



September 2024.

**To:** Councillors Gary Norman, Jo Day, Pam Lusby-Taylor, Elizabeth O’Keeffe, Steve Masters and Vaughan Miller.

**Substitutes:** Councillors Billy Drummond, Nigel Foot, Ian Jee, Chris Hood and David Marsh

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 4.00 pm, Wednesday 25 September 2024.

Yours sincerely,

**Toby Miles-Mallowan**  
**Chief Executive Officer**

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## AGENDA

- 1. Apologies for absence**
- 2. Declarations of interest and dispensations**  
**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 June 2024 (Appendix 1)**  
**To agree** the minutes of the Staff Sub-Committee meeting held on June 2024.
- 4. Review Staffing Structure for Newbury Town Council (Appendix 2)**  
**To Consider** the proposed staffing structure for Newbury Town Council in accordance with the Council’s Standing Orders,  
**To recommend** to the Policy and Resources Committee the proposed staffing structure
- 5. Review the road map to implementation of the new Staffing Structure for Newbury Town Council (Appendix 2)**  
**To Consider** the proposed road map for implementing the new staffing structure in accordance with the Council’s Standing Orders,  
**To recommend** to the Policy and Resources Committee the proposed road map for implementing the staffing structure.

**6. Committee Clerk**

**To update** the staffing sub-committee around the recruitment of the Committee Clerk Position.

**To approve** the recommendation of the CEO and Leader of the Council.

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

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 the publicity would be prejudicial to the public interest by reason of the confidential and personal nature of the business to be transacted.

**8. Staffing Update**

**9. Probation Review of the CEO**

**To Review** the performance of the CEO.

**To decide** whether to **confirm the CEO's appointment** or **extend** the probation period.