

23 December 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 4.30 pm, Thursday, 5 January 2023.

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 23 November 2022
(Appendix 1)**
Chairman

To agree the minutes of the Staff Sub-Committee meeting held on 23 November 2022.

4. Finance and Corporate Services Manager (Appendix 2)
Chairman

To recommend the Job Description, Person Specification and Terms and conditions for the post of Finance and Corporate Services Manager for approval by the policy and resources Committee.

To appoint a Selection Panel for the post.

To approve the recruitment plan for the post.

5. Services Delivery Manager (Appendix 3)

Chairman

To Approve the Job Description, Person Specification and Terms and conditions for the post of Services Delivery Manager

To appoint a Selection Panel for the post.

To approve the recruitment plan for the post.

6. 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.

7. Other Staff Matters

Chairman

To note 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 4.00 pm on 23 November 2022.

Present:

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

In Attendance:

Hugh Peacocke, Chief Executive Officer (CEO)

Apologies for absence

Councillor Jeff Beck.

20. Declarations of interest and dispensations

The CEO said that Councillor Andy Moore is also a member of West Berkshire District Council and that he has 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.

21. Minutes of the Staff Sub- Committee meeting held on 29 June 2022.

Proposed: Councillor Martin Colston

Seconded: Councillor Elizabeth O’Keeffe

Resolved that the Chairman sign the minutes of the Staff Sub- Committee meeting held on 29 June 2022 as a true record.

22. 2022-23 National Salary Award

The meeting received the notice of the award from the national Association of Local Councils. It was noted that third comprised an increase in annual salary of £1,925 across all grades, payable from 1 April 2022.

Proposed: Councillor Martin Colston

Seconded: Councillor Andy Moore

Resolved: To Apply the National Salary Award 2022-23 for all employees of Newbury Town Council, with effect from 1 April 2022.

23. Exclusion of the press and public

Proposed: Councillor Martin Colston

Seconded: Councillor Andy Moore

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.

24. **Staff Structure Review**

The meeting considered the report from the CEO, including the outcomes of the consultation with staff.

It was noted that the key issues which arose in the staff structure report received from SLCC Consultants were:

- a) the Council's management structure
- b) the lack of professional qualifications in the Council's finance team
- c) opportunities for progression for Council staff
- d) succession arrangements, and
- e) clearly identifying who should deputise when the CEO is absent.

The report was considered at that Subcommittee meeting and it was agreed to consult all staff on the Subcommittee's deliberations in this matter.

It was noted that the current staff structure arose from the Council's inability to fill the Finance and Corporate Services Manager position in 2019. This included the creation of the post of Democratic Services Officer to enable the CEO to take on the role of RFO as well. This structure resulted in an imbalance which needed to be addressed.

Arising from the issues identified in the Staff Structure Report, as well as the comments and views of the management team and comments from Council officers, both to the consultation and during regular one to ones and appraisals, it was felt that a return to the previous management structure, with Managers for the three main areas of Community Services, Corporate Services (including finance) and Civic Services was the recommended structure for the Town Council's staff.

This structure would more clearly identify the services and functions of the Council and which staff are responsible for them and dealing with them. It would also give some more opportunities for progression and succession, although these would still be quite limited in such a small organisation.

Proposed: Councillor Martin Colston

Seconded: Councillor Andy Moore

Resolved:

- A) To Approve** the staff structure recommended in Appendix B (attached)
- B)** To Commence the recruitment process for a Finance and Corporate Services Manager with relevant professional qualifications
- C)** That the staff structure and resources are reviewed annually, in line with the arrangements for the Council's staff budget.

25. **Democratic Services Officer**

The meeting heard an update from the selection Panel for this post. However, it was noted that the post would not be filled, arising from the proposals agreed for the revised staff structure.

Proposed: Councillor Martin Colston

Seconded: Councillor Andy Moore

Resolved: To approve that interim arrangements continue until the post of Finance and Corporate Services Manager is filled.

26. Community Services Manager

The meeting heard that the Council had invited expressions of interest for this role on the recruitment website Indeed. This had attracted several possible candidates for the role.

The Subcommittee agreed that the possible candidates be advised that the Council intended to fill the post early in 2023 and would be in touch further.

The CEO and the CSM to draft Job Description and person specification for the role, along with suggested salary, for approval by Staff Subcommittee. Formal recruitment process to commence as soon as most practical (having regard to Christmas break.)

27. Annual Appraisals

The Subcommittee received the report from the appraisal panel for the Chief Executive Officer, the appraisals of the Council's Managers from the CEO and a report from the CEO on the appraisals of the rest of the Council's staff.

It was noted that appraisals had not been carried out for one officer who was on sick leave and another who is still on maternity leave.

The CEO's report referred to the challenges staff had dealt with arising from absences during the year. Also, how the Town Hall had been re-opened after the pandemic and the staffing arrangements currently in place. The CEO reported that the Council had recruited 3 new members of staff during the year and all were proving to be valuable additions to the Council's Officer team.

Looking ahead to 2023, key items would be:

- Putting the new staff structure in place and the successful recruitment of 2 new Managers, one for Community Services and one for Finance/Corporate Services.
- Building the proposed Community café in Victoria Park
- The Town Council elections, and
- Further developing the skills and productivity of Council staff.

Proposed: Councillor Martin Colston

Seconded: Councillor Andy Moore

Resolved:

- A) To pay Merit Awards to officers, where recommended in their appraisals.
- B) To award pay progressions from 1 April 2023, where recommended in appraisals.

The meeting agreed that the arrangements for Merit Awards and Salary progressions be considered by the Staff Subcommittee in September 2023, before the Annual Appraisal process begins.

28. Staff Salary Budget 2023-24

The subcommittee received the salaries forecast for budget 2023-24 from the CEO.

Proposed: Councillor Martin Colston

Seconded: Councillor Elizabeth O’Keeffe

Resolved: To recommend a staff salary budget of £512,624 to the Policy and Resources Committee for inclusion in the Council’s budget 2023-24.

29. Staff Matters

The Meeting noted the following staff updates:

- Sick leave
- Working time arrangements
- Compassionate leave
- Recoupment of training costs (£410 for a CiLCA course) from a staff member who had recently left.
- The CEO would consult staff on “Corporate Identity”- how officers presented and identified themselves at Council/ Civic/ Community events organised by the Council.

The meeting finished at 5.40 pm.

Signed: _____
Chairman

Date: _____

NEWBURY TOWN COUNCIL.**JOB DESCRIPTION**

POST TITLE:	Finance and Corporate Services Manager
RESPONSIBLE TO:	Chief Executive Officer
RESPONSIBLE FOR:	Corporate Services Team Staff (3 Corporate Services Officers)
SALARY GRADE:	SCP 37-41 (£43,516 - £47,573 per annum)
DATE Reviewed:	Dec 2022

Job Summary

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

The post-holder may be required to deputise in the absence of the CEO 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 CEO and the Council.

Responsible Financial Officer**Duties and Responsibilities:**

- To manage the Council's accounting records and accounting control systems and comply with the Accounts and Audit Regulations.
- To assist the Council to secure economy, efficiency and effectiveness in the use of its resources, including supplier contract reviews and negotiations.
- To produce financial management information as required by the council.
- To deliver the Council's payroll and pension requirements
- To manage all payments to suppliers and contractors engaged by the council.
- Liaising with the Internal Auditor and ensure that all recommendations are carried out

Financial Regulations

Keeping the Financial Regulations updated in accordance with legislation

Insurance

Keeping the Town Council's insurance policy up to date and 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 and dealing with VAT enquiries

Council Meetings

Attending full Council meetings as required

Acting as the Lead Officer for the Council's Policy and Resources Committee, the Audit Working Group and the Grants Subcommittee

Budget

Preparing the annual budget (with input from other managers)

Preparing a four-year forecast and phased budget

Corporate Services Manager Job Description

Duties and responsibilities:

The Corporate Services Manager is responsible for the successful delivery of the Council's corporate support services and the day-to-day management of the Council's Corporate Services team comprising the Accounts Officer, Corporate Support Officer and Town Hall Officer.

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.

The Corporate Services Manager must:

- Appraise the Corporate Services Team staff regularly
- Hold regular team meetings
- Attend management team meetings
- Advise the CEO of any issues arising from the Corporate Services Team

(For information, the Corporate Services Team is responsible for:

- All financial transactions of the Town Council
- Payroll and HR administration
- Managing contracts for utilities and other services (excluding the Council's Grounds Maintenance contract)
- Committee support, including meetings administration
- Publishing notices, agendas and minutes on the website and noticeboard
- Providing the Council's front desk/ reception services
- Mail services
- Town Hall Suite lettings, Chamber bookings and weddings
- Updating noticeboards and notices in bus shelters
- Social media
- The Town Council website
- Graphic design for posters, reports etc.
- Maintaining the Town Council's IT and telephone systems
- Office equipment and stationery
- Visitor Information
- Key Performance Indicators
- Promoting staff training and maintaining records of training
- Data Protection and Information Governance)

Newbury Town Council.

Person Specification for the post of Finance and Corporate Services Manager

Assessment of whether criteria are met will be from the submitted application form, followed by interview / test where appropriate.
In respect of qualifications original certification will be required.

	Essential Qualifications / Skills & Attributes	✓	Desirable Qualifications / Skills & Attributes	✓
Qualifications	<ul style="list-style-type: none"> • Qualified to CIPFA, ACCA/ACA or AAT standard or equivalent • Evidence of a commitment to continuing professional development 		<ul style="list-style-type: none"> • Educated to Degree level or equivalent. • CILCA or willingness to work towards it • Appropriate management, administration or professional qualification. 	
Experience	<ul style="list-style-type: none"> • Managing and administering accounting functions on a day to day basis. • Using computerised accounting systems. • Budget setting, management and monitoring. • Managing general administration and customer service. • Line management of a small team, including motivation and development of staff and performance management 		<ul style="list-style-type: none"> • Previous local government experience • Experience of preparing funding bids and administering grant funding. • Experience of working with a variety of community groups and/ charities • Practical experience of servicing committees, report writing and writing minutes of meetings. 	
Skills, knowledge and Abilities	<ul style="list-style-type: none"> • Team Management and leadership • Excellent ICT skills, including Word, Outlook, Excel. • Report writing- presenting clear, concise written reports. • Interpret and implement financial regulations • Good communication skills – in person, verbally and in writing • Tact and discretion required for dealing with matters of a personal & confidential nature • Write and update policies to meet all legal requirements in respect of audit, insurance and risk management. • Self-motivation and ability to manage own workload. • Establish and maintain good working relationships with Councillors, colleagues, stakeholders and members of the public. • Problem solving • Providing input into our strategic vision 		<ul style="list-style-type: none"> • Knowledge of local council administration, including the decision-making process and the powers available to town and parish councils. • Working knowledge of local government finance and the Accounts and Audit Regulations. • Ability to deal with difficult, sensitive or challenging situations • Knowledge of employment law and HR issues. • Experience of innovation/ improvement in operational/ service management. 	
Other	<ul style="list-style-type: none"> • Ability and willingness to attend evening meetings of Council as required (about 1 per month). • Ability to work on your own initiative and also as part of a team 			



Recruitment Information Pack

Job Title:	Finance and Corporate Services Manager
Accountable to (line manager):	The Chief Executive Officer (CEO)
Key accountabilities:	Proper Financial Management of the Council (The Responsible Financial Officer) and the management and delivery of the Council's Corporate Support Services.

INTRODUCTION

Thank you for responding to the Council's recent advertisement for this post.

We hope that you find this Recruitment Information Pack of assistance in deciding whether to apply.

The information is arranged as follows:

- The application and selection process
- The job advertisement
- The job description
- The person specification

Enclosed with this Recruitment Information Pack is an application form (CVs alone will not be acceptable).

Further information about the Council can be found at www.newbury.gov.uk

If as a result of a disability or impairment you would like us to make any special arrangements concerning the completion of your application or attending for interview, please let us know.

Closing date for receipt of completed applications is Sunday XXXXXX 2023.
Interviews are planned for XXXXXXXX

Should you require any further information, or you wish to have an informal discussion prior to submitting your application, please feel free to contact Hugh Peacocke (CEO) on 07399 117524 or email ceo@newbury.gov.uk

THE ROLES OF THE FINANCE AND CORPORATE SERVICES MANAGER

A. Responsible Financial Officer to the Council (RFO)

Why become an RFO?

Becoming an RFO to a Parish or Town Council is one of the most rewarding jobs in a local community - competent financial management underpins a good Council.

The role of the RFO is to ensure that the Council conducts its financial business properly and to provide independent, objective and professional advice and support. Being an RFO puts you in the centre of things.

Parish and Town Councils are part of Local Government in West Berkshire and we work closely with the District Council.

Parish and Town Councils are the only local government tier that represents residents at Parish and Town level and we are the part of government closest to the people.

Parish and Town Councils can “precept” – raising a local tax each year, paid as part of Council Tax, to improve facilities and services for local people.

In Newbury, The Town Hall and Victoria Park are the Council’s best-known assets, but we also own and maintain a range of playgrounds and open spaces, including those at The City Recreation Ground and Wash Common. Our powers and duties cover many things that people may take for granted where they live and include the provision and maintenance of allotments, burial grounds, markets, some street lighting, litter bins, public toilets and bus shelters.

Parish Councils are consulted on, and can comment on, planning applications. Similarly, we advise the District Council on a range of consultations and on the views of residents.

As well as the District Council, we work closely with other partners and organisations, such as the Newbury Business Improvement District (the BID), Thames Valley Police, community and voluntary organisations, schools and neighbouring parishes.

What does the RFO to the Council do?

The enclosed job description lists the duties in detail but the main duties of the job can be summarised as:

- To ensure that the Council conducts its financial business lawfully;
- To administer all the Council's financial paperwork;
- To ensure that the Finance meeting papers are properly prepared;
- To ensure that the Council has the financial information needed for proper decision-making and the management of its affairs
- To ensure that they Council has adequate resources for the delivery of its services, including payments to staff and suppliers.

B. Corporate Services Manager

The Council's Corporate Services team provides the support services necessary for the rest of the Council to deliver its services. This includes IT, telecommunications, office and stationery requirements. The team also supports the Committee structure and decision-making processes of the Council to ensure that they run efficiently, consistently and properly.

Fundamentally this job is no different for large or small Councils. What is different however is the amount of time needed to deal with the volume of business.

Most Council meetings are held in the evening, so you will need to be able to work occasional evenings (6 per annum, approx.) and possibly weekends (2 per annum).

Skills and attributes needed

A good deal of common sense, confidence to handle the administrative work, being a good organiser, IT literate and able to get on with most people. The skills to lead, develop and manage a small team are essential.

The key attributes required are detailed in the person specification included in the Pack, but underlying these qualities is a sense of public duty - of wanting to help others in the community.

The key duties and responsibilities of the post are in the job description included in this pack.

THE RECRUITMENT PROCESS

Selection Process

The recruitment process will include:

- Shortlisting, based on the information submitted in the application form;
- Assessment against the person specification, and
- Selection interviews, with a panel of interviewers consisting of Councillors and the CEO of Newbury Town Council.

You should complete the enclosed Application Form in full and not disregard any section.

CVs are not acceptable as an alternative to completing the Application Form but may be attached along with any supplementary information or documents in support of your application.

When submitting your application, you should address the requirements of the Job Description and Person Specification for the post and ensure that your relevant key experiences, knowledge, skills and personal style are clearly described to give you the best opportunity in the short listing process.

You will be required to show documentary proof of any qualifications you may claim to hold.

If you are shortlisted, references will normally be applied for in advance of the interview unless you indicate in the application form that you do not give the Council permission so to do.

If appropriate, the authenticity of referees may be checked by direct confidential contact if you are to be offered the appointment.

In accordance with their legal obligations the Council will require you to provide proof that you are legally able to work in the UK before commencing employment.

Canvassing

Canvassing, either directly or indirectly, will disqualify you from appointment. Sending copies of, or extracts from, your completed Application Form, CV or testimonials to any Member or Officer of the Council will be regarded as canvassing.

Equal Opportunities

The Council wholeheartedly supports the principle of equal opportunities in employment and opposes all forms of unlawful and/or unfair discrimination including on the grounds of any protected characteristic in accordance with the Equality Act 2010.

We will appoint purely on merit and suitability for the post on offer.

Further Information

We hope that the information contained in this Recruitment Information Pack is helpful and sufficiently thorough to enable you to submit your application, which we look forward to receiving.

Further information about the Council can be found at www.newbury.gov.uk

JOB ADVERTISEMENT

Finance and Corporate Services Manager

Newbury Town Council

SCP 37-41 (£43,516 - £47,573 per annum) Plus – Local Government Pension Scheme, Public Sector holiday allowances and Relocation Package.

Newbury Town Council needs a driven, motivated and high performing individual to take on the role of Finance and Corporate Services Manager to drive the delivery of the Council's financial objectives, oversee proper financial management and deliver the corporate services required to ensure the organisation operates effectively and smoothly.

Newbury, with a population of around 35,000 and a budget of £2m for 2022/23, is a town with exceptional facilities including: Victoria Park, The Town Hall, two cemeteries, allotments, markets, numerous play areas, and several other parks and open spaces.

Applicants need to be able to demonstrate they have the necessary financial qualifications and awareness, the ability to set and manage a budget, prepare financial information and the management skills necessary to fulfil the role.

Experience and ability to manage and deliver business support services are essential in this role. We also need a manager with experience of line management of staff and proven teamworking and people development skills. Strong communication skills with the ability to maintain good relations with the public and key external bodies are required. The successful applicant should demonstrate a willingness to identify and pursue ongoing personal development opportunities.

Attendance at evening meetings and weekend events may be required, for which overtime will be paid. The Council is also willing to explore flexible/ hybrid working arrangements.

Newbury is a very attractive town in which to live and work and you can help us deliver our strategic objective- to make Newbury a town we can all be proud of.

Newbury Town Council is an Equal Opportunity Employer and welcomes applications from all sections of the community.

A relocation package will be negotiated for the right candidate. The Recruitment Pack and an application form are available on the Council's website: www.newbury.gov.uk, or by emailing ceo@newbury.gov.uk.

For further information or an informal discussion, please feel free to call Hugh Peacocke, Chief Executive Officer on 07399 1172524.

Closing date for receipt of completed applications is Sunday XXXXX 2023

Interviews are planned for XXXXXXXXXXXX 2023

It is hoped that the new Finance and Corporate Services Manager will commence their role on Monday 3rd April 2023

Recruitment Plan for appointment of Finance and Corporate Services Manager 2023

	Event	Date	Actions
1.	Staff sub Prep	23/12	Prepare agenda and papers for Staff Sub (application forms and guidance for applicants. Online, email and paper copies of Application forms, guidance, JD and Person Spec, recruitment schedule and process)
			Publish notice of Staff Sub, including recommendations re JD, PS, salary and terms
2.	Staff sub meets	5 Jan	Recommend JD, PS and Terms, recruitment process, selection panel to P & R On 16/01/23
3.	P & R Committee meeting	16 Jan	P & R considers Staff sub recommendations re JD, PS and Terms, etc
4.	Advertise post for 4 weeks	from 18 Jan	NWN, NTC Website?, Town Hall Notice Board. Recruitment website? SLCC?
5.	Closing date for applications	19 Feb	
6.	Convene selection panel	w/c 20/2	Assess applications and prepare shortlist Agree list of questions and 2 scenarios Decide who asks what Decide weighting and scores for answers
7.	Outcomes of selection panel	w/c 20/2	<ul style="list-style-type: none"> Respond to unsuccessful applicants Invite short-listed applicants for interview
8.	Prep for Staff sub	w/c 20/2	Prepare agenda and papers for Staff Sub and Publish notice of Staff Sub
9.	Interviews	w/c 27/2	3 or 4 interviews, followed by Panel assessments.
10.	Convene Staff sub to approve outcome of Selection Panel	w/c 27/2	Present report of selection panel and approve appointment
11.	Job offer	By 28/02	Offer job, subject to referees, etc. Prepare induction programme
		By 03/03	Terms agreed
12.	Take up post	by 1 April	Commence induction programme
13.	P & R Committee	24 April 2023	Present new RFO

NEWBURY TOWN COUNCIL**JOB DESCRIPTION**

POST TITLE:	Service Delivery Manager
RESPONSIBLE TO:	Chief Executive Officer
RESPONSIBLE FOR:	Services Team Staff (The Team comprises the Manager, 2 Services Officers, a Parks and Open Spaces Supervisor, a Facilities Officer, and the Market Manager)
SALARY GRADE:	£43,500 to £47,500 (LC3- SCP 42-45)
DATE REVIEWED:	December 2022

1. JOB SUMMARY:

- I. To effectively and efficiently deliver Town Council Services. This includes the forward planning and budgeting for the delivery of the services. (The services are listed in Appendix A)**

Management, monitoring and development of the Council's existing and planned contracts, excluding the Grounds Maintenance Contract. Management and effective control of the Service Budgets and Service Plans.

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.

- II. To effectively manage and maintain the Council's assets. (The assets are listed in Appendix B)**

To put in place processes and manage & maintain the Council's Assets, maintenance, cleaning, Health & safety including Risk Assessments and any other service required to limit the Council's risk & liabilities and maintain public's health & wellbeing.

Manage Staff training on Health & safety, Fire Marshalls, First Aid and any other such requirement for the Council as legislation or good practice requires.

Working Closely with the Corporate Services & Civic Managers, facilitate letting of Council spaces, provision of service support to Civic & other functions within Council assets or externally (Remembrance Day)

To Identify and report to CEO opportunities to maximise the return on Council assets, to consider purchase or disposal of land or buildings, to seek opportunities to develop new income streams.

To assist in, and contribute to, the development of any new and or enhanced facilities.

To champion the Council's carbon reduction programme and ensure services are delivered in the most sustainable manner, consistent with value for money and meeting the Councils Carbon aspirations.

III. To manage and supervise the officers of the Services Team, including their personal development, performance reviews and annual appraisals. (For Staff Structure, see appendix C)

IV. To administer and support the Council's Community Services Committee.

To oversee matters for consideration by the Community Services Committee and relevant Working Groups and Working Parties and approve related Agendas and Minutes. This will include preparing Reports & written papers, support for the Community Services Committee evening meetings and, where required, relevant Working Groups. To ensure all matters arising are dealt with in a timely and professional manner in accord with Council timescales.

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, where required.

V. To be part of, and contribute to, the Council's Senior Management Team.

To support the strategic development of the business and the Council's Strategy, review Risk matrix and report any issues developing.

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

To represent the Town Council on outside bodies as and when appropriate.

To assist in developing partnership opportunities with the wider community.

To liaise with members of the public and outside agencies & Stakeholders in relation to the operation of the Council's services and facilities.

VII. Other

To undertake training relevant to the position and grade, keep up to date with Health & Safety requirements.

Periodic reviews and Annual Appraisals with The Chief Executive Officer.

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.

To substitute for the CEO as and when required to do so.

To be part of an emergency out of hours call-out duty rotas directed by the CEO.

2. FUNCTIONAL RELATIONSHIPS:

- (i) Internal – staff (Line Manager to Services Team); CEO; The Council's Management Team; Councillors; Corporate Services; Civic Manager.
- (ii) External – partners, the community, members of the public, voluntary and business sectors.

3. Newbury Town Council - General Officer Requirements

Professional Accountabilities:

The post holder is required to contribute to the achievement of the Council's objectives through:

- **Financial Management**
Personal accountability for delivering services efficiently, effectively, within budget and to implement any approved savings and investment allocated to the service.
- **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.
- **Equalities**
Ensuring that all work is completed with a commitment to equality and anti-discriminatory practice, as a minimum to standards required by legislation.

- **Corporate Responsibility**

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

- **Climate Change**

Delivering energy conservation practices in line with the Council's climate change strategy.

- **Health and Safety**

Ensuring a work environment that protects people's health and safety and that promotes welfare and which is in accordance with the Council's Health & Safety policy.

Newbury Town Council

Services Delivery Manager- Person Specification

Key Criteria	Essential	Desirable
Qualifications and Training	<ul style="list-style-type: none"> • Good general education. • Health & Safety knowledge and experience. • Facility / Asset Management – experience of managing portfolio assets, budgeting, H&S management and pre planned management • Stakeholder management • Meeting management both Public & internal. • Awareness of Carbon Neutral / Zero concepts 	<ul style="list-style-type: none"> • H&S qualification such as IOSH and/or NEBOSH. • Project Management knowledge • Contract Management experience. • Training in: <ul style="list-style-type: none"> ○ Legionella management ○ Asbestos management ○ Risk Assessments ○ COSHH ○ Accident Investigation ○ Fire Safety and Management • Educated to a degree level or similar in Professional facilities/ asset/estates management qualifications. • Knowledge of Carbon Neutral / Zero concepts • Working knowledge of Employment Law.
Competence Summary (knowledge, abilities, skills, experience)	<ul style="list-style-type: none"> • Analytical and problem-solving skills • Decision-making • The ability to lead and manage a small team, including appraisals, Personal Development Reviews and training needs management • The ability to lead and manage projects • Attention to detail but also the ability to see the implications for the bigger picture • Commercial awareness • Customer service • Organisation, time management, prioritising and the ability to handle a varied workload • A good knowledge of IT packages 	<ul style="list-style-type: none"> • Experience of managing outsourced contracts. • Knowledge of the Public Sector, procurement, value for money requirements, letting and management processes • Staff management, • Volunteer management • The role of a Public Servant in managing political neutrality.

	<ul style="list-style-type: none"> • Excellent communication skills, written and oral. • Comfortable presenting to management team and Councillors. • Discreet and maintains confidentiality. • Ability to work in a way that promotes the safety and wellbeing of staff, volunteers and members of the public. • Ability to engage with a range of stakeholder from within and external to the Council. 	
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Newbury Town Council

Recruitment of Services Delivery Manager

Salary Scale: £43,500 to £47,500 (LC3- SCP 42-45) (depending on experience and qualifications)

Plus – Local Government Pension Scheme, Public Sector holiday allowances and Relocation Package.

The Services Delivery Manager will have responsibility for the delivery of the services provided by the Town Council. They will also manage the Council's assets and personnel (a small team of employees) required to deliver these services. Given the size of the Council team, the Services Delivery Manager is a senior role within the staffing structure, reporting to the Chief Executive Officer and is expected to deal professionally and appropriately with elected members, colleagues and residents.

We are seeking applications from enthusiastic, experienced individuals, committed to delivering high standards of service and who can promote the interests and development of the town.

Newbury, with a population of around 35,000 and a budget of £2m for 2022/23, is a town with exceptional facilities including: Victoria Park, The Town Hall, two cemeteries, allotments, markets, numerous play areas, and several other parks and open spaces. In addition, the Council has a number of different high-profile projects to commence and complete, and this new post will play a leading part in achieving some of these.

The Services Delivery Manager will be an experienced people and services manager, with a positive, solution-focused approach. They will be expected to lead on implementing the Council's Strategy as it relates to the services managed, along with any impacts on assets, operations, staffing and budgeting. They will also be required to ensure that the Council is up to date with policies and complies with all legal requirements associated with those workstreams.

Attendance at evening meetings and weekend events may be required, for which overtime will be paid. The Council is also willing to explore flexible/ hybrid working arrangements.

Newbury Town Council is committed to Equality of Opportunity and actively welcomes applications from all sections of the community.

A relocation package will be negotiated for the right candidate.

The Recruitment Pack and an application form are available on the Council's website: www.newbury.gov.uk, or by emailing ceo@newbury.gov.uk.

For further information or an informal discussion, please feel free to call Hugh Peacocke, Chief Executive Officer on 07399 1172524.

- The closing date for the receipt of applications is XXXXXXXXX
- It is hoped that the new Services Delivery Manager will commence their role on Monday 3rd April 2023

Welcome to Newbury Town Council

Thank you for your interest in our position as **Services Delivery Manager**.

Our recruitment portal for this position gives you access to all the documentation you require to complete your application, while our website contains all the information about the Council which is available to the public.

Newbury is a town of 35,000 people (approx.), with an attractive town centre and an impressive range of leisure and culture facilities. We are strategically located, with good access to the M4/A34 and we are the administrative and commercial capital of West Berkshire. Newbury is home to some of the world's largest technology firms, including Vodafone and Microfocus (Newbury was voted the Top Tech Town in the UK). We are very proud of our history and heritage and we work hard to promote and preserve the character of the Town.

The Town Council is a progressive organisation with exciting challenges ahead. We provide a range of services for the benefit of our Community and we aim to improve and expand these services as we work to make Newbury a Town we can all be proud of.

The Council has an experienced team of officers and we pride ourselves on being good employers. It is a stated aim of our Council Strategy that we will exercise best practice as an employer, promoting fairness and equality for our employees and volunteers.

If you would like more information or an informal, confidential chat about the role, please feel free to call our Chief Executive, Hugh Peacocke, on 07399 117524.



Councillor Martin Colston,
Chairperson of the
Council's Staff
Subcommittee.

Delivering Top Class Services to the people of Newbury

Our Services Delivery Manager is a key position for the Council, and the post holder will ensure the effective and efficient delivery of our services to the community and all of our customers. This includes managing the Community Services team and an annual revenue budget in excess of £1.5M.

The Council provides a number of parks, playgrounds and open spaces around the town; Victoria Park is regarded by the Council as "The Jewel in the Crown" and hosts an impressive range of leisure and recreation facilities. Other services provided include allotments, cemeteries, public toilets and bus shelters. The Council runs the Newbury markets on Thursday and Saturday throughout the year – there has been a Charter market in Newbury since 1596! We are also very proud of our imposing Town Hall, occupying a key position in the centre of town.

We are looking for a person with good people skills, working with staff, councillors, the general public and our partners in The District Council, The Newbury BID (Business Improvement District) and with Friends groups, community bodies and voluntary organisations.

Our new Manager will be expected to deliver key priorities for the Council and ensure the proper repair and maintenance of all our assets. They will need to ensure that we deliver our services to the Community in an efficient and safe manner, while at the same time having regard to our aims to be inclusive and to reduce our carbon footprint.

If you think you can help us to achieve our aims, then we look forward to hearing from you.

Newbury Town Council - making Newbury a town we can all be proud of.



Councillor Sarah Slack,
Chairperson, Community
Services Committee

Recruitment Plan for appointment of Services Delivery Manager 2023

	Event	Date	Actions
1.	Staff sub Prep	23/12	Prepare agenda and papers for Staff Sub (application forms and guidance for applicants. Online, email and paper copies of Application forms, guidance, JD and Person Spec, recruitment schedule and process)
			Publish notice of Staff Sub, including recommendations re JD, PS, salary and terms
2.	Staff sub meets	5 Jan	Approve JD, PS and Terms, recruitment process, selection panel to P & R On 16/01/23
3.	Advertise post for 4 weeks	from 6 Jan	NWN, NTC Website?, Town Hall Notice Board. Recruitment website? SLCC?
4.	Closing date for applications	5 Feb	Prep for selection Panel
5.	Convene selection panel	w/c 6/2 (Excl. 07/02)	Assess applications and prepare shortlist Agree list of questions and 2 scenarios Decide who asks what Decide weighting and scores for answers
6.	Outcomes of selection panel	w/c 6/2	<ul style="list-style-type: none"> Respond to unsuccessful applicants Invite short-listed applicants for interview
7.	Prep for Staff sub	w/c 13/2	Prepare agenda and papers for Staff Sub and Publish notice of Staff Sub
8.	Interviews	w/c 20/2	3 or 4 interviews, followed by Panel assessments.
9.	Convene Staff sub to approve outcome of Selection Panel	w/c 20/2	Present report of selection panel and approve appointment
10.	Job offer	By 24/02	Offer job, subject to referees, etc. Prepare induction programme
		By 03/03	Terms agreed
11.	Community Services Committee 13/3	13/3	Update on position. Introduce successful applicant?
12.	Take up post	by 1 April	Commence induction programme