**Appendix 1.**

**Newbury Town Council**

**Minutes of the Staff Sub-Committee held in the Council Chamber, Town Hall, Newbury at 7.30 pm on 3 November 2021.**

**Present:**

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

**In Attendance:**

Hugh Peacocke, Chief Executive Officer (CEO)

**Apologies for absence**

 Councillor Vaughan Miller.

1. **Declarations of interest and dispensations**

The CEO aid 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.

1. **Minutes of the Staff Sub- Committee meeting held on 25 August 2021**

**Proposed:** Councillor Jeff Beck

 **Seconded:** Councillor Martin Colston

 **Resolved** that the Chairman sign the minutes of the Staff Sub- Committee meeting held on 25 August 2021 as a true record.

1. **To appoint a Selection Panel for the post of Town Hall Officer**

The Subcommittee appointed Councillors Elizabeth O’Keeffe and the Mayor, Billy Drummond, as well as the Civic manager to the selection panel for this post.

1. **To appoint a Selection Panel for the post of Facilities Officer**

The Subcommittee appointed Councillor Sarah Slack, The Community services Manager, David Ingram and James Heasman, the Council’s Parks, Open Spaces & Recreation Officer to the selection panel for this post.

1. **Exclusion of the press and public**

 **Proposed:** Councillor Martin Colston

 **Seconded:** Councillor Elizabeth O’Keeffe

**Resolved** thatthe 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.

1. **Update on the recruitment process for the posts above**

The Subcommittee noted the arrangements and scheduling for shortlisting, interviews and recruitment to the Posts.

The CEO advised that the closing date for applications was Sunday 7 November and updated members on the number of applications received.

1. **Staffing update**

The CEO updated the Subcommittee on staff absences and the meeting noted that the CEO may engage additional resources to deal with any backlog or other matters arising in this regard because of the risk to the delivery of Council services, in accordance with paragraph 4.5 of the Council’s Financial Regulations.

The meeting finished at 7.35 pm.

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

 Chairman