



8 September 2022.

**To:** The Leader of the Council, the Deputy Leader of the Council,  
Councillors Jeff Beck, Elizabeth O’Keeffe, 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, Tuesday, 13 September 2022.

Yours sincerely,

**Hugh Peacocke**  
**Chief Executive Officer**

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## 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 26 April 2022 (Appendix 1)**  
*Chairman*  
**To agree** the minutes of the Staff Sub-Committee meeting held on 26 April 2022.
4. **Flu Vaccination Vouchers for Staff and Members of Newbury Town Council (Appendix 2)**  
*Chairman*  
**To approve** the purchase of Flu Vaccination vouchers for Staff and Members of Newbury Town Council.

**5. Time Off In Lieu (Appendix 3)**

*Chairman*

**To amend** employees' contracts of employment to allow overtime to be paid, where requested, rather than Time Off in Lieu.

**6. Democratic Services Officer (Appendix 4)**

*Chairman*

**A) To approve** the Job Description, Person Specification, terms and conditions for the Democratic Services Officer and the recruitment schedule for the post.

**B) To appoint** the selection panel for the post.

**7. Community Services Manager**

*Chairman*

**To approve** arrangements for the recruitment of the Council's Community Services Manager.

**8. 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 nature of the business to be transacted.

**9. Staff Structure Review**

*Chairman*

**To Receive** the Staff Structure Report prepared by SLCC Consultancy service and **To agree** the staff consultation process regarding the Report.

**10. Staff Matters:**

*Chairman*

**To note** other confidential staff updates

**Newbury Town Council**

**Minutes of the Staff Sub-Committee held in the Elsie Kimber Room, Town Hall, Newbury at 6.00 pm on 26 April 2022.**

**Present:**

Councillors Martin Colston, Andy Moore and Elizabeth O’Keeffe.

**In Attendance:**

Hugh Peacocke, Chief Executive Officer (CEO)

**Apologies for absence**

Councillors Jeff Beck, Olivia Lewis and Vaughan Miller.

**7. Declarations of interest and dispensations**

The CEO said that Councillor Andy Moore was a member of West Berkshire District Council and had a dispensation to discuss any matters which might relate to that Council at this meeting.

There were no declarations regarding the items on the agenda.

**8. Minutes of the Staff Sub- Committee meeting held on 19 January 2022.**

**Proposed:** Councillor Martin Colston

**Seconded:** Councillor Andy Moore

**Resolved** that the Chairman sign the minutes of the Staff Sub- Committee meeting held on 19 January 2022 as a true record.

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

**Proposed:** Councillor Elizabeth O’Keeffe

**Seconded:** Councillor Andy Moore

**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.

**10. Staff Matters:**

**10.1 To approve amendments to an employment contract**

The meeting heard that for personal/ family reasons a Council employee had requested a reduction in working hours to 3 days per week. Should he work more than that in any week, he would be recompensed at the appropriate rate. As the Council values his services it was recommended that the Council accept the request.

**Proposed:** Councillor Martin Colston

**Seconded:** Councillor Andy Moore

**Resolved:** **To approve** the amendments to the employment contract and job description of the Council’s employee, as requested.

## 10.2 The Council's Staff Structure

Following previous discussions, the CEO had obtained a quotation and proposal from SLCC consultancy services to review the council's Staff structure in light of the Strategy and services that the council delivers. As the shape of the new grounds maintenance contract becomes clearer, the Staff subcommittee agreed that this would be a good time to undertake this review.

**Proposed:** Councillor Martin Colston

**Seconded:** Councillor Andy Moore

**Resolved** that the Council approves the quotation and proposal and instructs SLCC Consultancy Services to review the Council's staff structure.

## 10.3 Maternity Leave and recruitment of cover

**Proposed:** Councillor Martin Colston

**Seconded:** Councillor Andy Moore

**Resolved:** a) **To approve** the proposed maternity leave, and  
b) **To approve** the recruitment of a person for 3 days per week to provide maternity cover and  
c) **To authorise** officers to carry out the recruitment.

## 10.4 A Staff Appraisal

The meeting received the appraisal and recommended a merit award of 5%

**Proposed:** Councillor Martin Colston

**Seconded:** Councillor Elizabeth O'Keeffe

**Resolved:** **To approve** a merit payment of 5%

## 10.5 To receive a probation report and confirm a permanent appointment

The meeting received the probation report regarding the Town Hall Officer which was very satisfactory and the subcommittee was recommended to confirm the permanent appointment.

**Proposed:** Councillor Martin Colston

**Seconded:** Councillor Elizabeth O'Keeffe

**Resolved:** **To confirm** the permanent appointment of the Council's Town Hall Officer.

The meeting finished at 6.36 pm.

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

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

## Newbury Town Council

## Public Report

To: Staff Subcommittee

Date of meeting: 13 September 2022

**Agenda item No. 4:****Flu Vaccination Vouchers for Staff and Members of Newbury Town Council**

**Decision Required:** To **approve** the purchase of Flu Vaccination vouchers for Staff and Members of Newbury Town Council.

**Background**

Council business requires staff and members of the Council to meet face to face with each other and with the public. A certain number of staff are required in the offices in the Town when open to the public. The regulations allowing virtual meetings have been repealed, requiring the Council to meet face-to-face and often with members of the public in attendance.

**Issues arising**

The flu virus is spread in a similar manner to Coronavirus- through droplets and contact with the virus.

According to the NHS, flu vaccination is important because:

- *while flu is unpleasant for most people, it can be dangerous and even life threatening for some people, particularly those with certain health conditions*
- *more people are likely to get flu this winter as fewer people will have built up natural immunity to it during the COVID-19 pandemic*
- *if you get flu and COVID-19 at the same time, research shows you're more likely to be seriously ill*

*Vaccination gives the best protection against flu.*

*Flu vaccines help protect against the main types of flu viruses, although there's still a chance you might get flu.*

*If you do get flu after vaccination, it's likely to be milder and not last as long.*

*Having a flu vaccine may help stop you spreading flu to other people who could be more at risk of serious problems from flu.*

**Considerations:****1. Reference to Council Strategy 2019-2024**

The Council aims to exercise best practice as an employer, promoting fairness and equality for our employees and volunteers.

2. **Legal:** the Power of General Competence enables the Council as an employer to offer this to staff and members.

3. **Financial:**

Boots are offering Flu vaccination vouchers at £12.00 each, which covers the cost of the vaccination. Every employee day lost through sickness costs the Council an average of £120. There is also the advantage of business continuity as more employees and Councillors should be available to carry on the business of the Council.

It should be noted that those over 65 years of age and anyone with a serious long-term health condition will be offered the flu vaccination free of charge through the NHS. Accordingly, 20 vouchers should be sufficient to cover all those who wish to avail of this offer from the Council.

4. **Climate/ Environmental issues**

Not applicable

5. **Crime and Disorder**

Not applicable

6. **Risk assessment** (including reference to SAG if appropriate)

The sudden loss of key staff and other staff are 2 risks identified in the Council's Strategic Risk Register. This proposal will reduce the risk of this happening throughout the coming winter.

7. **Equality and Diversity**

Not applicable

8. **Consultation**

Not required. Take up of the offer is optional.

**Conclusion/ Recommendation**

**That the Council approves the purchase of 20 vouchers for flu vaccinations for staff and members of the Council** (to be allocated on a first come, first served basis.)

**Report Author:** Hugh Peacocke, CEO

**Date:** 6 September 2022.

## Newbury Town Council

## Public Report

To: Staff Subcommittee

Date of meeting: 13 September 2022

## Agenda item No. 5: Time Off In Lieu

**Decision Required: To amend** employees' contracts of employment to allow overtime to be paid, where requested, rather than Time Off in Lieu.

**Background/ Introduction**

The Council operates a system of giving time off in lieu (TOIL) to officers attending meetings and other Council events outside of normal working hours for most of its current staff.

TOIL conceals the true cost of staff time outside of normal working hours and also reduces the amount of staff time available to carry out their functions. It adds to the strain of delivering services and business continuity, especially during times of high annual leave or other absences.

Some staff have indicated that they would prefer to be paid overtime for working after hours. It is recommended that staff contracts (where applicable, as this does not arise in all cases) be amended to offer this option.

**Considerations:****1. Reference to Council Strategy 2019-2024**

The Council aims to exercise best practice as an employer, promoting fairness and equality for our employees and volunteers.

**2. Legal:** the Power of General Competence enables the Council as an employer to offer this to staff and members.**3. Financial:** the costs associated with this measure (estimated at £3,000 per annum, gross) would be recouped through extra staff availability, better resilience and improved business continuity.**4. Climate/ Environmental issues**

Not applicable

**5. Crime and Disorder**

Not applicable

**6. Risk assessment** (including reference to SAG if appropriate)

This proposal will strengthen the Council's staff resources, providing better stronger resilience and improved business continuity.

**7. Equality and Diversity**

Not applicable

**8. Consultation**

Staff have been consulted. Take up of the offer of overtime is optional.

**9. Conclusion/ Recommendation**

- i) That the Council amends employees' contracts of employment to allow overtime to be paid, where requested, rather than Time Off in Lieu.
- ii) That future contracts of employment offered by the council provide that hours worked after normal working time will be recompensed by payment of overtime.

**Report Author:** Hugh Peacocke, CEO

**Date:** 6 September 2022.



|     | Event                                                                                                                                      | Date                     | Actions                                                                                                                                    |
|-----|--------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|--------------------------------------------------------------------------------------------------------------------------------------------|
| 1.  | Publish notice of Staff Sub                                                                                                                | Sept                     | Prepare agenda and papers for Staff Sub                                                                                                    |
| 2.  | Staff sub convenes                                                                                                                         | 13/09/22                 | Recommend JD, PS and Terms, recruitment process, selection panel                                                                           |
| 3.  | Prepare application forms and guidance for applicants                                                                                      | Sept 22                  | Online, email and paper copies of Application forms, guidance, JD and Person Spec                                                          |
| 4.  | <b>Advertise post for 4 weeks</b>                                                                                                          | from 19 September        | NWN, Indeed, LinkedIn, NTC Website, Notice board                                                                                           |
| 5.  | <b>Closing date for applications</b>                                                                                                       | <b>Sunday 16 October</b> |                                                                                                                                            |
| 6.  | <b>Convene selection panel</b>                                                                                                             | w/c 17/10                | Assess applications and prepare shortlist<br>Decide who asks what<br>Assessment test<br>Decide weighting and scores for answers            |
| 7.  | <ul style="list-style-type: none"> <li>Respond to unsuccessful applicants</li> <li>Invite short-listed applicants for interview</li> </ul> | w/c 17/10                | <ul style="list-style-type: none"> <li>Respond to unsuccessful applicants</li> <li>Invite short-listed applicants for interview</li> </ul> |
| 8.  | Publish notice of Staff Sub                                                                                                                | 20/10                    | Prepare agenda and papers for Staff Sub                                                                                                    |
| 9.  | <b>Interviews</b>                                                                                                                          | w/c 24/10                | 3 interviews, followed by Panel assessments.                                                                                               |
| 10. | <b>Convene Staff sub to approve outcome of Selection Panel</b>                                                                             | w/c 24/10                | Present report of selection panel                                                                                                          |
| 11. | Offer job, subject to referees, etc.                                                                                                       | By 31/10                 |                                                                                                                                            |
| 12. | Terms agreed                                                                                                                               | By 11/11                 |                                                                                                                                            |
| 13. | Take up post                                                                                                                               | From 12/22               | Commence induction programme                                                                                                               |

**Newbury Town Council**  
**Job Description**

**JOB TITLE** Democratic Services Officer (and Lead Officer for the Council's Planning and Highways Committee)

**SALARY SCALE** Starting at SCP 21: £26,975 per annum

**RESPONSIBLE TO** Chief Executive Officer (CEO)

**MAIN DUTIES AS LEAD OFFICER FOR THE PLANNING AND HIGHWAYS COMMITTEE**

Newbury Town Council is a consultee on planning matters in Newbury. In addition to Planning Applications the Committee also considers Traffic Management, Highways and Road Safety matters. The main duties in this role will be:

- To prepare high quality agendas and reports for all matters to be considered by the Planning & Highways Committee and presented to the Committee at meetings
- To ensure all decisions made by the Planning & Highways Committee are lawful
- To submit comments or responses in writing to the Local Planning Authority (West Berkshire District Council) or other bodies as may be required
- Provision of general administrative support for the Planning & Highways Committee
- To recommend improvements to procedures and working practices to bring about a more efficient service to the Town Council and the community
- To provide similar services for the Committee's working groups (currently Town Centre, Canal Corridor, Heritage Working Group, and Neighbourhood Development Plan Steering Group).
- To organise, attend, and support meetings of the planning and Highways Committee and its Working groups
- To offer advice on the Council's Standing Orders and Procedure Rules to members of the Committee and officers about decision-making processes and Council protocol
- To take responsibility for co-ordinating the creation and production of high quality agendas and minutes in consultation with the CEO and Chair's, and ensure that all documents are available on the Council's website
- To produce accurate and clear records of meetings, to capture and then monitor key actions, and understand complex documents
- To ensure that all reports submitted are presented in the agreed format and comply with current policies and procedures, ensuring that appropriate information is provided to enable effective decision-making.
- To maintain high standards and contribute to the continuous improvement of the service and embrace the latest technology in carrying out the role
- To have a good working knowledge of virtual/remote meetings and other technological equipment in the Council Chamber and other meeting venues, and able to operate them effectively
- To ensure appropriate arrangements are in place for public participation in meetings

### OTHER PRINCIPAL DEMOCRATIC SERVICES DUTIES

- Support the co-ordination and planning of committees, meetings, and working groups as directed ensuring compliance with all relevant Standing Orders.
- Support managers and officers to respond to pre-set deadlines and requirements in order that agendas and minutes are produced on time and meet all statutory requirements, particularly in relation to public access to information.
- To ensure the production of high quality agendas, despatched at the appropriate time and in accordance with statutory deadlines and performance indicators
- To ensure that other managers and officers are notified of decisions taken at committee and other meetings as appropriate.
- To provide advice and guidance to Elected Members, both during and outside of Committee meetings
- To support the CEO in providing Member Induction and Training
- Support the collation, maintenance and publication of statutorily required and other information relating to Members e.g. Registers of Interests.
- Support the CEO in the Council's compliance with Data Protection and Freedom of Information Legislation.
- Such other duties which may from time to time be required consistent with the grading of the post.

### DIMENSIONS OF THE ROLE

On average, the postholder will be expected to attend approximately one member- level meeting per week. Generally, Committee meetings are held in the evenings, commencing at 7.30 pm. Working Group meetings can take place during working hours or may be in the evening (sometimes on Zoom). The postholder is expected to provide immediate and accurate advice to the Chairman and members of the Committee at meetings and is sometimes the only Officer of the Council in attendance.

Evening work will be compensated through paid overtime.

The Post holder will be entitled to 25 days annual leave per annum, rising to 30 days per annum after 5 years' service.

The post holder will be enrolled in the Local Government Pension Scheme.

The Post Holder will be expected to continue self-development. The Council will provide a thorough induction programme and some mandatory training will be required.

## **GENERAL**

Attend training when required to keep updated on all aspects of your duties and keep up-to-date with legislation, advice and procedural requirements relating to Democratic Services.

### **Professional Accountabilities:**

The post holder is required to contribute to the achievement of the Council's objectives through:

- **Financial Management**  
Personal accountability for delivering services efficiently, effectively, within budget and to implement any approved savings and investment allocated to the service.
- **People Management**  
Engaging with People Management policies and processes.
- **Equalities**  
Ensuring that all work is completed with a commitment to equality and anti-discriminatory practice, as a minimum to standards required by legislation.
- **Climate Change**  
Delivering energy conservation practices in line with the Council's climate change strategy.
- **Health and Safety**  
Ensuring a work environment that protects people's health and safety and that promotes welfare and which is in accordance with the Council's Health & Safety policy.

## Newbury Town Council

**JOB TITLE     Democratic Services Officer**

### Person Specification

| KEY CRITERIA                                                         | ESSENTIAL                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | DESIRABLE                                                                                                                                                                                                                                                                                                                                                                                                                                |
|----------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Qualifications and Training</b>                                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | <ul style="list-style-type: none"> <li>• knowledge, experience and understanding of committee services and democratic services at local government level</li> <li>• Evidence of self-development and career progression.</li> <li>• Relevant qualification in administration, IT or equivalent</li> </ul>                                                                                                                                |
| <b>Competence Summary (Knowledge, abilities, skills, experience)</b> | <ul style="list-style-type: none"> <li>• Able to exercise considered judgement in the provision of advice</li> <li>• Ability to convey information accurately and clearly in a manner which is clearly understood</li> <li>• Ability to prepare and present reports</li> <li>• Ability to take minutes of a meeting</li> <li>• excellent interpersonal skills and the ability to communicate tactfully with councillors and senior officers</li> <li>• Political awareness and influencing skills are essential for this role which contributes to good corporate governance and decision-making</li> <li>• Recognising politically or otherwise sensitive issues and knowing when to deal with them or refer the matter upwards</li> <li>• Good working knowledge of IT systems such as databases, websites, social media, and online meetings software</li> <li>• Effective time management and prioritisation skills</li> </ul> | <ul style="list-style-type: none"> <li>• Understanding of local government procedures</li> <li>• The postholder will be expected to be familiar with the Council's Standing Orders and Rules of Procedure, as well as the law relating to the conduct of meetings</li> <li>• A good understanding of the relevant Local Government Acts, along with the ability to put this into practice under the Council's Standing orders</li> </ul> |

| KEY CRITERIA                                      | ESSENTIAL                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | DESIRABLE |
|---------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|
| <b>Work-related<br/>Personal<br/>Requirements</b> | <ul style="list-style-type: none"> <li>• Ability to work co-operatively and collaboratively as part of a team</li> <li>• Ability to work effectively under pressure</li> <li>• Ability to solve problems, use initiative and work without close supervision</li> <li>• Understand the need for confidentiality and the implication of handling sensitive information</li> <li>• Enthusiastic and highly motivated</li> <li>• Positive “can do” attitude and outlook</li> <li>• A flexible approach to work will be necessary</li> <li>• Interest in improving service delivery and development</li> <li>• Accuracy and good attention to detail</li> <li>• Desire to serve the local community</li> </ul> |           |
| <b>Training</b>                                   | <ul style="list-style-type: none"> <li>• Actively pursuing self-development and training</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |           |