

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 28 November, 2016

Present:

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

In Attendance:

Hugh Peacocke, Chief Executive Officer

8. Apologies for absence

Councillors Jeff Beck and Tony Stretton.

9. Declarations of interest and dispensations

None

10. Minutes of the Staff Sub- Committee meeting held on 25 July 2016

Proposed: Councillor Elizabeth O’Keeffe

Seconded: Councillor Anthony Pick

Resolved that the Chairman sign the minutes of the Staff Sub- Committee meeting held on 25 July 2016 are a true record.

11. Employees’ Health and Safety Policy

The Policy had not been updated since March 2010. The Review reflected the current workforce, which was more office-based. For ease of use it also listed the “Enforcing Authority” and contact details for HSE. Sample forms for RIDDOR reporting were also attached. Staff had been consulted on the proposed amendments.

The Sub-committee asked if the 7 day injuries in RIDDOR were working days or calendar days and if the forms could be formatted for NTC use. It was also suggested that BALC or SLCC might have an employee H & S manual that could be checked for the next Review.

Proposed: Councillor Anthony Pick

Seconded: Councillor Julian Swift-Hook

Resolved that the Employees’ Health and Safety Policy, as amended, be approved.

12. Annual Leave Policy (to account for the Christmas to New Year Closure)

The Annual Leave Policy was reviewed to provide for the Christmas to New Year Closure and to prescribe minimum levels of office cover.

Staff had been consulted on the proposed amendments.

Paragraph 5 of the review was amended by the addition of the following words:
“excluding public holidays, until the end of the Annual Leave Year.”

In paragraph 1 b) "book" was changed to "take".

In paragraph 7 a) "Leave" was changed to "Holidays"

Proposed: Councillor Anthony Pick

Seconded: Councillor Elizabeth O'Keeffe

Resolved that the Annual Leave Policy be amended as above.

13. Training and Development Policy for Members and Officers

The sub-Committee noted that this was a new policy and designed to support and encourage training and development for members and officers.

Members requested the following changes to the draft as presented:

- Improve presentation by numbering each section and sub-listing paragraphs
- Training and Development for Staff: Paragraph 2 to be amended by including the words in italics:
 - Within 3 months of employment, all staff must complete *any* mandatory training *required* to ensure they gain an awareness of the Council's standards in key subjects such as equalities, health and safety and handling data, *to a standard acceptable to their Manager and as required in their contract of employment*. Mandatory training often has to be refreshed on a regular basis, at least every 3 years
- Training and Development for Elected Members: Paragraph 4, change "required" to "expected"
- Paragraph 5: add the words " ... at the Annual meeting of the Council"
- In the last paragraph of the draft Policy change "Clerk" to "CEO"

Proposed: Councillor Anthony Pick

Seconded: Councillor Julian Swift-Hook

Resolved: That the Training and Development Policy for Members and Officers, as amended, be approved.

14. 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.

15. Long Service Awards for Officers of Newbury Town Council

i) Mrs Joyce Lewis would have 25 years' service by 2017. It was agreed to make a suitable presentation in 2017.

ii) Granville Taylor, Caroline Edmunds and Joanne Lempriere would all have 10 years' service by January 2017. It was agreed to make a suitable presentation to all three of these officers at the meeting of Full council on 30 January 2017 and that the officers be invited to attend to receive these awards.

Proposed: Councillor Julian Swift-Hook

Seconded: Councillor David Goff

Resolved that the above awards be made

16. Payment of Overtime in holiday pay

The meeting considered the report received from the Responsible Financial Officer outlining the Council's position following the Bear Scotland case dealing with the payment of non-guaranteed overtime in holiday pay and the options available to the Council.

Proposed: Councillor David Goff

Seconded: Councillor Julian Swift-Hook

Resolved

- i) That the Council settle the liabilities in full
- ii) That the liability and future arrangements be calculated using the 3 months rolling average, as set out in the legal case
- iii) That the RFO calculates the liabilities, having consulted fully with the Council's HR advisers, Ellis Whittam
- iv) Before making any settlement that the RFO consults the CEO
- v) That the terms of the settlement be explained fully to any officers concerned and they be notified that if they are unhappy with the settlement that they may appeal to the Staff sub-committee
- vi) That the RFO advise other staff that the Council is settling these liabilities, as required by law.

17. Salary Revisions and Awards

The meeting considered the report of the CEO, setting out proposed salary increases for 2017-18 and other awards following the annual staff appraisals.

It was noted that the proposed salary increases agreed for next year are a rise of 1% from 1 April, applicable to all staff.

The Meeting closed at 9.20 pm