

**Newbury Town Council**

**Minutes of the Staff Sub-Committee held on 17 July 2024 in the Elsie Kimber Room.**

**Present:**

Councillors Gary Norman (Chairman), Jo Day, Steve Masters, Pam Lusby-Taylor,  
Vaughan Miller, Elizabeth O’Keeffe,

**In Attendance:**

Toby Miles-Mallowan, Chief Executive Officer (CEO)

**15. Apologies for absence**

None received

**16. Declarations of interest and dispensations**

No Declarations of interest noted.

**17. HR Provision**

The committee received 3 options to replace current HR Provision, Bright HR, Peninsula and Supportis. It was recommended that the committee accept the proposal of Supportis HR. The annual costs will be £3213.60pa for 5 years.

**Proposed: Elizabeth O’Keeffe**

**Seconded: Stephen Masters**

**Resolved** that Newbury Town Council award propose HR provision to Supportis.

Committee requested that Officers monitor any additional HR spend.

**18. Staffing Restructure**

Committee received a presentation from the CEO regarding the recent staff away day and feedback from officers and suggested restructures for Newbury Town Council. CEO presented the final version of the staffing structure that has been based on feedback from Officers and with consultation with managers in the council. See Appendix 1 for structure.

Committee asked for CEO to present a road map plan to show how the structure will be put in place.

**19. Exclusion of Press and Public**

**Proposed:** Stephen Masters

**Seconded:** Jo Day

**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 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.

## **20. CEO Probation Review**

The process for the CEO's 3 month Probation review was discussed at the committee and agreed that the review would be discussed at the CEO's next one to one.

## **21. Pay Awards**

CEO raised that it is now too late in the year to change the pay awards process for staff. Committee agreed that the pay bonus will remain in place this year but that the CEO needed to explore an alternative system in the future.

The meeting finished at 16:55.

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

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