

28 October 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 7.30 pm on 3rd 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 25 August 2021 (Appendix 1)**
Chairman

To agree the minutes of the Staff Sub-Committee meeting held on 25 August 2021.

- 4. To appoint a Selection Panel for the post of Town Hall Officer (Appendix 2)**

- 5. To appoint a Selection Panel for the post of Facilities Officer (Appendix 3)**

- 6. 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.

- 7. Update on the recruitment process for the posts at 4 and 5 above. (Appendix 4)**

Newbury Town Council

PUBLIC Minutes of the Staff Sub-Committee held in the Council Chamber, Town Hall, Newbury at 10.00 am on 25 August 2021.

Present:

Councillors Martin Colston (Chairman), Jeff Beck, Sarah Slack (substitute) and Nigel Foot (Substitute)

In Attendance:

Hugh Peacocke, Chief Executive Officer (CEO)

Apologies for absence

Councillors Olivia Lewis, Elizabeth O’Keeffe, Andy Moore and Vaughan Miller.

57. Declarations of interest and dispensations

There were no declarations regarding the items on the agenda.

58. Minutes of the Staff Sub- Committee meeting held on 18 August 2021

Proposed: Councillor Jeff Beck

Seconded: Councillor Nigel Foot

Resolved that the Chairman sign the minutes of the Staff Sub- Committee meeting held on 18 August 2021 as a true record.

59. Exclusion of the press and public

Proposed: Councillor Martin Colston

Seconded: Councillor Nigel Foot

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.

60. A complaint received from a member of the public

The Chairman invited the complainant to outline the grounds for his complaint. The complainant’s son read out a prepared statement, detailing allegations that the CEO had “conspired and colluded” with West Berkshire District Council to have a Notice served on the complainant. The notice prohibits the complainant from carrying on certain activities.

The CEO denied the allegations, saying that Newbury Town Council were not a party to those proceedings and had twice declined to become involved in same.

Members asked questions of both the complainant and the CEO before asking them to leave the meeting while they considered the complaint.

Proposed: Cllr Martin Colston

Seconded: Cllr Sarah Slack

Resolved: That the subcommittee totally rejects the claim made by the complainant against the Council's CEO and that the Council writes as follows to the complainant:

1. *We find no evidence that Mr Peacocke "conspired and colluded" with West Berkshire Council (WBC), Thames Valley Police or any other bodies in the drawing up or serving of the Notice (CPN) on the complainant.*
2. *In fact, Mr Peacocke was invited to participate in the process by WBC on 2 separate occasions and in both cases he declined and said that Newbury Town Council (NTC) would not be involved.*
3. *NTC have no details about what is contained in the Notice or the evidence that was provided in order to serve the Notice. In fact, NTC only became aware of the existence of the Notice following communication about it from the complainant.*
4. *WBC has confirmed explicitly that WBC did not "collaborate (or conspire)" with either NTC or Mr Peacocke in relation to the Notice.*

We would like to note that during the meeting, Members repeatedly informed the complainant of the following:

1. *The interpretation and enforcement of the law in this issue is a matter for the police and the courts; it has nothing to do with NTC.*

Unanimous vote in support of the above

The meeting finished at 11.30 am.

Signed: _____

Chairman

Date: _____



Job Vacancy

Town Hall Officer

Newbury Town Council is very proud of the Town Hall and we are looking for someone to help us improve the customer service and experience it provides.

As Town Hall Officer you will be an ambassador for the Council and take great pride in ensuring facilities in our Town Hall are kept in excellent condition.

You will be responsible for ensuring the Town Hall is always well presented, fully equipped and set out as required for our various meetings and events. Some light manual handling will be required for shifting and arranging of furniture, such as tables and chairs.

You will provide “front door” services for meetings and events which are open to the public. (Specific training in door services and health and safety will be provided.) to fulfil this role, you will be well presented and have good inter-personal skills.

There are about 40 evening meetings per annum (Mostly Monday evenings) and about 12 weekend events per annum. It is expected that the post holder will work about 8 hours per week, but it could be more at certain times of the year. With a very few exceptions, a full calendar of the upcoming events will be available well in advance. Remuneration is at £10.50 per hour but a lot of the work will be evenings and weekends which will attract overtime rates. The Council will guarantee a minimum payment of £400 per month to the post-holder.

The post holder will be paid 20 days’ holidays (pro rata) and eligible to join the Local Government Pension Scheme.

Full details, including the Job Description, person Specification and Application form can be found on the Council’s website: www.newbury.gov.uk.

Further information is available from Elisa Mullen, Civic Manager, email elisa.mullen@newbury.gov.uk.

The closing date for applications is Sunday 7th November 2021.

Town Hall Officer
Newbury Town Council

Newbury Town Council provides a range of services to the people of Newbury, including parks, playgrounds, outdoor gyms, other recreation areas and open spaces.

The Town Council also manages several Buildings which are used for a variety of purposes both by the Council and by outside organisations.

We are passionate about the service we provide to our Residents & Customers, providing quality experiences for our communities.

The hiring out and management of our Spaces within the Town Hall is an important function for this Council.

What will the role of Town Hall Officer entail?

As Town Hall Officer you will be an ambassador for the Council and take great pride in ensuring facilities in our Town Hall are kept in excellent condition and are always well presented. You will be responsible to the Council for ensuring the spaces used by the Council, its Tenants or outside organisation are always best presented, fully equipped, and set out as required.

Letting of facilities like the Council Chamber, the Town Hall suites and the Elsie Kimber Room, brings needed income to the Town Council to support its finances.

The Town Council also provides assistance to other organisations such as Newbury Business Improvement District (The BID) and other Public Events in or around the Town Hall where NTC have an interest.

Whilst your focus will be on the appearance and tidiness of the Town Hall, the management of the use of the facilities is key. You will ensure that the facilities are clean, presentable and set up for each specific use (be that Council meeting, Training or Functions such as Coffee mornings & Weddings). Customer interaction will naturally play a key part in your duties. You will be the link between the Council and our customers, showing courtesy and attention to all users where required.

Your duties include:

1. To provide a polite and effective service to all users of the Town Hall, the Staff, Members, Tenants & Visitors
2. To carry out all required setting up for the individual room bookings as directed by the Civic Manager.
3. To take ownership of the Town Hall lettings Plan as set out by the Civic Manager, ensure all equipment needed, layouts, catering, signage, etc are all in place and functioning for each individual event/ booking.
4. To take ownership of the management of necessary repairs / works on equipment needed for the use of these facilities in agreement with Community Services Manager.

5. To manage contractors carrying out works on Council equipment needed for events in the town Hall and check for quality & performance of these before they are required to ensure all is functioning correctly.
6. To become competent & carry out testing on equipment (Microphone, speakers, projectors, sound Appliance, chairs tables, Served & its equipment) for use in letting these spaces. To ensure correct testing & regular maintenance of the equipment is carried out.
7. To provide Door Management service for access / egress to all Council events as directed by the Civic Manager which may include opening / closing facilities to Trade Operative, deliveries, etc.
8. Ensure necessary signage, toilet facilities & catering are all in place for each letting and clear away on completion
9. To become competent and qualified in Door Management and Health & Safety procedures for the use of these spaces
10. To be the point of contact for after-hours use.
11. To ensure the premises are secure and light turned off at end of the sessions.
12. To support the Community Services Manager in inspection of the Town Hall and provision of Risk assessment for the use of its spaces.
13. To be responsible for the Council Flagpole, raising of appropriate Flags and maintain flags when not in use.
14. Provide set up for Councils Civic Engagements, Town Hall functions, Open events Mayor making etc.
15. To undertake such other duties as may be required by the Civic Manager and which are reasonably consistent with the duties, grading and character of the post

What will I need to be considered for this Civic Managers Facilities Operative vacancy?

- Great customer service skills with the ability to positively interact with members of the public.
- Ability to work well on your own initiative.
- Ability to use & maintain visual & audio equipment, knowledge of catering equipment would be advantageous.
- Understanding of meetings and events management needs
- Organisational and time management skills
- Good team player with interpersonal skills and a positive and enthusiastic outlook
- The role also requires a full DBS disclosure.
- Approved Health & Safety training / qualifications (Alternatively, the successful applicant must complete the required training ASAP. The Council will pay for this)
- Approved Door Management training (Alternatively, the successful applicant must complete the required training before taking up the role. The Council will pay for this)
- Physically able to carry out light manual handling duties and moving some furniture

- Williness to take additional training & qualifications.
- Ability to work flexibly & unsocial hours, as required.
- Smart appearance and adherence to the Council's dress code.

What will I receive in return?

Remuneration is at £10.50 per hour. A lot of the work will be evenings and weekends which will attract overtime rates. There are about 40 evening meetings per annum and about 12 weekend events per annum. It is expected that the post holder will work about 8 hours per week, but it could be more at certain times of the year

The Council will guarantee a minimum payment of £400 per month to the post-holder.

With a very few exceptions, a full calendar of the upcoming events will be available well in advance.

The post holder will be paid 20 days' holidays (pro rata) and eligible to join the Local Government Pension Scheme.



Job Vacancy

Facilities Officer

Newbury Town Council is passionate about providing quality experiences for our communities. We are looking for someone who can look after our various buildings and assets around Newbury. These include the Town Hall, Clock House, and other assets such as parks, playgrounds, outdoor gyms and other recreation areas.

Basic maintenance skills are required (Carpentry, plumbing, painting, pond care, gardening) and a working knowledge of health and safety law (Specific health and safety training will be provided.)

Customer interaction will play a key part in the day-to-day duties and the successful candidate will be the link between the Council and our customers, showing courtesy and attention to all users where required.

As the post holder will be required to cover all of the Town Council's area, occasionally taking equipment with them, access to their own vehicle and a full UK driving licence would be desirable.

The Council is offering an annual starting salary of £23,000 in addition to 20 days holiday. The post holder will also be eligible for membership of the Local Government pension Scheme.

The post will be full-time and permanent, following completion of a satisfactory probation period.

Hours of Work: 37 hours per week, Mon to Friday.

Occasional weekend working, including supporting voluntary/ community groups, may be required.

Full details, including the Job Description, person Specification and Application form can be found on the Council's website: www.newbury.gov.uk.

Further information is available from David Ingram, Community Services Manager, email David.ingram@newbury.gov.uk.

The closing date for applications is Sunday 7th November 2021.

Community Services Operative

Newbury Town Council

Newbury Town Council provides a range of services to the people of Newbury, including parks, playgrounds, outdoor gyms, other recreation areas and open spaces.

The Town Council also manages several Buildings, Town Hall, Clock House, and other assets with the Town.

We are passionate about the upkeep and standards of our buildings, monuments, parks & other assets, providing quality experiences for our communities.

What will the role of CS Operative entail?

As CS Operative you will be an ambassador for the Council and take great pride in ensuring the parks, buildings and open spaces throughout Newbury are kept in excellent condition and are always well presented. This person will be the Council's eyes and ears on the ground.

Whilst your focus will be on the appearance and tidiness of our lands, maintenance of our equipment, playgrounds, buildings, benches, bins and other assets, customer interaction will naturally play a key part in your day-to-day duties. You will be the link between the Council and our customers, showing courtesy and attention to all users where required.

These might include:

1. To provide a polite and effective service to all users of the Town Hall, the go to for the Council Tenants
2. To carry out reactive / proactive works within the Town Hall / War Memorial / Clock House/ changing rooms / NTC Let buildings as required
4. To take ownership of the Town Hall Service Plan as set out by the Line manager (Weekly tasks to be carried out)
5. To take ownership of the management & carrying out of basic maintenance of: Town Hall: War Memorial: Clock House: Cemetery Chapels; Changing Rooms, Statues & Memorials, Benches, Bins, Sign and seek support from Contractors where this is required.
6. Manage Contractors carrying out works on Council assets and check for quality & performance.
7. Become competent & carry out Annual PAT portable Appliance Testing of all equipment on Council premises & Staff allocated IT equipment.
8. To be first line emergency call out for the Town Hall and other assets (Call out process)

9. To provide support to the Community Services Team in Victoria Park, City Rec, Wash Common and other NTC open spaces, including graffiti removal, minor bench repairs and litter / dog bin, exterior cleaning, litter picking where required.

10. To become competent in the RoSPA Inspections of Playgrounds and assist the Parks & Green Spaces Officer in carrying out basic repairs & maintenance to equipment in Play areas.

11. To support the Parks & Green Spaces Officer in inspecting and managing the Parks and Open space areas as directed.

12. Undertake basic security repairs and maintenance repairs at Newbury Town Council's 6 Allotment sites.

13. Provide support for Parks and Green Spaces officer at volunteer horticultural events, if required.

14. To undertake such other duties as may be required by the Community Services Manager / Parks and Green spaces officer and which are reasonably consistent with the duties, grading and character of the post

What will I need to be considered for this CS Facilities Operative vacancy?

- Great customer service skills with the ability to positively interact with members of the public.
- Ability to work well on your own initiative.
- Horticultural and DIY Maintenance skills to a reasonable level of competence
- Ability to use hand tools and basic power tools, ladders & approved chemicals / solvents.
- Understanding of property management needs
- Organisational and time management skills
- Good team player with interpersonal skills and a positive and enthusiastic outlook
- The role also requires a full DBS disclosure.
- Approved Health & Safety training / qualifications
- Willingness to take additional training & qualifications.
- Full UK driving licence with access to vehicle.

What will I receive in return?

You will receive an annual starting salary of £23,000 in addition to 20 days holiday. You will also be eligible for membership of the Local Government pension Scheme.

Contract Type: Full, permanent

Hours of Work: 37 hours per week, Mon to Friday with occasional weekend working as directed.

Recruitment Plan for appointment of Community Services Facilities Officer and Town Hall Officer

	Event	Date	Actions
1.	Prepare application forms and guidance for applicants	By 8/10	Online, email and paper copies of Application forms, guidance, JD and Person Spec
2.	Advertise posts for 4 weeks	From 7/10	NWN, Facebook, NTC Website, Notice board
3.	Publish notice of staff sub	27/10	Prepare agenda and papers for Staff Sub
4.	Convene Staff sub to appoint selection panels	7.30 pm, 3/11	Publish Notice, book EK room,
5.	Closing date for applications	7/11	
6.	Send papers for selection panels	8/11	Send application forms received, draft scoresheets, questions, etc.
7.	Convene selection panels	10/11	Assess applications and prepare shortlist Decide who asks what Assessment test? Decide weighting and scores for answers
8.	<ul style="list-style-type: none"> Respond to unsuccessful applicants Invite short-listed applicants for interview 	11/11	<ul style="list-style-type: none"> Respond to unsuccessful applicants Invite short-listed applicants for interview
9.	Publish notice of Staff Sub	10/11	Prepare agenda and papers for Staff Sub
10.	Interviews Town Hall Officer	16/11	3 interviews, followed by Panel assessments.
11.	Interviews Town Hall Officer	17/11	3 interviews, followed by Panel assessments.
12.	Convene Staff sub to approve outcome of Selection Panel	7.30 pm, 17/11	Present report of selection panels
13.	Offer jobs, subject to referees, etc.	By 19/11	Offers and letters to unsuccessful applicants
14.	Terms agreed	By 30/11	
15.	Take up post	By 01/2022	Commence induction programme