

Newbury Town Council

Public Minutes of the Staff Sub-Committee held in Suite 2, Town Hall, Market Place, Newbury, at 7.30 pm on Monday 25 July 2016

Present:

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

Apologies:

None, all present.

In Attendance:

Hugh Peacocke, Chief Executive Officer

1. Declarations of interest and dispensations

None

2. Minutes of the Staff Sub- Committee meeting held on 21 December 2015

Proposed: Councillor Tony Stretton

Seconded: Councillor Anthony Pick

Resolved that the Chairman sign the minutes of the Staff Sub- Committee meeting held on 21 December 2015 are a true record.

3. Revised Job Descriptions

The Chief Executive Officer introduced this item. The Job Descriptions for the Council’s Managers needed reviewing in order to make them more current and a better fit for the roles and responsibilities of the officers concerned. The draft documents presented had all been agreed with the Managers. They could be further reviewed and approved by the Sub-committee, along with terms and conditions, should a vacancy arise in those positions, prior to recruiting.

a) Responsible Financial Officer and Corporate Services Manager

The following amendments were agreed:

- Add Charitable Trusts to the responsibilities for the Post.
- Add responsibility to actively pursue best value for the Council.
- Add to duties: to analyse and report on income and expenditure on a monthly basis
- Amend Insurances to read: “Ensuring that the Town Council’s insurance policy is up to date and covers all current and foreseen risks.”
- Add to Post Holder Requirements: “To substitute for the CEO as and when required to do so”
- Add “Desirable, Knowledge of a Parish Council’s responsibilities to the Community”

Proposed: Councillor Tony Stretton

Seconded: Councillor Anthony Pick

Resolved that the Job Description, as amended, be approved.

b) Community Services Manager

The following amendments were agreed:

- Add to duties (as in RFO) : 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.
- Essential Post Holder requirements:
 - No. 2: delete all words after management.
 - No. 10: delete "engineering"
 - No. 12: Move to Desirable
- Desirable:
 - No 13: move to essential
 - Add: Experience of Grounds Maintenance contracts

Proposed: Councillor Tony Stretton

Seconded: Councillor Anthony Pick

Resolved that the Job Description, as amended, be approved.

c) Civic Manager

The following amendments were agreed:

- Delete No. 2 and No. 6 from Main responsibilities
- Amend No. 13 to read: ... as may reasonably be required by the CEO..."

Amend Post Holder Requirements:

- Amend 1. To read "Ability to schedule and arrange appropriate support for all Civic functions and Mayor's engagements"

All of the Desirable requirements should be Essential.

It was noted that because of the Civic Manager's part time hours that there is not a requirement to deputise for the CEO as and when required.

Proposed: Councillor Anthony Pick

Seconded: Councillor Elizabeth O'Keeffe

Resolved that the Job Description, as amended, be approved.

It was further agreed that the job descriptions, as approved, should be formatted as per the Community Services Manager format.

(The amended, formatted job Descriptions are appended)

4. Exclusion of the press and public

Proposed: Councillor Anthony Pick

Seconded: Councillor Elizabeth O'Keeffe

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.

The Meeting closed at 9.20 pm