

11 November 2021

To: The Leader of the Council, Councillors Jeff Beck, Elizabeth O’Keeffe, Olivia Lewis, 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 7.00 pm on 17 November 2021**

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 3 November 2021 (Appendix 1)
Chairman

To agree the minutes of the Staff Sub-Committee meeting held on 3 November 2021.

4. 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.

5. Town Hall Officer
Chairman

To receive the report of the Selection Panel for the post of Town Hall Officer and make any decisions required in this matter.

6. Facilities Officer

Chairman

To receive the report of the Selection Panel for the post of Facilities Officer and make any decisions required in this matter.

7. Town Hall Caretaker

Chairman

To consider the future of this post following the decisions made at 5 and 6 above and make any decisions required in this matter.

8. Update on any other staff matters

Newbury Town Council

Minutes of the Staff Sub-Committee held in the Council Chamber, Town Hall, Newbury at 7.30 pm on 3 November 2021.

Present:

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

In Attendance:

Hugh Peacocke, Chief Executive Officer (CEO)

Apologies for absence

Councillor Vaughan Miller.

61. Declarations of interest and dispensations

The CEO aid 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.

62. Minutes of the Staff Sub- Committee meeting held on 25 August 2021

Proposed: Councillor Jeff Beck

Seconded: Councillor Martin Colston

Resolved that the Chairman sign the minutes of the Staff Sub- Committee meeting held on 25 August 2021 as a true record.

63. To appoint a Selection Panel for the post of Town Hall Officer

The Subcommittee appointed Councillors Elizabeth O’Keeffe and the Mayor, Billy Drummond, as well as the Civic manager to the selection panel for this post.

64. To appoint a Selection Panel for the post of Facilities Officer

The Subcommittee appointed Councillor Sarah Slack, The Community services Manager, David Ingram and James Heasman, the Council’s Parks, Open Spaces & Recreation Officer to the selection panel for this post.

65. 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.

66. Update on the recruitment process for the posts above

The Subcommittee noted the arrangements and scheduling for shortlisting, interviews and recruitment to the Posts.

The CEO advised that the closing date for applications was Sunday 7 November and updated members on the number of applications received.

67. Staffing update

The CEO updated the Subcommittee on staff absences and the meeting noted that the CEO may engage additional resources to deal with any backlog or other matters arising in this regard because of the risk to the delivery of Council services, in accordance with paragraph 4.5 of the Council's Financial Regulations.

The meeting finished at 7.35 pm.

Signed: _____
Chairman

Date: _____