

3 December 2021

**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.

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 **7.30 pm, Thursday 9 December 2021.**

Yours sincerely,

**Hugh Peacocke**  
**Chief Executive Officer**

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## 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 (Appendix 1)**  
*Chairman*  
**To agree** the minutes of the Staff Sub-Committee meeting held on 17 November 2021.
4. **Working Arrangements at the Town Hall**  
*Chairman*  
To consider the outcomes of the 3 months’ trial of staffing rotas at the Town hall and to approve any revisions to these arrangements.

**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. Civic Manager (Appendix 2)**

*Chairman*

**To approve** the revised Job Description and the revised contract of employment.

**7. Staff Performance Review, Awards and Salaries (Appendix 3)**

*Chairman*

To consider the report from the Chief Executive Officer on the annual appraisals of the Council's Management Team and the rest of the Council's workforce and

- a) **To Approve** any merit awards that the Sub-Committee deems appropriate
- b) **To Approve** any salary progressions and reviews that the Sub-Committee deems appropriate
- c) **To Recommend** the staff salary budget to the Policy and Resources Committee for inclusion in the Council's overall budget for 2021-22, having regard to the above resolutions.

**8. Staff update**

*Chief Executive Officer*

To update the Subcommittee on absences, recruitments and other staff issues

**Newbury Town Council**

**Public Minutes of the Staff Sub-Committee held in the Council Chamber, Town Hall, Newbury at 7.00 pm on 17 November 2021.**

**Present:**

Councillors Martin Colston (Chairman), Jeff Beck, Elizabeth O’Keeffe, Andy Moore, Nigel Foot and Sarah Slack.

**In Attendance:**

Councillor Billy Drummond

Hugh Peacocke, Chief Executive Officer (CEO)

**Apologies for absence**

Councillor Vaughan Miller and Olivia Lewis

**68. Declarations of interest and dispensations**

The CEO said that Councillors Jeff Beck and Andy Moore were members of West Berkshire District Council and had 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.

**69. Minutes of the Staff Sub- Committee meeting held on 3 November 2021**

**Proposed:** Councillor Jeff Beck

**Seconded:** Councillor Martin Elizabeth O’Keeffe

**Resolved** that the Chairman sign the minutes of the Staff Sub- Committee meeting held on 3 November 2021 as a true record.

**70. Exclusion of the press and public**

**Proposed:** Councillor Jeff Beck

**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.

**71. Town Hall Officer**

Councillor Elizabeth O’Keeffe, Chair of the Council’s selection Panel for this post, reported to the meeting that 13 applications had been received for this vacancy. The Selection Panel comprised Councillors Elizabeth O’Keeffe and Billy Drummond, and the Civic Manager, Elisa Mullen.

The Panel met on 10 November and shortlisted 4 candidates for interview on 16 November. One of the four shortlisted candidates withdrew the day before interview as he had been offered another role.

The Panel interviewed the remaining 3 candidates and recommended to the Subcommittee that the post be offered to Brendon Ferreira, subject to satisfactory references and background checks by the Council.

**Proposed:** Councillor Elizabeth O’Keeffe

**Seconded:** Councillor Andy Moore

**Resolved** that the Subcommittee approves the recommendations from the Selection panel and that the post of Town Hall Officer be offered to Brendon Ferreira, subject to the appropriate background checks and references, and in accordance with the Council’s normal terms and conditions.

**72. Facilities Officer**

Councillor Sarah Slack, Chair of the Council’s selection Panel for this post, reported to the meeting that 3 applications had been received for this vacancy. The Panel was made up of Cllr Sarah Slack (Chair), David Ingram (Community Services Manager) and James Heasman (Parks and Recreation Officer) The Selection panel met on 10 November and agreed that all 3 candidates should be invited for interview on 17 November.

The Panel interviewed the 3 candidates for the post on 17 November 2021.

On behalf of the Interview Panel, the Chair recommended that the sub-Committee approve the appointment of Paul Fairchild, an outstanding candidate with knowledge of both the Newbury Town Council estate and its needs as well as a depth of skills, experience and qualifications needed to fulfil the role.

**Proposed:** Councillor Nigel Foot

**Seconded:** Councillor Jeff Beck

**Resolved** that the Subcommittee approves the recommendations from the Selection panel and that the post of Facilities Officer be offered to Paul Fairchild, subject to the appropriate background checks and references, and in accordance with the Council’s normal terms and conditions.

**73. Town Hall Caretaker**

The CEO updated the Subcommittee in this matter.

**74. Update on any other staff matters**

The CEO updated the Subcommittee on absences and other staff matters.

The meeting finished at 7.34 pm.

Signed: \_\_\_\_\_  
Chairman

Date: \_\_\_\_\_

26 AUGUST 2020

## E01-20 | 2020-21 NATIONAL SALARY AWARD

The National Joint Council for Local Government Services (NJC) has agreed the new pay scales for 2020-21 to be implemented from 1 April 2020.

The annex below 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 have been checked by the ALCC and are based on the changes agreed by the NJC. These should be applied from 1 April 2020.

Due to the introduction of the national living wage, the NJC agreement included the introduction of a new pay spine on 1 April 2019. Reference to the former pay scales has been removed. However, if you wish to see how the old spinal column points and scale ranges translated to the new scales, these are set out in E02-18.

	1 April 2019		1 April 2020		Scale ranges
SCP	£ per annum	£ per annum	£ per annum	* £ per hour	Based on SCP
1	£17,364	£9.02	£17,842	£9.27	Below LC Scale (for staff other than clerks)
2	£17,711	£9.21	£18,198	£9.46	
3	£18,065	£9.39	£18,562	£9.65	
4	£18,426	£9.58	£18,933	£9.84	
5	£18,795	£9.77	£19,312	£10.04	
5	£18,795	£9.77	£19,312	£10.04	LC1 (5-6) (below substantive range)
6	£19,171	£9.96	£19,698	£10.24	LC1 (7-12) (substantive benchmark range)
7	£19,554	£10.16	£20,092	£10.44	
8	£19,945	£10.37	£20,493	£10.65	
9	£20,344	£10.57	£20,903	£10.86	
10	£20,751	£10.79	£21,322	£11.08	
11	£21,166	£11.00	£21,748	£11.30	
12	£21,589	£11.22	£22,183	£11.53	LC1 (13-17) (above substantive range)
13	£22,021	£11.45	£22,627	£11.76	
14	£22,462	£11.67	£23,080	£12.00	
15	£22,911	£11.91	£23,541	£12.24	
16	£23,369	£12.15	£24,012	£12.48	

17	£23,836	£12.39	£24,491	£12.73	
18	£24,313	£12.64	£24,982	£12.98	LC2 (18-23) (below substantive range)
19	£24,799	£12.89	£25,481	£13.24	
20	£25,295	£13.15	£25,991	£13.51	
21	£25,801	£13.41	£26,511	£13.78	
22	£26,317	£13.68	£27,041	£14.05	
23	£26,999	£14.03	£27,741	£14.42	
24	£27,905	£14.50	£28,672	£14.90	LC2 (24-28) (substantive benchmark range)
25	£28,785	£14.96	£29,577	£15.37	
26	£29,636	£15.40	£30,451	£15.83	
27	£30,507	£15.86	£31,346	£16.29	
28	£31,371	£16.31	£32,234	£16.75	
29	£32,029	£16.65	£32,910	£17.10	LC2 (29-32) (above substantive benchmark range)
30	£32,878	£17.09	£33,782	£17.56	
31	£33,799	£17.57	£34,728	£18.05	
32	£34,788	£18.08	£35,745	£18.58	
33	£35,934	£18.68	£36,922	£19.19	
34	£36,876	£19.17	£37,890	£19.69	LC3 (33-36) (below substantive range)
35	£37,849	£19.67	£38,890	£20.21	
36	£38,813	£20.17	£39,880	£20.73	
37	£39,782	£20.68	£40,876	£21.25	
38	£40,760	£21.19	£41,881	£21.77	LC3 (37-41) (substantive benchmark range)
39	£41,675	£21.66	£42,821	£22.26	
40	£42,683	£22.18	£43,857	£22.79	
41	£43,662	£22.69	£44,863	£23.32	
42	£44,632	£23.20	£45,859	£23.84	LC3 (42-45) (above substantive benchmark range)
43	£45,591	£23.70	£46,845	£24.35	
44	£46,732	£24.29	£48,017	£24.96	
45	£47,896	£24.89	£49,213	£25.58	
46	£49,101	£25.52	£50,451	£26.22	LC4 (46-49) (below substantive range)
47	£50,318	£26.15	£51,702	£26.87	
48	£51,429	£26.73	£52,843	£27.47	
49	£52,869	£27.48	£54,323	£28.23	
50	£54,194	£28.17	£55,684	£28.94	LC4 (50-54) (substantive)
51	£55,544	£28.87	£57,071	£29.66	
52	£57,397	£29.83	£58,975	£30.65	

53	£59,244	£30.79	£60,873	£31.64	benchmark range)
54	£61,099	£31.76	£62,779	£32.63	
55	£62,967	£32.73	£64,699	£33.63	LC4 (55-62) (above substantive benchmark range)
56	£64,812	£33.69	£66,594	£34.61	
57	£66,679	£34.66	£68,513	£35.61	
58	£68,510	£35.61	£70,394	£36.59	
59	£70,246	£36.51	£72,178	£37.51	
60	£72,019	£37.43	£74,000	£38.46	
61	£73,835	£38.38	£75,865	£39.43	
62	£75,701	£39.35	£77,783	£40.43	

\* Hourly rates

As per the national agreement, hourly rates are calculated by dividing annual salary by 52 weeks and then by 37 hours.

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