

18 November 2022.

To: The Leader of the Council, the Deputy Leader of the Council,
Councillors Jeff Beck, Elizabeth O’Keeffe, Andy Moore and Vaughan Miller.

Substitutes: Councillors Billy Drummond, Nigel Foot, Sarah Slack and Stuart Gourley.

Dear Councillor

You are required to attend a meeting of the Staff Sub-Committee to be held in the Elsie Kimber Room, Town Hall at 4.00 pm, Wednesday, 23 November 2022.

Yours sincerely,

Hugh Peacocke
Chief Executive Officer

AGENDA

- 1. Apologies for absence**
Chairman

- 2. Declarations of interest and dispensations**
Chairman

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 29 September 2022 (Appendix 1)**
Chairman

To agree the minutes of the Staff Sub-Committee meeting held on 29 September 2022.

- 4. Pay Award (Appendix 2)**
Chairman

To consider the application of the NJC agreed pay award from 1 April 2022.

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 and personal nature of the business to be transacted.

6. Staff Structure Review (Appendix 5)

Chairman

To consider the responses from staff to the staff structure review and approve any changes required to the Council's staff structure.

7. Democratic Services Officer (Appendix 6)

Chairman

To Consider the recommendations from the selection Panel for the recruitment of the Council's Democratic Services Officer.

8. Community Services Manager

Chairman

To Receive an update on the recruitment of the Council's Community Services Manager

9. Annual Appraisals (Appendix 7)

Chairman

10.1 To receive the report from the appraisal panel for the Chief Executive Officer

10.2 To receive the appraisals of the Council's managers from the CEO

10.3 To receive the report for the CEO on the appraisals of the rest of the Council's staff

10.4 To agree any merit awards or progressions for staff arising from the above

10. Staff Salary Budget 2023-24 (Appendix 8)

Chairman

To approve the staff budget for 2023-24 and make any recommendations required to the Policy and Resources Committee for inclusion in the budget.

11. Other Staff Matters:

Chairman

To note other confidential staff updates and approve any arrangements arising from same.

Newbury Town Council

Minutes of the Staff Sub-Committee held in the Elsie Kimber Room, Town Hall, Newbury at 7.30 pm on 29 September 2022.

Present:

Councillors Jeff Beck, Martin Colston (Chairman), Billy Drummond, (Substitute for Councillor Andy Moore), Nigel Foot, (Substitute for Councillor Sarah Slack), Vaughan Miller and Elizabeth O’Keeffe.

In Attendance:

Hugh Peacocke, Chief Executive Officer (CEO)

Apologies for absence

Councillors Olivia Lewis, Andy Moore and Sarah Slack.

11. Declarations of interest and dispensations

The CEO said that Councillors Jeff Beck and Billy Drummond are also members of West Berkshire District Council and that they have 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.

12. Minutes of the Staff Sub- Committee meeting held on 26 April 2022.

Proposed: Councillor Elizabeth O’Keeffe

Seconded: Councillor Jeff Beck

Resolved that the Chairman sign the minutes of the Staff Sub- Committee meeting held on 26 April 2022 as a true record.

13. Flu Vaccination Vouchers for Staff and Members of Newbury Town Council

Members considered the report from the CEO regarding the spread of the flu virus and the interaction between councillors, officers and the public. It was noted that Flu vaccination vouchers can be purchased at £12.00 each, which covers the cost of the vaccination. Every employee day lost through sickness costs the Council an average of £120. There is also the advantage of business continuity as more employees and Councillors should be available to carry on the business of the Council.

It was noted that those over 65 years of age and anyone with a serious long-term health condition will be offered the flu vaccination free of charge through the NHS. Accordingly, 20 vouchers should be sufficient to cover all those who wish to avail of this offer from the Council.

In answer to a Members’ question, the CEO replied that while staff and members would be encouraged to avail of this opportunity, that it was not mandatory for anyone.

Proposed: Councillor Martin Colston
Seconded: Councillor Billy Drummond

Resolved: To approve the purchase of Flu Vaccination vouchers for Staff and Members of Newbury Town Council.

14. Time Off In Lieu (TOIL)

The meeting received a report from the CEO stating that the Council's TOIL arrangements conceal the true cost of staff time outside of normal working hours and also reduces the amount of staff time available to carry out their functions. TOIL adds to the strain of delivering services and business continuity, especially during times of high annual leave or other absences.

The report said that some staff have indicated that they would prefer to be paid overtime for working after hours. It is recommended that staff contracts (where applicable, as this does not arise in all cases) be amended to offer this option.

Proposed: Councillor Martin Colston
Seconded: Councillor Billy Drummond

Resolved:

- i) **To amend employees' contracts of employment** to allow overtime to be paid, where requested, rather than Time Off in Lieu.
- ii) **That future contracts of employment offered by the Council** provide that hours worked after normal working time will be recompensed by payment of overtime.

15. Democratic Services Officer (DSO)

The CEO reported to the meeting that the DSO had served notice of his resignation from the Council's employment on 5 October 2022. All present expressed regret that he was leaving and wished him well in his new role.

The Subcommittee discussed the exit interview which the CEO had with Mr. Zarazel and agreed the following amendments to the documentation circulated for the meeting:

- That the recruitment terms include reference to opportunities for flexible and remote working
- That the recruitment campaign refers to the opportunity for merit awards as part of the annual appraisal
- To amend the statement in "The dimensions of the role" to read that the postholder would often be the only officer of the Council in attendance (rather than sometimes)
- To add to "Other duties" "To work with other officers to maintain/ improve the Council's website and social media content"

- Add to "General":

Customer Service

All employees of the Council are ambassadors of the Council when dealing with the public. Officers of the Council are expected to be courteous, helpful and professional when dealing with the public, the elected members of the Council and with colleagues.

Corporate Responsibility

The postholder will be part of the Council team and will be expected to support the Council's Strategy and corporate objectives in all aspects of their work

- To set a salary range, from the starting point quoted, plus 4 incremental points.

The meeting noted the recruitment schedule.

Proposed: Councillor Martin Colston

Seconded: Councillor Billy Drummond

Resolved: To approve the Job Description, Person Specification, terms and conditions for the Democratic Services Officer, as amended above, and the recruitment schedule for the post.

The CEO told the meeting that the appointment panel the last time this post was filled comprised Councillors Elizabeth O'Keeffe and Jeff Beck, the CEO and an officer from West Berkshire District Council.

Proposed: Councillor Martin Colston

Seconded: Councillor Billy Drummond

Resolved: To appoint Councillors Elizabeth O'Keeffe and Jeff Beck, the CEO and an officer from West Berkshire District Council as the selection panel for the recruitment of the Council's Democratic Services Officer.

16. Community Services Manager

The CEO told the meeting that he had discussed the recruitment for this post with the current holder, David Ingram. Mr. Ingram had discussed the matter with colleagues in different sectors and suggested that the Council firstly "test the market" before commencing a formal recruitment campaign.

The Subcommittee agreed this approach and agreed that the CEO work with Mr. Ingram on this and report back at a later date.

17. Exclusion of the press and public

Proposed: Councillor Martin Colston

Seconded: Councillor Elizabeth O'Keeffe

Resolved that 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 personal nature of the business to be transacted.

18. Staff Structure Review

The meeting considered the report from the CEO and the Staff Structure Review prepared by Local Council consultants for the Council. It was noted that the report was aspirational and should be presented to staff as such.

Proposed: Councillor Martin Colston

Seconded: Councillor Nigel Foot

Resolved: To agree the CEO's report and consult staff on the content and proposals in the Staff structure review prepared by LCC.

19. Staff Matters

19.1 Interim arrangements from 6 October to 3 January 2023, pending the recruitment of the Democratic Services Officer

Proposed: Councillor Nigel Foot

Seconded: Councillor Vaughan Miller

Resolved: To approve interim arrangements from 6 October to 3 January 2023, pending the recruitment of the Democratic Services Officer

(The CEO left the meeting while the above matter was considered)

19.2 Amendment to Maternity Cover contract

The CEO told the meeting that extra resources were required in the council's Corporate support, arising from absences, (sick leave, maternity leave and while the DSO post was vacant). He pointed out that the council was also working on transferring the Cemeteries management software from the old CAS system into Omega, which would sync it with the Councils' accounts software. Since joining the Council as maternity cover an officer had proven to be a valuable and helpful officer and the CEO asked that her contract be amended to allow to provide a further 6 hours per week, working from home, in addition to her current contract for 3 days a week in the Town Hall to provide extra resource towards the above matters.

Proposed: Councillor Martin Colston

Seconded: Councillor Vaughan Miller

Resolved: To amend the contract to change from 3 days in the Town Hall to 3 days in the Town Hall plus 6 hours working from home.

19.3 Arrangements for CEO's annual appraisal

Proposed: Councillor Martin Colston

Seconded: Councillor Vaughan Miller

Resolved: To appoint Councillors Martin Colston, Elizabeth O'Keeffe and Jeff Beck to form a panel to complete the CEO's annual appraisal (scheduled to meet at 4.00 pm on 24 October 2022.)

19.4 Change to the Parks and Open Spaces Officer's job title

The CEO told the meeting that since January this officer had been line-managing the Council's Facilities Officer and from next January he would be managing the Council's new grounds maintenance contract. He has received the training required and a salary increase to reflect these changed roles. However, his job title remained unchanged. It was recommended that this should be changed from Officer to Supervisor to better reflect his current and proposed role.

Proposed: Councillor Vaughan Miller

Seconded: Councillor Elizabeth O'Keeffe

Resolved: To change the job title, from Parks and Open Spaces Officer to Parks and Open Spaces Supervisor (no change required to salary, terms or conditions)

19.5 Facilities Officer

The Subcommittee was asked to approve three days compassionate leave. The Facilities Officer was now on annual leave and expected to return to work next week.

Proposed: Councillor Martin Colston

Seconded: Councillor Elizabeth O'Keeffe

Resolved: To approve three days compassionate leave for The Facilities Officer.

19.6 Arrangements for maternity leave for the Council's Civic Manager

19.7 other staff matters

A member expressed concern at the number of absences for one employee and asked for a report on this matter at the next Staff Subcommittee meeting.

The meeting finished at 8.40 pm.

Signed: _____
Chairman

Date: _____

2 November 2022

E02-22 | 2022-23 NATIONAL SALARY AWARD

The LGA has notified us they have come to an agreement on the new pay scales for 2022-23 to be implemented from 1 April 2022. Employers are encouraged to implement this pay award as swiftly as possible.

“Pay

Agreement has been reached on rates of pay applicable from 1 April 2022.

Employers are encouraged to implement this pay award as swiftly as possible.

Backpay for employees who have left employment since 1 April 2022

If requested by an ex-employee to do so, we recommend that employers should pay any monies due to that employee from 1 April 2022 to the employee’s last day of employment.

When salary arrears are paid to ex-employees who were in the Local Government Pension Scheme (LGPS), the employer must inform its local LGPS fund. Employers will need to amend the CARE and final pay figures (if the ex-employee has pre-April 2014 LGPS membership) accordingly. Further detail is provided in [section 15 of the HR guide](#) which is available on the [employer resources section](#) of www.lgpsregs.org”

The attached Annex lists the new pay scales for clerks and other employees employed under the terms of the model contract including SCPs 50 and above. These calculations are based on the changes agreed by the NJC. These should be retrospectively applied from 1 April 2022.

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ANNEX 1

	1 April 2021		1 April 2022		Scale Ranges
SCP	£ per annum	* £ per hour	£ per annum	* £ per hour	Based on SCP
1	£18,333	£9.53	£20,258	£10.53	Below LC Scale (for staff other than clerks)
2	£18,516	£9.62	£20,441	£10.62	
3	£18,887	£9.82	£20,812	£10.82	
4	£19,264	£10.01	£21,189	£11.01	
5	£19,650	£10.21	£21,575	£11.21	LC1 (5-6) (below substantive range)
6	£20,043	£10.42	£21,968	£11.42	
7	£20,444	£10.63	£22,369	£11.63	LC1 (7-12) (substantive benchmark range)
8	£20,852	£10.84	£22,777	£11.84	
9	£21,269	£11.05	£23,194	£12.06	
10	£21,695	£11.28	£23,620	£12.28	
11	£22,129	£11.50	£24,054	£12.50	
12	£22,571	£11.73	£24,496	£12.73	
13	£23,023	£11.97	£24,948	£12.97	LC1 (13-17) (above substantive range)
14	£23,484	£12.21	£25,409	£13.21	
15	£23,953	£12.45	£25,878	£13.45	
16	£24,432	£12.70	£26,357	£13.70	
17	£24,920	£12.95	£26,845	£13.95	
18	£25,419	£13.21	£27,344	£14.21	LC2 (18-23) (below substantive range)
19	£25,927	£13.48	£27,852	£14.48	
20	£26,446	£13.75	£28,371	£14.75	
21	£26,975	£14.02	£28,900	£15.02	
22	£27,514	£14.30	£29,439	£15.30	
23	£28,226	£14.67	£30,151	£15.67	

	1 April 2021		1 April 2022		Scale Ranges
SCP	£ per annum	* £ per hour	£ per annum	* £ per hour	Based on SCP
24	£29,174	£15.16	£31,099	£16.16	LC2 (24-28) (substantive benchmark range)
25	£30,095	£15.64	£32,020	£16.64	
26	£30,984	£16.10	£32,909	£17.10	
27	£31,895	£16.58	£33,820	£17.58	
28	£32,798	£17.05	£34,723	£18.05	
29	£33,486	£17.40	£35,411	£18.40	LC2 (29-32) (above substantive benchmark range)
30	£34,373	£17.87	£36,298	£18.87	
31	£35,336	£18.37	£37,261	£19.37	
32	£36,371	£18.90	£38,296	£19.90	
33	£37,568	£19.53	£39,493	£20.53	LC3 (33-36) (below substantive range)
34	£38,553	£20.04	£40,478	£21.04	
35	£39,571	£20.57	£41,496	£21.57	
36	£40,578	£21.09	£42,503	£22.09	
37	£41,591	£21.62	£43,516	£22.62	LC3 (37-41) (substantive benchmark range)
38	£42,614	£22.15	£44,539	£23.15	
39	£43,570	£22.65	£45,495	£23.65	
40	£44,624	£23.19	£46,549	£24.19	
41	£45,648	£23.73	£47,573	£24.73	
42	£46,662	£24.25	£48,587	£25.25	LC3 (42-45) (above substantive benchmark range)
43	£47,665	£24.77	£49,590	£25.77	
44	£48,857	£25.39	£50,782	£26.39	
45	£50,074	£26.03	£51,999	£27.03	
46	£51,334	£26.68	£53,259	£27.68	LC4 (46-49) (below substantive range)
47	£52,607	£27.34	£54,532	£28.34	
48	£53,768	£27.95	£55,693	£28.95	
49	£55,274	£28.73	£57,199	£29.73	

	1 April 2021		1 April 2022		Scale Ranges
SCP	£ per annum	* £ per hour	£ per annum	* £ per hour	Based on SCP
50	£56,658	£29.45	£58,583	£30.45	LC4 (50-54) (substantive benchmark range)
51	£58,070	£30.18	£59,995	£31.18	
52	£60,007	£31.19	£61,932	£32.19	
53	£61,938	£32.19	£63,863	£33.19	
54	£63,878	£33.20	£65,803	£34.20	
55	£65,831	£34.22	£67,756	£35.22	LC4 (55-62) (above substantive benchmark range)
56	£67,759	£35.22	£69,684	£36.22	
57	£69,712	£36.23	£71,637	£37.23	
58	£71,626	£37.23	£73,551	£38.23	
59	£73,441	£38.17	£75,366	£39.17	
60	£75,295	£39.13	£77,220	£40.14	
61	£77,193	£40.12	£79,118	£41.12	
62	£79,144	£41.14	£81,069	£42.14	

* Hourly Rates

As per the national agreement, hourly rates are calculated by dividing annual salary by 52 weeks and then by 37 hours. Please note that these hourly rates differ from those published by NJC for Principal Authorities as the calculation basis differs. Please also note that NJC have resolved to delete SCP 1 w.e.f. 1st April 2023