



**WOKINGHAM
BOROUGH COUNCIL**

A Meeting of the **PERSONNEL BOARD** will be held at the
Civic Offices, Shute End, Wokingham, RG40 1BN on
THURSDAY 15 DECEMBER 2016 AT 7.00 PM

A handwritten signature in black ink, appearing to read 'Andy Couldrick', written in a cursive style.

Andy Couldrick
Chief Executive
Published on 7 December 2016



WOKINGHAM BOROUGH COUNCIL

Our Vision

A great place to live, an even better place to do business

Our Priorities

Improve educational attainment and focus on every child achieving their potential

Invest in regenerating towns and villages, support social and economic prosperity, whilst encouraging business growth

Ensure strong sustainable communities that are vibrant and supported by well designed development

Tackle traffic congestion in specific areas of the Borough

Improve the customer experience when accessing Council services

The Underpinning Principles

Offer excellent value for your Council Tax

Provide affordable homes

Look after the vulnerable

Improve health, wellbeing and quality of life

Maintain and improve the waste collection, recycling and fuel efficiency

Deliver quality in all that we do

MEMBERSHIP OF THE PERSONNEL BOARD

Councillors

Stuart Munro (Chairman)	Alistair Auty (Vice-Chairman)	Lindsay Ferris
Pauline Helliar-Symons	Pauline Jorgensen	Charles Margetts
Barrie Patman		

ITEM NO.	WARD	SUBJECT	PAGE NO.
22.		APOLOGIES To receive any apologies for absence	
23.		MINUTES OF PREVIOUS MEETING To confirm the Minutes of the Meeting held on 12 October 2016.	5 - 6
24.		DECLARATION OF INTEREST To receive any declarations of interest.	
25.		PUBLIC QUESTION TIME 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 www.wokingham.gov.uk/publicquestions	
26.		MEMBER QUESTION TIME To answer any Member questions.	
27.	None Specific	CHANGES TO STAFF CAR PARKING To receive a report regarding changes to Staff Car Parking.	7 - 10

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

Madeleine Shopland

Tel

Email

Postal Address

Principal Democratic Services Officer

0118 974 6319

madeleine.shopland@wokingham.gov.uk

Civic Offices, Shute End, Wokingham, RG40 1BN

**MINUTES OF A MEETING OF THE
PERSONNEL BOARD
HELD ON 12 OCTOBER 2016 FROM 7.00 PM TO 7.50 PM**

Committee Members Present

Councillors: Stuart Munro (Chairman), Prue Bray, Pauline Helliar-Symons, Charles Margetts and Barrie Patman

Other Councillors Present

Lindsay Ferris

Officers Present

Andy Couldrick, Chief Executive
Sarah Swindley, Service Manager Human Resources
Anne Hunter, Service Manager Democratic Services

15. APOLOGIES

Apologies for absence were submitted from Councillors Alistair Auty and Pauline Jorgensen.

16. MINUTES OF PREVIOUS MEETING

The Minutes of the meeting of the Committee held on 29 September 2016 were confirmed as a correct record and signed by the Chairman.

17. DECLARATION OF INTEREST

There were no declarations of interest made.

18. PUBLIC QUESTION TIME

There were no public questions received.

19. MEMBER QUESTION TIME

There were no Member questions received.

20. EXCLUSION OF THE PUBLIC

RESOLVED: That under Section 100A(4) of the Local Government Act 1972, the public be excluded from the meeting for the following items of business on the grounds that they involve the likely disclosure of exempt information as defined in Paragraphs 1, 2, 3 and 4 of Part 1 of Schedule 12A of the Act as appropriate.

21. SHAPING THE COUNCIL OF THE FUTURE

Personnel Board considered an exempt report relating to Shaping the Council of the Future. The Board was informed that due to a change of circumstances a decision on recommendation 2, as set out in the report, was no longer required.

Andy Couldrick went through the report, which included options for the selection process for appointing tier 2 Officers to their posts, and following discussion Members agreed Option 3 which was the 'slot in' of existing directors into the new leadership team. In coming to this decision Members recognised that all the current directors had previously been appointed to their current roles by the Personnel Board.

Members noted that one of the current Directors had declared their intention not to seek a role in the new structure and therefore the following appointments were approved with effect from 1 November 2016:

Chief Executive – Andy Couldrick;
Director of Corporate Services – Graham Ebers;
Director of People Services – Judith Ramsden;
Director of Customer and Locality Services – Heather Thwaites.

RESOLVED That:

- 1) Option 3, to 'slot in' the existing Directors into the new leadership team, be approved as the selection process for tier 2 Officers;
- 2) the following appointments to Chief Executive and the revised tier 2 posts, with effect from 1 November 2016, be approved:

Chief Executive – Andy Couldrick;
Director of Corporate Services – Graham Ebers;
Director of People Services – Judith Ramsden;
Director of Customer and Locality Services – Heather Thwaites.

TITLE	Changes to Staff Car Parking
FOR CONSIDERATION BY	Personnel Board on 15 December 2016
WARD	None Specific
DIRECTOR	Graham Ebers: Director of Corporate Services

OUTCOME / BENEFITS TO THE COMMUNITY

Staff car parking approach aligns with the Core Strategy principle of long term parking provision being located at the edge of the town

RECOMMENDATION

That:

- 1) Personnel Board approve the proposed changes to the staff car parking scheme;
- 2) Personnel Board approve the subsequent changes to the Staff Travel & Expense Policy

SUMMARY OF REPORT

1) Changes to Staff Car Parking

The current staff parking scheme needs to change in response to the town centre regeneration projects which will impact the available capacity and location of car parking for staff from May 2017.

It is proposed that the staff parking scheme continues with existing terms, but the allocated car park for an employee within the scheme would reflect the business travel requirements of their role:

- If frequent business travel is required during the working day, the allocated car park would be that which is closest to their office e.g. Shute End.
- Other employees in the scheme whose role does not provide this entitlement would be allocated parking at the long term peripheral car parks (i.e. Carnival Pool and Easthampstead Road East). They would be issued with a permit valid for both car parks, with their route into town most likely to inform which car park is selected.
- Employees within the scheme whose role requires them to regularly attend evening meetings at Shute End would be entitled to move their car to Shute End after 4pm.

In addition there would be provision for blue badge holders, employees with temporary mobility issues or an associated pregnancy risk assessment to use the staff car park closest to their office.

With the allocated car park being based on role and office location in the future there would no longer be a requirement for the waiting list functionality, which is currently used where employees wish to move to an alternative car park.

The car park arrangements for Members within the scheme remain unchanged.

Optalis are represented at the project group and have been party to the proposed approach to be undertaken by Wokingham Borough Council.

2) Changes to Staff Travel and Expense Policy

This policy has been refreshed to provide better clarity over roles and responsibilities and reflect current legislative implications, with the only proposed changes being to:

- Clarify that the mileage rates are based on those of HMRC.
- Advise that the salary sacrifice tax benefit aspect of the staff car parking scheme will cease, affecting those wishing to join from April 2017 and those already in the scheme from April 2018, due to HMRC changes.
- Refresh staff car parking costs within the existing salary bands to reflect current actual payments
- Reflect that employees on maternity leave retain the benefit of their car park pass, where they are within the staff parking scheme and that salary deductions are not made during this period.

FINANCIAL IMPLICATIONS OF THE RECOMMENDATION

	How much will it Cost/ (Save)	Is there sufficient funding – if not quantify the Shortfall	Revenue or Capital?
Current Financial Year (Year 1)	Nil		
Next Financial Year (Year 2)	Nil		
Following Financial Year (Year 3)	Nil		

Other financial information relevant to the Recommendation/Decision

None

Cross-Council Implications

No cross council implications with regard to the decision to publish pay policy which is a legal requirement

Reasons for considering the report in Part 2

N/A

List of Background Papers	
Contact Sarah Swindley	Service Finance & Resources
Telephone No 0118 974 6076	Email sarah.swindley@wokingham.gov.uk
Date 15 December 2016	Version No. 1

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