

**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, Jo Day

**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

<b>Position</b>	<b>Councillor</b>	<b>Reserve councillor</b>	<b>Officer</b>	<b>Officer</b>
<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 for CEO Recommendations approved.

**Resolved** to 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: \_\_\_\_\_

Appendix 1: CEO recommendations for Pay Awards approved.

Job Title	Appraisal Outcome	Recommendation	Current SCP	Proposed SCP
Committee Clerk	Met performance objectives	Move up 2 Salary Scale Points from 1 <sup>st</sup> April 2025	18	20
Mayors Attendant	Met Performance Objectives	Move up 1 Salary Scale Point backdated to 6 <sup>th</sup> May 2025	14	15
Civic Services Manager	Additional Management Responsibilities	Move to SCP 35 in Scale 33 – 40 backdated to 1 <sup>st</sup> April 2025.	25	35

