Minutes of the Staff Sub-Committee held on 30 September 2026 in the Elsie Kimber Room.

Present:
Councillors: Jo Day, Roger Hunneman (substitute) Pam Lusby Taylor and David Marsh (Chair)

In Attendance:
Toby Miles-Mallowan, Chief Executive Officer (CEO)

8. **APOLOGIES OF ABSENCE**
   Cllrs Vaughan Miller, Gary Norman and Elizabeth O'keeffe

9. **DECLARATIONS OF INTEREST AND DISPENSATIONS**
   It is declared that Cllr David Marsh is also a member of West Berkshire Council which is declared as a general interest and dispensation is given to discuss any matters relating to west Berks.

10. **APPROVAL OF MINUTES OF STAFF SUB-COMMITTEEE 31 July 2026**
    Proposed: Cllr David Marsh
    Seconded: Cllr Pam Lusby Taylor
    Resolved to approve the minutes of the staff sub-committee 31 July 2026

11. **OUT OF HOURS PROCEDURE**
    Out of hours paper **received.**
    Proposed: Cllr David Marsh
    Seconded: Cllr Jo Day
    Resolved to recommend to Policy and Resources Committee the out of hours compensation procedure.

12. **EXCLUSION OF PRESS AND PUBLIC**
    Proposed: Cllr Jo Day
    Seconded: Cllr Roger Hunneman
    Resolved that, pursuant to section 1(2) of the Public Bodies (Admission to Meetings) Act 1960, the press and public be excluded from the meeting during consideration of the following item of business because of the confidential nature of the business to be transacted.

13. **NJC PAY AGREEMENT**
    Report on the NJC Pay agreement was **received.**
    Proposed: Cllr David Marsh
    Seconded: Cllr Roger Hunneman
    Resolved: That the Council:
    1. adopts the NJC pay agreement and revised national pay scales for 2026/27, effective from 1 April 2026;
    2. applies the agreed pay award to all eligible employees and pays the resulting salary arrears backdated to 1 April 2026;
    3. notes the deletion of Spinal Column Point 2 from the NJC pay spine with effect from 1 April 2026;
    4. moves all employees who were on SCP 2 immediately before 1 April 2026 to SCP 3 with effect from 1 April 2026; and

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5. pays those employees the appropriate SCP 3 salary, incorporating the 2026/27 NJC pay award, backdated to 1 April 2026, with the associated arrears paid through the next available payroll.

14. CIVIC SERVICES MANAGER'S REPORT

Report on Civic Services Manager was **received.**

Proposed: Cllr Jo Day

Seconded: Cllr Pam Lusby Taylor

Resolved to that the Community Services Officer referred to in the report receives an additional increment award as from 30 September 2026.

15. PARKS AND OPEN SPACES OFFICER

Proposed: Cllr Roger Hunneman

Seconded: Cllr Jo Day

Resolved to authorise officers to review the job description and to present the updated job description and pay scale recommendation back to the Staff Sub-Committee.

There being no other matters the meeting finished at 14:39

Signed: _____ Date: _____

Chairman

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