

30 July 2019

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 Jeff Cant.

Dear Councillor

You are required to attend a meeting of the **Staff Sub-Committee** to be held on **Monday 5 August 2019 at 6.30 pm** in the Elsie Kimber Room, Town Hall.

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 25 June 2019
Chairman

To agree the minutes of the Staff Sub-Committee meeting held on 25 June 2019 (Appendix 1)

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Newbury Town Council is committed to continuing to make Newbury a better place to live, work and visit

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.

5. **Appointment of Civic Services Manager**

Chairman

- **To consider** the report from the Selection Panel and
- **To approve** the recommendations for the appointment of Civic Services Manager.

6. **Arrangements to mark the retirement of Joyce Lewis, Civic Manager**

Chairman

To agree arrangements for the above.

7. **Review of probation period for Community Services Manager**

Chairman

To approve the permanent appointment of the Community Services Manager

Newbury Town Council

Minutes of the Staff Sub-Committee held in the Town Hall, Newbury, at 6.15 pm on Tuesday 25 June 2019

Present:

Councillors Martin Colston (Chairman), Olivia Lewis, Jeff Beck, Vaughan Miller and Elizabeth O’Keeffe.

In Attendance:

Hugh Peacocke, Chief Executive Officer (CEO)

1. Apologies for absence

Councillor Andy Moore.

2. Declarations of interest and dispensations

None declared

3. Minutes of the Staff Sub- Committee meeting held on 27 November 2018

Proposed: Councillor Elizabeth O’Keeffe

Seconded: Councillor Jeff Beck

Resolved that the Chairman sign the public and private minutes of the Staff Sub- Committee meeting held on 27 November 2018 as a true record.

4. Exclusion of the Press and Public

Proposed: Councillor Jeff Beck

Seconded: Councillor Elizabeth O’Keeffe

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.

5. Civic Manager

The meeting heard that on 3 June Mrs. Joyce Lewis had tendered her resignation, with effect from 31 July. Since then she had offered to extend her notice period to 30 September to facilitate the recruitment and induction of a replacement Civic Manager.

Proposed: Councillor Martin Colston

Seconded: Councillor Olivia Lewis

Resolved: that with regret, the Council accepts the resignation of Mrs. Joyce Lewis from the post of Civic Manager and agrees to extend her notice period to 30 September.

The meeting considered the report presented by the Chief Executive Officer detailing arrangements for the recruitment of a replacement Civic Manager. This included a recruitment plan, the job description (JD), person specification (PS), advertisements and contract details for the post. The Sub-committee made some minor amendments to the JD and PS before agreeing all of the proposed arrangements.

Proposed: Councillor Vaughan Miller

Seconded: Councillor Jeff Beck

Resolved: That the Sub-Committee approves the arrangements for recruitment of a new Civic Manager.

Proposed: Councillor Olivia Lewis

Seconded: Councillor Vaughan Miller

Resolved: That Councillors Elizabeth O’Keeffe, Jeff Beck and Olivia Lewis or Vaughan Miller, along with the CEO be appointed to the Selection Panel for the recruitment of Civic Manager.

6. **Amendments to Job Description and Employment Terms of Community Services Officer**

The meeting considered the report received from the Community Services Manager recommending that the Job Description and Employment Terms of Community Services Officer, Joanne Lempriere be amended to take account of her additional responsibilities and developmental role in managing Richie Sharpe, the Town Hall Caretaker.

Proposed: Councillor Martin Colston

Seconded: Councillor Olivia Lewis

Resolved that that Joanne Lempriere’s salary be increased with effect from 1 April 2019 and that her job description be amended to include line-management of the Town Hall Caretaker.

The meeting closed at 7.30 pm.

Signed: _____
Chairman

Date: _____