

2026.

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

Substitutes: Councillors Billy Drummond, Nigel Foot, Ian Jee, Chris Hood and Stephen Masters

Dear Councillors

You are required to attend a meeting of the Staff Sub-Committee to be held in the Elsie Kimber Room, Town Hall at 2pm on Friday 31 July 2026.

Yours sincerely,

Toby Miles-Mallowan
Chief Executive Officer

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 (Appendix 1)**
To **agree** the minutes of the Staff Sub-Committee meeting held on 24 March 2026
- 4. Out of Hours Procedure**
To **receive** out of hours procedure proposal
To **authorise** officers to continue developing this procedure
- 5. Exclusion of Press and Public**
Under Section 1, Paragraph 2 of the Public Bodies (Admission to Meetings) Act 1960 the press and public to 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.
- 6. Parks and Open Spaces Supervisor (appendix 2)**
Review the report on Parks and Spaces Supervisor and **agree** next steps as recommended in CEO’s report.
- 5. CEO Training**
To **receive** an update on CEO CiLCA Course
To **approve** salary uplift as per contractual agreement.

Newbury Town Council

Minutes of the Staff Sub-Committee held on 24 March 2026 in the Elsie Kimber Room.

Present:

Councillors: Ian Jee (sub) Pam Lusby Taylor, David Marsh, Gary Norman (Chair), Elizabeth O’Keeffe

In Attendance:

Toby Miles-Mallowan, Chief Executive Officer (CEO)

27. Apologies for absence

Cllrs Jo Day, Vaughan Miller

28. 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.

29. To approve the minutes of Staff Sub-Committee 26 November 2025.

Proposed: Cllr Elizabeth O’Keeffe

Seconded: Cllr Pam Lusby Taylor

Minutes were **approved**.

30. Review of Staff Consultation on Staff Pay Scales

Proposed: Cllr Gary Norman

Seconded: Cllr David Marsh

Resolved to implement pay scales as outlined in the Confidential and Privileged report on Pay Scales (appendix 1).

It was **noted** that the chair gave his thanks to officers for an excellent report and work on this matter.

31. Staff Appraisals

Proposed: Cllr Elizabeth O’Keeffe

Seconded: Cllr Ian Jee

Resolved to implement the recommendation as outlined by in the confidential and privileged report (appendix 2).

32. Staffing Updates

The retirement of the Services Delivery Manager was **noted**.

Proposed: Cllr Gary Norman

Seconded: Cllr Elizabeth O’Keeffe

Resolved to approve the recommendations in the confidential and privileged report (appendix 2)

There being no other matters the meeting finished at 15:13

Signed: _____
Chairman

Date: _____