

20 August 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 Council Chamber, Town Hall at 10 am on 25 August 2021**

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 18 August 2021 (Appendix 1)**  
*Chairman*

**To agree** the minutes of the Staff Sub-Committee meeting held on 18 August 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. A complaint received from a member of the public**  
*Chairman*

**a) To Consider** a complaint made by the member of the public,

**b) To determine** the complaint, and

**c) To recommend** any appropriate actions arising from the determination of the complaint.

**Newbury Town Council**

**Public Minutes of the Staff Sub-Committee held in the Council Chamber, Town Hall,  
Newbury at  
7.30 pm on 18 August 2021.**

**Present:**

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

**In Attendance:**

Hugh Peacocke, Chief Executive Officer (CEO)

**Apologies for absence**

Councillor Olivia Lewis.

**51. Declarations of interest and dispensations**

There were no declarations regarding the items on the agenda.

**52. 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 21 April 2021 as a true record.

**53. Re-opening the Town Hall**

The Meeting considered the report from the Chief Executive Officer setting out arrangements to re-open the town hall from 1 September 2021. A comprehensive Risk Assessment had been completed and all staff fully consulted. The arrangements and advice were in accordance with the current government guidelines regarding returning to work and keeping the workplace safe.

Members noted the staff rota, which set out the minimum attendances by officers in the Town Hall. It was further noted that these arrangements are trial arrangements, which will be reviewed by 31 December, in the light of experience and any changes to guidelines or restrictions.

**Proposed:** Councillor Martin Colston

**Seconded:** Councillor Vaughan Miller

**Resolved:** To Approve the arrangements for staff returning to the Town Council offices and re-opening the Town Hall to the public from 1 September 2021.

**54. Staff Restructuring-1**

The meeting heard that the Corporate Officer’s Job Title and Job Description were out of date and needed to be amended to reflect her current roles and responsibilities.

The CEO had consulted with her and she was in agreement with the proposals. There were no other changes proposed to her contract of Employment.

**Proposed:** Councillor Martin Colston

**Seconded:** Councillor Jeff Beck

**Resolved:** To Approve the creation of the new post of Senior Accounts Officer and the Job Description for same ( This is the role currently carried out by one of the Council's Corporate Services Officers.)

**55. Exclusion of the press and public**

**Proposed:** Councillor Martin Colston

**Seconded:** Councillor Vaughan Miller

**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.

**56. Staff Restructuring -2**

The meeting heard that due to very substantial changes in Council priorities and workloads in recent years, a review of the Council's staff structure was required to deal with issues around managing the facilities of the Council in a more efficient and cost-effective way.

**Proposed:** Councillor Martin Colston

**Seconded:** Councillor Andy Moore

**Resolved:**

a) that the Council approves the review of the Council's arrangements for facilities operations and management and

b) Authorises the Council's officers to progress any redundancies or recruitments arising from the review.

The meeting finished at 8.06 pm.

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

Chairman

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