

**Newbury Town Council**

**Private Minutes of the Staff Sub-Committee held on Zoom at 5.00 pm on 27 April 2021.**

**Present:**

Councillors Martin Colston (Chairman), Elizabeth O’Keeffe, Olivia Lewis, Jeff Beck, Billy Drummond and Nigel Foot.

**In Attendance:**

Hugh Peacocke, Chief Executive Officer (CEO), Councillor Sarah Slack

**Apologies for absence**

None- all present

**46. Declarations of interest and dispensations**

The CEO declared that Councillors Jeff Beck and Andy Moore were also members of West Berkshire District Council and that they had a dispensation in relation to any business relating to that Council. there were no declarations regarding the items on the agenda.

**47. Minutes of the Staff Sub- Committee meeting held on 8 March 2021**

**Proposed:** Councillor Jeff Beck

**Seconded:** Councillor Elizabeth O’Keeffe

**Resolved** that the Chairman sign the minutes of the Staff Sub- Committee meeting held on 8 March 2021 as a true record.

**48. Remote/ Homeworking Policy**

The Subcommittee considered the report of the CEO and agreed all of the matters it contained. The CEO pointed out that this Policy reflected the dramatic changes in working arrangements and lifestyles which employees had experienced over the past 13 months. The Policy introduced a discretionary power for the Council and sought to strike a balance with the employees’ statutory rights to apply for remote or flexible working arrangements. The CEO felt that this Policy would help to deal with staff issues which might arise when the Town Hall re-opens after Lockdown and business hopefully returns to normal after 20 June. Staff would be required to get the Town Hall into shape, fit for their return, before any applications under the Policy are approved.

Members noted the “Guiding principles to be applied” which were:

Approval is at the discretion of the Council

- Approval would not override the terms or conditions of an employee’s contract
- The Policy sets out minimum attendances at the Town Hall, including team and all staff meetings
- The Council will not incur any extra costs arising from discretionary remote working.
- Regular review of the arrangements by line managers
- Remote working arrangements not to impact adversely on colleagues
- Managers to monitor health and wellbeing of remote workers

The following additions were agreed:

- Managers may approve ad-hoc, short-term arrangements for remote working, where required
- The operation of the Policy should be reviewed by the Sub-Committee at its meeting in late November/ Early December, when overall staff performance and appraisals are carried out
- The rota of staff attendances and other relevant arrangements would be sent to all members for information. ( Via the Team Calendar on Outlook, if this can be arranged)

**Proposed:** Councillor Martin Colston

**Seconded:** Councillor Olivia Lewis

**Resolved:** That the Council approves the Remote Working Policy as circulated and with the additions agreed above.

(Councillor Elizabeth O’Keeffe abstained on this vote)

**49. 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.

**50. Staff Matters**

The CEO updated the Committee on a confidential staff matter.

The meeting finished at 5.46 pm.

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

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