

## Newbury Town Council

**Public Minutes of the Staff Sub-Committee held in the Town Hall, Newbury, at 7.30 pm on Tuesday 3 December 2019.**

**Present:**

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

**In Attendance:**

Hugh Peacocke, Chief Executive Officer (CEO)

**1. Apologies for absence**

Councillors Martin Colston (Councillor Billy Drummond, substitute) and Vaughan Miller.

**2. Declarations of interest and dispensations**

None declared

**3. Minutes of the Staff Sub- Committee meeting held on 5 August 2019**

**Proposed:** Councillor Jeff Beck

**Seconded:** Councillor Billy Drummond

**Resolved** that the Chairman sign the minutes of the Staff Sub- Committee meeting held on 5 August 2019 as a true record.

**4. Review of Contract of Employment**

The meeting noted the advice received from the council's personnel consultants, Ellis Whittam regarding recommended amendments to contracts of employment. It was agreed that these would apply for future contracts offered by the Council.

Paragraph 11.1 was amended as follows:

*11.1 You will ~~receive~~ participate in an annual appraisal.*

**Proposed:** Councillor Jeff Beck

**Seconded:** Councillor Billy Drummond

**Resolved** that the Council's contracts of employment be amended as recommended by Ellis Whittam.

**5. Member-Officer Protocol**

The meeting considered the Protocol as circulated. It was amended as follows:

*Members should not use Town Council logos or letterheads on their personal correspondence.*

**Proposed:** Councillor Jeff Beck

**Seconded:** Councillor Billy Drummond

**Resolved** that subject to the above amendment, the Council approves the member-Officer protocol as circulated.

**6. Finance and Corporate Services**

The meeting noted that the Finance and Corporate Services Manager had given notice of resignation to expire on 24 December. The CEO and the Corporate Services team had discussed this and recommended that the Council recruit to a similar role, for a 5-day week. The Subcommittee agreed this and also a recruitment plan aimed at filling the vacancy by 1 April 2020.

(The subcommittee to convene at 6.15 pm on 7 January 2020)

**7. Exclusion of the Press and Public**

**Proposed:** Councillor Elizabeth O’Keeffe

**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.

**8. To confirm the permanent Appointment of Ms. Elisa Adams as Civic Manager**

The CEO advised the meeting that Ms. Adams had completed her probation period, including an induction programme and mandatory training. He reported that was happy to recommend her permanent appointment. He told the Members that in making this recommendation he had consulted with the Mayor, the Chair of the Civic Pride, Arts and Leisure Committee and that all of them also recommended this.

**Proposed:** Councillor Jeff Beck

**Seconded:** Councillor Billy Drummond

**Resolved** that the Council confirms the permanent appointment of Ms. Elisa Adams as Civic Manager.

**9. Staff Salary review and awards**

The meeting considered the report of the CEO on annual appraisals and the overall performance of the Council’s staff. The meeting agreed that the council was very pleased with the work of the staff and the direction in which the council was going.

The report to the Subcommittee included recommendations for merit awards and salary progressions. It was noted that the merit awards are usually paid in December, which would result in an over expenditure on salaries this year which would be brought to the attention of the Policy and Resources Committee in January. Salary progressions normally apply from 1 April the following year.

The CEO offered to leave the meeting while members discussed this. The meeting accepted all of the recommendations en bloc.

**Proposed:** Councillor Jeff Beck

**Seconded:** Councillor Billy Drummond

**Resolved:**

1. That the Council makes the following Merit Awards:

Private

2. Other payments:

Private

3. Pay increases (From 1 April 2020)

Private

**10. The staff salary budget for 2020-21.**

**Proposed:** Councillor Olivia Lewis

**Seconded:** Councillor Andy Moore

**Resolved** that the Subcommittee recommends a salary budget of £467,682 which allows for the increases in pension contributions and cost of living pay awards mentioned above, an additional part time post for a climate change assistant, a full time Finance and Corporate Services Manager and contingency of £5,000. Further amendment will be required to cover the 2 salary progressions approved at 9 above.

**11. Future Work Programme**

**11.1** In the interests of transparency, accountability and fairness to staff, the Subcommittee would like to formalise the process for Merit Awards

**11.2** It was agreed that the Subcommittee should establish a panel for the annual appraisal of the CEO, rather than just the Leader of the Council (Noted that both the Leader and the CEO support this proposal)

The meeting closed at 8.43 pm.

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

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