



NEWBURY Town Council

14 January 2022

To: The Leader of the Council, the Deputy Leader of the Council,
Councillors Jeff Beck, Elizabeth O’Keeffe, Andy Moore and Vaughan Miller.

Substitutes: Councillors Billy Drummond, Nigel Foot, Sarah Slack 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 3.00 pm, Wednesday, 19 January 2022.

Yours sincerely,

Hugh Peacocke
Chief Executive Officer

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 (Appendix 1)

Chairman

To agree the minutes of the Staff Sub-Committee meeting held on 9 December 2021.

4. 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 nature of the business to be transacted.



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5. Maternity Pay

Chairman

To approve Maternity pay and conditions for an employee of the Council.

6. Redundancy

Chairman

6.1 To approve redundancy terms and conditions for an employee of the Council

6.2 To authorise officers to complete the redundancy arrangements

7. Staff update

Chief Executive Officer

To update the Subcommittee on absences, recruitments and other staff issues.

Newbury Town Council

Minutes of the Staff Sub-Committee held in the Council Chamber, Town Hall, Newbury at 7.30 pm on 9 December 2021.

Present:

Councillors Jeff Beck, Elizabeth O’Keeffe, Andy Moore, Vaughan Miller, and Sarah Slack (sub for Councillor Martin Colston).

In Attendance:

Hugh Peacocke, Chief Executive Officer (CEO)

Apologies for absence

Councillor Martin Colston.

Absent

Councillor Olivia Lewis

75. Election of Chairman

Proposed: Councillor Andy Moore

Seconded: Councillor Sarah Slack

Resolved that Councillor Elizabeth O’Keeffe chair the meeting.

76. Declarations of interest and dispensations

The CEO said that Councillors Jeff Beck and Andy Moore were members of West Berkshire District Council and had 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.

77. Minutes of the Staff Sub-Committee meeting held on 17 November 2021

Proposed: Councillor Jeff Beck

Seconded: Councillor Sarah Slack

Resolved that the Chairman sign the minutes of the Staff Sub-Committee meeting held on 17 November 2021 as a true record.

78. Working Arrangements at the Town Hall

The CEO reported on the trial working arrangements in place since the Town Hall re-opened to the public on 1 September. A rota of “minimum attendances” had been in place since then. The rota aimed to ensure that there was always a member of the management team in the offices, that members of the same team were together at least once a week and to avoid lone working in the Town Hall. Staff said that they felt safe and secure with these arrangements. However, there had been considerable disruption due to staff absences over the 3-month period.

The Staff Sub-Committee considered the latest Government requirements regarding Coronavirus and the guidance that where people can work from home, they should work from home. It was agreed that the Town Hall should remain open to the public and noted that Council and committees still had to meet in the Town Hall and that bookings had increased over the past 3 months.

Proposed: Councillor Vaughan Miller

Seconded: Councillor Andy Moore

Resolved: That the Council's staff retain the current arrangements for manning the Town Hall unless or until Government regulations or guidance require differently.

79. Exclusion of the press and public

Proposed: Councillor Elizabeth O'Keeffe

Seconded: Councillor Jeff Beck

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 nature of the business to be transacted.

80. Civic Manager

The meeting heard that the Council had successfully recruited to the new post of Town Hall Officer, which Elisa Mullen, the Civic Manager, will line manage. This will result in changes to Elisa's contract of employment, as her work hours increase from 28 per week to 31 per week and to the Job description, to include line-managing the Town Hall Officer.

It was noted that paragraph 13.1 of the contract be corrected so that Annual Leave reflects the increased working hours.

Proposed: Councillor Andy Moore

Seconded: Councillor Sarah Slack

Resolved that the Contract of employment and the job description for the Council's Civic Manager be revised, as per the documents published with the agenda, as amended above.

81. Staff Performance Review, Awards and Salaries

The meeting considered the report from the Chief Executive Officer on the annual appraisals of the Council's Management Team and the rest of the Council's workforce.

81.1 Merit Awards:

Proposed: Councillor Vaughan Miller

Seconded: Councillor Andy Moore

Resolved: That the Merit Awards as recommended by the Council's Management Team be approved.

81.2 Salary progressions (From 1 April 2022, unless otherwise stated)

Proposed: Councillor Jeff Beck

Seconded: Councillor Andy Moore

Resolved: That the salary progressions as recommended by the Council's Management Team be approved.

81.3 Salaries Budget 2022-23

Proposed: Councillor Jeff Beck

Seconded: Councillor Andy Moore

Resolved: To Recommend the staff salary budget of £468,323 to the Policy and Resources Committee for inclusion in the Council's overall budget for 2021-22, having regard to the above resolutions.

82. Staff update

The CEO updated the Staff Subcommittee on absences, recruitments and other staff matters.

The meeting finished at 8.31 pm.

Signed: _____
Chairman

Date: _____