

## Newbury Town Council

### Minutes of the Staff Sub-Committee held on 23 May 2025 in the Elsie Kimber Room.

#### Present:

Councillors Gary Norman (Chairman), Pam Lusby-Taylor, Elizabeth O’Keeffe.

#### In Attendance:

Toby Miles-Mallowan, Chief Executive Officer (CEO)

#### 1. Apologies for absence

Councillor Vaughan Miller

#### 2. Declarations of interest and dispensations

No Declarations of interest noted.

#### 3. Recruitment and Vacancies

To **Resolve** Councillor involvement on interview panels

**Proposed:** Councillor Gary Norman

**Seconded:** Councillor Pam Lusby-Taylor

**Resolved** interview panels confirmed

Position	Councillor	Reserve councillor	Officer	Officer
<b>Town Hall Officer</b>	Jo Day	Elizabeth O’Keeffe	Jo Aylott	Toby Miles-Mallowan
<b>Finance Apprentice</b>	Gary Norman	Pam Lusby-Taylor	Liz Manship	Toby Miles-Mallowan
<b>Corporate Support Officer</b>	Andy Moore	Vaughan Miller	Kym Heasman	Toby Miles-Mallowan
<b>Parks &amp; Open-Spaces Officer</b>	Vaughan Miller	David Harman	Martin Kavanagh	James Heasman

#### 4. Parks and Open-Spaces Assistant

CEO presented the role of Parks and Open-Spaces Assistant outlining the benefits of this position to the council. Recruitment will be through an internal process.

**Resolved** to recruit to the position of Parks and Open Spaces Assistant on a one year fixed term contract, to be reviewed for extension.

**Proposed:** Gary Norman

**Seconded:** Sarah Slack

#### 5. Committee Clerk Maternity Cover

Committee **noted** arrangement for Maternity Cover for Committee Clerk

**Action:** CEO to confirm budget for a Locum Clerk

#### 6. Exclusions of Press and Public

Not required

**7. Appraisal Update**

See appendix 1 (confidential & privileged) for CEO Recommendations approved.

**Resolved:** The CEO recommendations

**Proposed:** Councillor Garry Norman

**Seconded:** Councillor Pam Lusby-Taylor

**8. Civic Manager Review**

**Resolved** to changes to the Civic Manager Job Description to Civic Services Manager subject to changes. Pay award agreed at SCP 35 on pay scale SCP 33 to 40, backdated to 1<sup>st</sup> April 2025.

**Proposed:** Councillor Sarah Slack

**Seconded:** Councillor Elizabeth O'Keeffe

**9. Berks Pension Update**

Committee **received** update from CEO about the Berkshire Pension Company

There being no other matters the meeting finished at 15:56

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

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