councillor Jeff Beck

Resolved that the Chairman sign the minutes of the Staff Sub- Committee meeting held on 7 January as a true record.

9. Exclusion of the press and public

Proposed: Councillor Jeff Beck

Seconded: Councillor Elizabeth O’Keeffe

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 and financial nature of the business to be transacted.

10. Recruitment of the Council’s Finance and Corporate Services Manager

The meeting heard that 3 applications were received for the post and all 3 were invited for interview. The Selection Panel interviewed on Wednesday 4 March but no candidates were recommended to fill the post.

Proposed: Councillor Martin Colston

Seconded: Councillor Andy Moore

Resolved that the Subcommittee accepts the recommendation of the Selection Panel.

11. **Corporate Services**

The Subcommittee considered the position of the Council's Corporate Services going forward.

It was noted that the Council's financial accounts and records are currently being maintained by staff, with outside consultancy support. A similar arrangement was working for the website and IT services. Reflecting on the recruitment process and the role of the Corporate Services Manager, the subcommittee felt that an overall review of Corporate Services arrangements was required before advertising to fill any further Corporate Services vacancies.

Proposed: Councillor Martin Colston

Seconded: Councillor Andy Moore

Resolved that a review of the arrangements for the Council's Corporate Services be carried as soon as possible.

Members noted the interim arrangements in place and the need for temporary additional website support.

Proposed: Councillor Martin Colston

Seconded: Councillor Andy Moore

Resolved that the Council engages Firsty Ltd. for temporary website support, pending a permanent solution for the Council's website.

The meeting also resolved to thank Councillor Erik Pattenden for his support for the Council during this difficult time.

12. **Payment of overtime**

The meeting received a report from The Chief Executive Officer expressing concern at the amount of TOIL (Time Off In Lieu) generated by the activities of the Green Spaces Working Group and recommending that overtime be paid in respect of this.

Proposed: Councillor Martin Colston

Seconded: Councillor Andy Moore

Resolved that the council pays overtime to officers for work outside of normal working hours arising from the green spaces working Group and that the relevant contracts of employment be amended to incorporate this.

13. **Appointment of Honorary Civic Staff**

The meeting received a report from the Civic Manager recommending appointments to the vacant roles of Keeper of the Robes and Reserve Macebearer.

Proposed: Councillor Martin Colston

Seconded: Councillor Andy Moore

Resolved to appoint Joyce Lewis for the role of Keeper of the Robes and to appoint Anthony Hewitt to the role of Reserve Macebearer

The meeting closed at 7.15 pm.

Signed: _____

Chairman

Date: _____