



19 July 2016

To: The Leader of the Council, the Deputy Leader of the Council,
Councillors Jeff Beck, Elizabeth O’Keeffe, Tony Stretton and Julian Swift-
Hook

Substitutes: Councillors Mike Johnston, Kuldip Singh Kang, Andrew Steel and Martha
Vickers

Dear Councillor

You are required to attend a meeting of the **Staff Sub-Committee** to be held in Suite 2,
Town Hall, Market Place, Newbury, on **Monday 25 July 2016 at 7.30 pm.**

Yours sincerely,

Hugh Peacocke
Chief Executive Officer

AGENDA

- 1. Apologies for absence**
Chief Executive Officer
- 2. Declarations of interest and dispensations**
Chief Executive Officer

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 21 December 2015**
Chairman

To agree the minutes of the Staff Sub- Committee meeting held on 21 December 2015 (Appendix 1)

4. Revised Job Descriptions

Chief Executive Officer

4.1 To consider revised job descriptions for the posts of:

- a) Responsible Financial Officer (Appendix 2)
- b) Community Services Manager (Appendix 3)
- c) Civic Manager (Appendix 4)

4.2 To approve the revised job descriptions, subject to any amendments at 4.1 above.

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 nature of the business to be transacted.

6. Long Service Awards for Officers of Newbury Town Council

Chief Executive Officer

To consider any awards that may be appropriate.

7. Amendments to the Community Service Officer's Contract of Employment

Chief Executive Officer

To ratify the amendments to the Community Service Officer's Contract of Employment

8. Chief Executive Officer's Annual Review

The Leader of the Council

8.1 To review the performance of The Chief Executive Officer and

8.2 To approve any review of the Chief Executive Officer's salary, in accordance with his contract of employment.

Newbury Town Council

Minutes of the Staff Sub-Committee held in Suite 2, Town Hall, Market Place, Newbury, at 7.30 pm on Monday 21 December 2015

Present:

Councillors David Goff (Chairman), Anthony Pick, Tony Stretton, Jeff Beck, and Julian Swift-Hook

Apologies:

Councillor Adrian Edwards

In Attendance:

Hugh Peacocke, Chief Executive Officer
Gillian Durrant, Responsible Financial Officer

1. Declarations of interest and dispensations

None

2. Minutes of the Staff Sub- Committee meeting held on 10 September 2015

Proposed: Councillor Jeff Beck

Seconded: Councillor Anthony Pick

Resolved that the Chairman sign the minutes of the Staff Sub- Committee meeting held on 10 September 2015 are a true record.

3. Christmas Closure from 2016 onwards

The Chief Executive Officer asked the Sub-committee to consider a shutdown of the Council's offices over the Christmas period, from Christmas 2016 onwards. He pointed out that this was common practice in industry and had been accepted as good practice in several local authorities. The benefits were:

- i) Saving heating and lighting at a dark time of the year, when only a small number of staff were in the offices, often with the doors closed to the public.
- ii) Better allocation of annual leave, as staff would be available on busier days and avoiding competing demands for leave on the same day.

It was noted that the Council already provided 2 days fixed leave over the Christmas period and this would require staff to allocate one day of their flexible annual leave to complete the shutdown period. However, given the benefits to the organisation, the Chief Executive Officer was satisfied that this should happen.

Proposed: Councillor Tony Stretton

Seconded: Councillor Jeff Beck

4. Exclusion of the press and public

Proposed: Councillor Jeff Beck

Seconded: Councillor Anthony Pick

Resolved that the Chairman sign the minutes of the Staff Sub- Committee meeting held on 10 September 2015 are a true record.

5. Exclusion of the Press and Public

Proposed: Councillor David Goff

Seconded: Councillor Anthony Pick

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 nature of the business to be transacted.

6. Review of the Salaries and conditions for Town Council Staff

The Subcommittee considered recommendations from the Council's Management Team and agreed salary reviews as presented.

The meeting concluded at 8.35 pm.

Signed: _____
Chairperson

Date: _____

RFO and Corporate Services Manager Job Description

Job Summary:

The post-holder will be accountable to the Chief Executive Officer and will support the Chief Executive Officer to ensure the smooth running of the Corporate Governance, Corporate Services and Financial Administration of the Council.

The post-holder will be required to deputise in the absence of the Chief Executive Officer in matters relating to the overall administration of the Council's affairs and will undertake a senior management role in accordance with the instructions of the Chief Executive Officer and the Council.

Responsible Financial Officer:

Duties:

- To manage the Council's accounting records and accounting control systems;
- To ensure the accounting control systems are observed and comply with the Accounts and Audit Regulations.
- To maintain the accounting records of the Council up to date in accordance with proper practices
- To assist the council to secure economy, efficiency and effectiveness in the use of its resources
- To produce financial management information as required by the council.

In particular the RFO's responsibilities include:

Financial Regulations

Keeping the Financial Regulations updated in accordance with legislation

Payroll

Notifying the payroll company of hours and expenses for all staff each month

Arranging prompt payment of HMRC, the LGPS and staff (via bank autopay)

Notifying the payroll company of changes to staff, salaries, hours etc.

Insurance

Keeping the Town Council's insurance policy up to date

Liaising with brokers in the event of claims

Assets

Maintaining an up to date asset register

VAT

Ensuring quarterly VAT returns are completed in time

Dealing with VAT enquiries

Council Meetings

Attending full Council meetings as required

Preparing agendas and attending Policy and Resources committee meetings then preparing minutes

Preparing reports for Council and P&R as required such as Income and Expenditure, lists of payments, bad debtors etc.

Liaising with the Internal Auditor and ensure that all recommendations are carried out

Preparing agendas and supporting papers for the Audit Working Group, clerking the meetings and preparing the minutes.

Budget and Accounts

Preparing the annual budget (with input from other managers)

Preparing a four year forecast and phased budget

Preparing the Annual Return and Annual Governance Statement and submitting this to the External Auditor in accordance with the regulations

Advertising the Council's accounts for inspection by the public as required

Liaising with the accounts package software provider to prepare annual accounts

Suite Lettings and bookings

Liaising with agents for commercially letting Town Hall Suites

Managing tenants and rent payments

Corporate Services Manager Job Description

The Corporate Services Manager is responsible for the day to day management of the Corporate Services Team, which is made up of two Corporate Services Officers and the Town Hall Receptionist.

The Corporate Services Team is responsible for:

- All financial transactions of the Town Council
- Clerking Council and Committee meetings and preparing minutes and agendas for all committees except the Community Services committee
- Preparing minutes, agendas and clerking Grants subcommittee, Local Democracy working group, and the Audit Working Group
- Publishing agendas on the website and noticeboard
- Publishing minutes on the website
- Organising Local Democracy Week
- Manning the reception area
- Answering the phones
- Suite lettings and Chamber bookings
- Updating the noticeboard and co-ordinating the placement of posters in the town's bus shelters

- Social media
- The Town Council website
- Graphic design for posters, reports etc.
- Production of the Annual Town Report and Precept leaflet
- Maintaining the Town Council's IT and telephone systems
- Supporting the Newbury Young Peoples' Council

The Corporate Services Manager should ensure the Team have all the training and equipment needed to do their jobs well, and work with them to ensure deadlines are met.

Additionally the Corporate Services Manager must:

Appraise the Corporate Services Team staff regularly

Hold regular team meetings

Attend monthly managers meetings and make the CEO and managers aware of any issues arising from the Corporate Services Team

POST HOLDER REQUIREMENTS

1. Ability to fully grasp the full implications of all financial decisions.
2. Ability to interpret and implement complex financial regulations.
3. Ability to manage, motivate and develop a small team of officers
4. Pleasant and tactful manner and able to deal with difficult and irate customers without compromising the good name of the Council.
5. Ability to use appropriate computer applications and to communicate effectively in writing and verbally.
6. Ability to analyse problems relating to the Council's administration and finance, and to propose and implement solutions on a day to day and long term basis.
7. Some evening and out of hours working may be required (including attendance at evening meetings of the Council as directed by the Chief Executive Officer).
8. To be able to work on own initiative without supervision and within a small team environment.
9. Undertake such duties as may be required by the Chief Executive Officer and which are reasonably consistent with the duties, grading and character of the post.

NEWBURY TOWN COUNCIL

JOB DESCRIPTION

POST TITLE:	Community Services Manager
RESPONSIBLE TO:	Chief Executive Officer
RESPONSIBLE FOR:	Community Services Team Staff
POST HOLDER:	Granville Taylor
SUBORDINATES:	Community Services Officer 1 Community Services Officer 2 Grounds Maintenance Officer/Park Ranger Caretaker Market Manager
SALARY GRADE:	TBD
DATE Reviewed:	2016

1. JOB SUMMARY:

To undertake the effective and efficient management of officers of the Community Services Team, implementing decisions and policies of the Council within the approved Scheme of Delegation.

To ensure Community Services expenditure complies with statutory requirements of the Council and within budget constraints, ensuring full compliance with relevant legal and financial obligations.

To work with partners and the community to deliver the Council's wider strategic objectives.

2. FUNCTIONAL RELATIONSHIPS:

- (i) Internal – staff (Line Manager to Community Services Team); CEO; Councillors; Corporate Services; Civic Manager.
- (ii) External – partners, the community, voluntary and business sectors.

3. KEY RESPONSIBILITIES:

Strategic Development of Services for the Community

- (i) Assist in the strategic development of the business and the Council's Corporate Plan.
- (ii) Assist in the development of any new facilities and management of existing facilities.

Economic Development

- (iii) To represent the Town Council on outside bodies as and when appropriate.
- (iv) To assist in developing partnership opportunities with the wider community.

Asset Management

- (v) The maintenance of the Council's building portfolio, which consists of the Town Hall, Clock House, War Memorial, Victoria Park Kiosk, Bowls Club, Cemetery Chapels and Football Changing Rooms.
- (vi) Identify and report to CEO opportunities for the purchase or disposal of land and buildings and opportunity to develop new income streams.

Project Management

- (vii) Management, monitoring and development of the Council's existing and planned contracts.
- (viii) Management and effective control of Community Service Budgets and Service Plans.
- (ix) To undertake the management and co-ordination of resources for the efficient operation of the Community Services functions including the prioritisation and allocation of tasks to subordinates. Advising and instruction of other Council Officers on matters relating to the management of the Council's services and facilities.
- (x) To manage and supervise all works/tasks relating to the Council's Service Contracts.
- (xi) Research and obtain information in relation to developer contributions (S106) and recommend projects for consideration for the allocation of funds.

People Management

- (xii) Line responsibility for the management and supervision of the Council's Community Services Team, i.e. the Community Services Officers, Grounds Maintenance Officer/Park Ranger and Caretaker.
- (xiii) To lead and manage staff development and effectiveness of each member of the Services Team to ensure efficient delivery of the Council's business.
- (xiv) Ensure appraisals, staff training and development are ongoing, and developing a culture of continuous improvement and innovation.
- (xv) To provide support and guidance to Members and other Officers of the Council on matters relating to the operation of the Council's services and facilities.
- (xvi) To deal directly with the Members of the Town Council on matters relating to the operation and management of the Council's services and facilities, after guidance from the Chief Executive Officer. This will include support for the Community Services Committee evening meetings and Working Groups.
- (xvii) To liaise with members of the public and outside agencies in relation to the operation of the Council's services and facilities.

Management of the Town Council's Community Services

- (xviii) To ensure effective and efficient delivery of Town Council Community Services, in particular allotments, cemeteries, markets, bus shelters, footway lighting, public seating, floral displays, recreation grounds, parks and public open spaces.
- (xix) To oversee matters for consideration by Community Services Committee and relevant Working Groups and Working Parties and approve related Agendas and Minutes. Ensure all matters arising are dealt with in a timely professional manner.
- (xx) Ensure that Health and Safety legislation in accordance with the Health and Safety at Work Act and other relevant legislation is fully complied with.

Strategic Planning

- (xxi) Ensure that the Town Council's Services strategic planning objectives are delivered in accordance with Council policy requirements and contribute to periodic reviews to ensure they fully reflect changing circumstances.

Personal Development

- (xxii) To undertake training relevant to the position and grade.

Other

- (xxiii) To undertake such duties as may be required by the Chief Executive Officer and which are reasonably consistent with the duties, grading and character of the post.
- (xxiv) To substitute for the CEO as and when required to do so.
- (xxv) To be part of an emergency call-out duty rota.

POST HOLDER REQUIREMENTS

Essential

1. An ability to build a team which works together to deliver the best possible service to the public. Managing the team, both in the office and those based at other sites.
2. Experience in contract management, in particular being able to manage a large grounds maintenance contract.
3. Ability to interpret and implement complex inspection schedules.
4. Pleasant and tactful manner and able to deal with difficult and irate customers without compromising service and licensing requirements i.e. Proactive customer management – effective/efficient handling suggestions and complaints in a timely manner.
5. Ability to analyse problems relating to the Council's services and facilities, and to propose and implement solutions on a day to day and long term basis, including the ongoing creation and maintenance of Service Plans for the future.
6. Experience of budget setting and controlling costs against an agreed budget.
7. Ability to partake in effective partnership working with other bodies.
8. Ability to make time from what is primarily a reactive environment, for proactive, project related work.
9. An ability to get things done, by overcoming obstacles – imaginative problem solving for the benefit of the community.
10. Ability to understand and interpret maps, plans and engineering drawings.
11. A knowledge of law and regulations in relation to grounds maintenance and service management with particular knowledge of Health and Safety requirements and risk assessment practice.
11. Ability to use appropriate computer applications (e-mail, word processing, internet) and to communicate effectively both verbally and in writing.
12. Must hold a full current driving licence (insurance cover for business use) as some activity will be "out and about some weekend and out of hours working will be required (including attendance at evening meetings of the Council as directed by the Chief Executive Officer).

Desirable

13. Ability to commission maintenance activities via local tradesmen at best value rates.
14. Experience and understanding of horticultural management.
15. Knowledge of a Parish Council's responsibilities to the community.

NEWBURY TOWN COUNCIL

JOB DESCRIPTION

POST: Civic Manager

RESPONSIBLE TO: CEO

POST HOLDER: Joyce Lewis

DATE APPOINTED: 4 April 2001

MAIN DUTIES AND RESPONSIBILITIES

Mayor's Office
Civic Events
Civic Staff
Civic Property
CPA & L

- A) Responsible for the management of all civic matters in support of the office of the Mayor.
 - B) To provide clerical and administrative support to the office of the Mayor and Deputy Mayor. Open and action all mayoral/civic correspondence.
 - 1. Ensure the efficient and smooth running of the Mayor's Office. Including maintaining the mayoral diary, liaising with the Mayor, Deputy Mayor and Attendant in respect of forthcoming engagements and functions.
 - C)
 - D) Responsible for the financial control and management of the Council's civic budgets, Mayor's allowance and Mayor's Benevolent Fund.
 - E) Line Manager of the Council's Civic Team.

(Mayor's Attendant, Macebearers, Town Crier, Town Marshal and The Keeper of the Robes, all of whom are part-time and not office based).
 - F) To give support and guidance to Members and other Officers of the Council on matters relating to the civic role of the Council.
 - G) To liaise with members of the public and outside agencies in relation to the civic role of the Council.
 - H) Lead Officer for the Civic Pride, Arts & Leisure committee
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MAIN Responsibilities

- 2. To deal with telephone calls and visitors; reserve the Council Chamber and other venues when required. (Is this/ could this, be Kym's duty?)

3. To attend out-of-hours meetings and functions as required and after consultation with the Chief Executive.
4. To organise, attend and administer civic events, parades, functions and receptions as required and liaise with relevant organisations. Ensuring the attendance on duty of the appropriate civic officers.
5. To work in partnership with other organisations and services to bring together public events such as Remembrance Sunday Parade and Service.
6. To administer the Mayor's Benevolent Fund:
 - Organise an appeal prior to Christmas.
 - Administer donations to those in desperate need.
 - Arrange payments to charitable organisations.
 - Maintain up-to-date accounts books and records.
 - Deal with all correspondence.
 - Arrangements for Mayor's Drive & Tea Party.
7. To assist with the organisation of fundraising events selected by the Mayor in aid of the Mayor's Benevolent Fund and/or the Mayor's chosen charity/charities.
8. Liaise with the Council's twin and linked towns and act as the first contact point between the Council and the Twin Town Association.
9. Responsibility for the care, maintenance and security of the civic regalia, robes and hats.
10. Access to the vault and first call-out key holder for same. Ensuring the maintenance of high levels of security for regalia, etc. at all times.
11. Act as Lead Officer for Civic Pride, Arts & Leisure Committee. Attending the meetings and recording apologies. Compiling agendas, minutes and related documentation in conjunction with the Chairman ensuring accuracy and circulation at the appropriate time. That regular items are listed on the agenda at the appropriate times and invited speakers are properly briefed. Ensure that actions identified at meetings are followed up.
12. When required, support working groups which are set up by and report to Civic Pride, Arts & Leisure Committee or as requested by the CEO.
13. To undertake such other duties as may be required by the CEO from time to time.

POST HOLDER REQUIREMENTS

Skills and experience

Essential

1. Ability to fully grasp the full implications of all decisions relating to the office of Mayor.
2. Ability to interpret and implement regulations relating to the civic role of the Council.
3. Pleasant and tactful manner and able to deal with difficult and irate 'customers' without compromising the good name of the Council.
4. Ability to use appropriate computer applications and to communicate effectively in both the written and verbal media.
5. Ability to analyse problems relating to the Council's civic role, and to propose and implement solutions on a day to day and long term basis.

6. Some evening and out of hours working may be required (including attendance at evening meetings of the Council as agreed with the CEO).
7. To be able to work on own initiative without supervision and within a small team environment.

Desirable

8. Experience of People Management
9. Diary management/ PA skills
10. Money management
11. Ambassador/ rep role
12. Team worker