

20 April 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 **6.00 pm, Tuesday, 26 April 2022.**

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 19 January 2022  
(Appendix 1)**

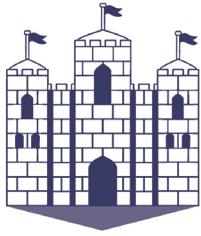
*Chairman*

**To agree** the minutes of the Staff Sub-Committee meeting held on 19 January 2022.

**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 nature of the business to be transacted.



# NEWBURY

## Town Council

### 5. Staff Matters:

*Chairman*

- 5.1 **To approve** amendments to an employment contract
- 5.2 **To consider** and review, if required, the Council's Staff Structure and resources, arising from 5.1 above
- 5.3 **To approve** arrangements for proposed maternity leave and recruitment of cover for same
- 5.4 **To receive** a staff appraisal ( delayed due to Line Manager's sickness absence)
- 5.5 **To receive** a probation report and  
**To confirm** the permanent appointment arising from same.

**Newbury Town Council**

**Minutes of the Staff Sub-Committee held in the Elsie Kimber Room, Town Hall, Newbury at 3.00 pm on 19 January 2022.**

**Present:**

Councillors Martin Colston, Jeff Beck, Andy Moore, Sarah Slack (Substitute) and Nigel Foot (Substitute)

**In Attendance:**

Hugh Peacocke, Chief Executive Officer (CEO)

**Apologies for absence**

Councillors Elizabeth O’Keeffe and Vaughan Miller.

**Absent**

Councillor Olivia Lewis

**1. 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.

**2. Minutes of the Staff Sub- Committee meeting held on 9 December 2021**

**Proposed:** Councillor Jeff Beck

**Seconded:** Councillor Nigel Foot

**Resolved** that the Chairman sign the minutes of the Staff Sub- Committee meeting held on 9 December 2021 as a true record.

**3. 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.

**4. Maternity Pay**

The meeting noted that an employee had told the Council that she was pregnant and expecting her baby in June. The subcommittee congratulated the employee and her husband on the news.

The Subcommittee noted that this was the first time in the history of the Town Council's 25 years that this had happened. Accordingly, the Council needed to approve terms and conditions to be offered to the employee.

Members considered the Maternity Leave and Maternity Pay arrangements offered by the District Council. It was noted that the pay offer was considerably in excess of the statutory entitlements.

**Proposed:** Councillor Jeff Beck

**Seconded:** Councillor Martin Colston

**Resolved** that Newbury Town Council offer the same terms and conditions for Maternity Pay and Leave as offered by the West Berkshire District Council and that current and future contracts of employment be amended to include this.

**5. Redundancy**

The meeting heard that the Council had completed the restructure approved in August 2021 and that the post of Town Hall caretaker was now redundant.

Members received a letter from the post holder thanking the Council for the guidance, training and support he had been given since starting employment with the Council.

**6. Staff update**

The CEO updated Members on the new appointments, Facilities Officer and Town Hall Officer, as well as an employee's phased return to work.

The meeting finished at 3.35 pm.

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

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