



# WOKINGHAM BOROUGH COUNCIL

A Meeting of the **PERSONNEL BOARD** will be held in First Floor 11 - Civic Offices, Shute End, Wokingham RG40 1BN on **MONDAY 11 MARCH 2024 AT 7.00 PM**

Susan Parsonage  
Chief Executive  
Published on 1 March 2024

**Note:** Non-Committee Members and members of the public are welcome to attend the meeting or participate in the meeting virtually, in line with the Council's Constitution. If you wish to participate either in person or virtually via Microsoft Teams please contact Democratic Services. The meeting can also be watched live using the following link:

<https://youtube.com/live/437Ma9Mc65E?feature=share>

<b>Our Vision</b>
<b><i>A great place to live, learn, work and grow and a great place to do business</i></b>
<b>Enriching Lives</b>
<ul style="list-style-type: none"> <li>• Champion excellent education and enable our children and young people to achieve their full potential, regardless of their background.</li> <li>• Support our residents to lead happy, healthy lives and provide access to good leisure facilities to enable healthy choices for everyone.</li> <li>• Engage and empower our communities through arts and culture and create a sense of identity for the Borough which people feel part of.</li> <li>• Support growth in our local economy and help to build business.</li> </ul>
<b>Providing Safe and Strong Communities</b>
<ul style="list-style-type: none"> <li>• Protect and safeguard our children, young and vulnerable people.</li> <li>• Offer quality care and support, at the right time, to reduce the need for long term care.</li> <li>• Nurture our communities: enabling them to thrive and families to flourish.</li> <li>• Ensure our Borough and communities remain safe for all.</li> </ul>
<b>Enjoying a Clean and Green Borough</b>
<ul style="list-style-type: none"> <li>• Play as full a role as possible to achieve a carbon neutral Borough, sustainable for the future.</li> <li>• Protect our Borough, keep it clean and enhance our green areas for people to enjoy.</li> <li>• Reduce our waste, promote re-use, increase recycling and improve biodiversity.</li> <li>• Connect our parks and open spaces with green cycleways.</li> </ul>
<b>Delivering the Right Homes in the Right Places</b>
<ul style="list-style-type: none"> <li>• Offer quality, affordable, sustainable homes fit for the future.</li> <li>• Ensure the right infrastructure is in place, early, to support and enable our Borough to grow.</li> <li>• Protect our unique places and preserve our natural environment.</li> <li>• Help with your housing needs and support people, where it is needed most, to live independently in their own homes.</li> </ul>
<b>Keeping the Borough Moving</b>
<ul style="list-style-type: none"> <li>• Maintain and improve our roads, footpaths and cycleways.</li> <li>• Tackle traffic congestion and minimise delays and disruptions.</li> <li>• Enable safe and sustainable travel around the Borough with good transport infrastructure.</li> <li>• Promote healthy alternative travel options and support our partners in offering affordable, accessible public transport with good transport links.</li> </ul>
<b>Changing the Way We Work for You</b>
<ul style="list-style-type: none"> <li>• Be relentlessly customer focussed.</li> <li>• Work with our partners to provide efficient, effective, joined up services which are focussed around our customers.</li> <li>• Communicate better with customers, owning issues, updating on progress and responding appropriately as well as promoting what is happening in our Borough.</li> <li>• Drive innovative, digital ways of working that will connect our communities, businesses and customers to our services in a way that suits their needs.</li> </ul>
<b>Be the Best We Can Be</b>
<ul style="list-style-type: none"> <li>• Be an organisation that values and invests in all our colleagues and is seen as an employer of choice.</li> <li>• Embed a culture that supports ambition, promotes empowerment and develops new ways of working.</li> <li>• Use our governance and scrutiny structures to support a learning and continuous improvement approach to the way we do business.</li> <li>• Be a commercial council that is innovative, whilst being inclusive, in its approach with a clear focus on being financially resilient.</li> <li>• Maximise opportunities to secure funding and investment for the Borough.</li> <li>• Establish a renewed vision for the Borough with clear aspirations.</li> </ul>

## MEMBERSHIP OF THE PERSONNEL BOARD

### Councillors

Rachel Bishop-Firth (Chair)	Prue Bray (Vice-Chair)	Stephen Conway
Pauline Helliard-Symons	Pauline Jorgensen	Stuart Munro
Lindsay Ferris		

ITEM NO.	WARD	SUBJECT	PAGE NO.
63.		<b>APOLOGIES</b> To receive any apologies for absence	
64.		<b>MINUTES OF PREVIOUS MEETING</b> To confirm the Minutes of the Meeting held on 20 November 2023 and the Minutes of the Extraordinary Meetings held on 4 December and 14 December 2023.	5 - 12
65.		<b>DECLARATION OF INTEREST</b> To receive any declarations of interest	
66.		<b>PUBLIC QUESTION TIME</b> To answer any public questions  A period of 30 minutes will be allowed for members of the public to ask questions submitted under notice.  The Council welcomes questions from members of the public about the work of this committee.  Subject to meeting certain timescales, questions can relate to general issues concerned with the work of the Committee or an item which is on the Agenda for this meeting. For full details of the procedure for submitting questions please contact the Democratic Services Section on the numbers given below or go to <a href="http://www.wokingham.gov.uk/publicquestions">www.wokingham.gov.uk/publicquestions</a>	
67.		<b>MEMBER QUESTION TIME</b> To answer any member questions	
68.	None Specific	<b>APPRENTICESHIPS WITHIN WOKINGHAM BOROUGH COUNCIL</b> To receive a presentation regarding Apprenticeships within Wokingham Borough Council.	13 - 26
69.	None Specific	<b>Q3 2023/24 AGENCY REPORT</b> To receive the Q3 2023/24 Agency Report	27 - 30
70.	None Specific	<b>RECRUITMENT AND RETENTION</b> To receive a report regarding recruitment and	31 - 42

retention.

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|------------|---------------|--|----------------|
| <b>71.</b> | None Specific | <b>DISCIPLINARY POLICY UPDATE</b><br>To receive the Disciplinary Policy Update.  | <b>43 - 58</b> |
| <b>72.</b> | None Specific | <b>TRAVEL AND EXPENSES POLICY - UPDATE TO PRINCIPLES</b><br>To consider the Travel and Expenses Policy - Update to principles. | <b>59 - 60</b> |
| <b>73.</b> | None Specific | <b>LEGISLATION UPDATES FOR 2024</b><br>To receive a report on legislation updates.   | <b>61 - 72</b> |
| <b>74.</b> | None Specific | <b>GENDER PAY GAP REPORT 2023</b><br>To receive the Gender Pay Gap Report 2023.  | <b>73 - 86</b> |

**Any other items which the Chairman decides are urgent**

A Supplementary Agenda will be issued by the Chief Executive if there are any other items to consider under this heading.

**CONTACT OFFICER**

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