

**MINUTES OF A MEETING OF THE
PERSONNEL BOARD
HELD ON 18 OCTOBER 2017 FROM 6.30 PM TO 7.45 PM**

Committee Members Present

Councillors: Alistair Auty (Chairman), Stuart Munro (Vice-Chairman), UllaKarin Clark, Lindsay Ferris, Charlotte Haitham Taylor, Pauline Helliard-Symons and Charles Margetts

Officers Present

Sarah Swindley, Lead Specialist Human Resources
Madeleine Shopland, Democratic and Electoral Services Specialist

16. APOLOGIES

There were no apologies for absence.

17. MINUTES OF PREVIOUS MEETING

The Minutes of the meeting of the Board held on 29 June 2017 and the Minutes of the Extraordinary Meetings held on 11 August 2017 and 23 August 2017 were confirmed as correct records and signed by the Chairman.

18. DECLARATION OF INTEREST

There were no declarations of interest received.

19. PUBLIC QUESTION TIME

There were no public questions.

20. MEMBER QUESTION TIME

There were no Member questions.

21. REVISIONS TO CHIEF EXECUTIVE JOB DESCRIPTION

The Board considered revisions to the Chief Executive Job Description.

During the discussion of this item the following points were made:

- Personnel Board had approved the Job Description and Person Specification for the selection of an Interim Chief Executive on 29 June. The Interim Chief Executive had been asked to support the Council in its search for a permanent replacement. Members were informed that the revised Job Description and Person Specification had been influenced by the 21st century Council job description design and conversations with the Executive and other Members regarding important qualities and experience for a Chief Executive.
- The Board considered and amended the Summary of Role. Members agreed that it should read as follows:
 - To shape and deliver the vision and ambitions of the Council to the benefit of the residents/citizens of the Borough. Provide the managerial leadership and operational grip to ensure a modern and progressive Council which is customer focused, commercially orientated, collaborative, digitally aware, and results driven in its culture.
 - Lead a diverse and complex organisation, within an appropriate policy context and governance framework to ensure robust performance management and aid the delivery of integrated services which represent value for money for residents, and support the needs and aspirations of all of our communities.

- To develop the role of the Council developing and enabling communities to build the profile, prosperity and wellbeing of the Borough.
- Discharge, in an excellent manner, the full statutory responsibilities as Head of Paid Service and Principal Advisor to Wokingham Borough Council.
- Councillor Helliard-Symons questioned whether the DBS check required box should be selected. Sarah Swindley clarified that this was not required for the role. The Chairman requested that Members be sent the policy relating to DBS checks for information.
- In response to a Member question regarding what 'gold emergency response' entailed Sarah Swindley clarified that this related to different levels of duties in an emergency situation. The Chief Executive and Directors were all at the highest level. Training would be provided to enable the Chief Executive to undertake this element of the role.
- With regards to Key Accountabilities, Members felt that the Chief Executive should be 'digitally driven' as opposed to 'digitally aware.'
- Members discussed whether the 21st century Council programme should be more directly referenced within the Job Description. The Board agreed that it was important that the Chief Executive 'provide leadership through the Corporate Leadership Team for the delivery of transformation plans and programmes within the agreed budget and timeframe.'
- Members felt that it was important that the Chief Executive led on helping vulnerable residents. Sarah Swindley informed the Board that the following wording was included in all Council Job Descriptions as an additional Corporate Responsibility; 'Safeguarding responsibilities: At all times to demonstrate and positively reinforce our commitment to safeguarding and promoting the welfare of children and vulnerable adults.'
- The Board were of the view that the Chief Executive should be able to lobby national and local government where required.
- Members requested that the Chief Executive have successful, demonstrable commercial experience.
- Being able to be a good listener was considered a key skill of the Chief Executive.

RESOLVED: That the Personnel Board approve draft amendments to the Chief Executive Job Description for permanent recruitment.

22. CHANGES TO TERMS AND CONDITIONS OF EMPLOYMENT

The Board received a report regarding proposed changes to terms and conditions of employment.

During the discussion of this item the following points were made:

- The Board considered a proposal to change to a fixed monthly pay date for non-schools employees. Members were informed that Unison had approached Human Resources with regards to potentially moving the pay date to a fixed day in the month later this year to reduce the impact for lower paid staff of the introduction of Universal Tax Credits.
- Staff within the Council and schools had been surveyed for their views. Staff had been asked whether they would prefer to be paid on the 23rd or 28th of the month. Of those who had responded many of them had indicated that they would prefer the 28th.

- It was noted that the Lead Specialist Finance had been involved in discussions with Unison.
- Some Members questioned what financial impact changing to a fixed pay date would have on the Council and were informed that there would be a fairly small one off cost when the change was first brought in.
- Members questioned whether there could be flexibility to allow an earlier payment in December, prior to Christmas.
- The Board also considered a proposal to amend the contractual notice period during the first 6 months of employment. At present the notice period required to be given by either party during the probationary period i.e. the first 6 months' of employment was no different to the normal contractual notice period. This potentially caused unnecessary costs to the organisation.
- Members noted the approach taken by the other Berkshire Authorities.
- Councillor Clark suggested that the notice given by the employee during the first 6 months' of employment and the notice given by the Council during that period, differed.

RESOLVED: That

- 1) the change to a fixed monthly pay date (28th of the month) for non-schools employees be agreed.
- 2) the following amendment to the contractual notice period during the first 6 months' of employment be agreed:
 - a) Notice given by the Council: 1 weeks' notice during the first 6 months' of employment for all employees;
 - b) Notice given by the employee:
 - i. 1 weeks' notice during the first 6 months' of employment for those Grades on 1 month notice;
 - ii. 2 weeks' notice during the first 6 months' of employment for those Grades on 2 months' notice;
 - iii. 1 months' notice during the first 6 months' of employment for those Grades on 3 months' notice.