

Newbury Town Council

Minutes of the Staff Sub-Committee held in the Town Hall, Newbury, at 6.15 pm on Monday 7 January 2020.

Present:

Councillors Martin Colston (Deputy Chairman), Jeff Beck, Andy Moore, Vaughan Miller, Nigel Foot and Elizabeth O’Keeffe.

In Attendance:

Hugh Peacocke, Chief Executive Officer (CEO)

1. Apologies for absence

Councillors Olivia Lewis (Councillor Nigel Foot, substitute)

2. Declarations of interest and dispensations

None declared

3. Minutes of the Staff Sub- Committee meeting held on 3 December 2019

Proposed: Councillor Jeff Beck

Seconded: Councillor Elizabeth O’Keeffe

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

4. Management and appraisal arrangements for the Council’s Chief Executive Officer

The meeting noted the report from the Chief executive officer and the guidance and recommendations in this matter.

Proposed: Councillor Jeff Beck

Seconded: Councillor Elizabeth O’Keeffe

Resolved:

- i. That the Staff Subcommittee appoints a Panel of 3 members of the Subcommittee to deal with management, grievance and appraisal issues regarding the Council’s Chief Executive Officer
- ii. That the Chair of the Staff Subcommittee should be one of the 3 members and should also chair the Panel, and that Councillors Elizabeth O’Keeffe and Jeff Beck should also be on the panel.
- iii. That the CEO’s contract of employment is amended to reflect these changes.

5. Exclusion of the Press and Public

Proposed: Councillor Vaughan Miller

Seconded: Councillor Andy Moore

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 item of business because publicity would be prejudicial to the public interest by reason of the personal and confidential nature of the business to be transacted.

6. Finance and Corporate Services Manager

The meeting noted the report from the Chief Executive Officer regarding the recruitment of a Finance and Corporate Services Manager for the Council. There was also some discussion regarding the matters raised following an exit interview with Mrs. Gillian Durrant.

The following amendments were agreed to the documents submitted to the meeting:

- i. The Person Specification:
Essential Qualifications/ Skills Attributes: amend from “Educated to Degree level or above” to “Educated to BTEC/ A Level standard or equivalent”.
Desirable Qualifications/ Skills & Attributes: add “Educated to degree level equivalent or above”
- ii. Where the recruitment pack refers to ability to work occasional evenings, add “(about 12 per annum)”
- iii. In the Job Advertisement to amend paragraph 3 to focus on team working and people management skills.

Subject to the above amendments,
Proposed: Councillor Martin Colston
Seconded: Councillor Jeff Beck

Resolved:

- A. **To approve** the Job Advertisement, Job Description, Person Specification, Contract of Employment and Recruitment Plan for the Post
- B. **To appoint** Councillors Martin Colston, Elizabeth O’Keeffe and Jeff Beck and the Council’s Chief Executive Officer to the Selection Panel to process applications, interview applicants and make any consequent recommendations to the Staff Sub-Committee. It was further agreed to invite Mr. Andy Walker, Head of Finance and Property as an independent observer to assist the Selection Panel in their work.
- C. **To recommend** that the Job Description, Person Specification, Recruitment process and Contract of Employment for the Post are approved by the Policy and Resources Committee.

The meeting closed at 7.10 pm.

Signed: _____
Chairman

Date: _____