



WOKINGHAM BOROUGH COUNCIL

A Meeting of the **PERSONNEL BOARD** will be held in First Floor 12 - Civic Offices, Shute End, Wokingham RG40 1BN on **MONDAY 9 JULY 2018 AT 6.30 PM**

A handwritten signature in black ink, appearing to read 'Manjeet Gill', is written over a light grey rectangular background.

Manjeet Gill
Interim Chief Executive
Published on 29 June 2018



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

Alistair Auty (Chairman)

Stuart Munro (Vice-Chairman)

UllaKarin Clark

Lindsay Ferris
Charles Margetts

Charlotte Haitham Taylor

Pauline Helliard-Symons

ITEM NO.	WARD	SUBJECT	PAGE NO.
14.		APOLOGIES To receive any apologies for absence	
15.	None Specific	MINUTES OF PREVIOUS MEETING To confirm the Minutes of the Meeting held on 19 June 2018.	5 - 8
16.		DECLARATION OF INTEREST To receive any declarations of interest	
17.		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	
18.		MEMBER QUESTION TIME To answer any member questions	
19.	None Specific	PRESENTATION FROM PROPOSED SHARED DASS To receive a presentation from the proposed shared Director Adult Services.	9 - 10
20.		EXCLUSION OF THE PUBLIC The Personnel Board may exclude press and public in order to discuss the Part 2 presentation for agenda item 19 Presentation from Proposed Shared DASS above and to do so it must pass a resolution in the following terms:	

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 Paragraph 2 of Part 1 of Schedule 12A of the Act (as amended) as appropriate.

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

Democratic & Electoral Services Specialist

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 19 JUNE 2018 FROM 6.30 PM TO 9.10 PM**

Committee Members Present

Councillors: Alistair Auty (Chairman), Stuart Munro (Vice-Chairman), Lindsay Ferris and Pauline Helliar-Symons

Officers Present

Madeleine Shopland, Democratic and Electoral Services Specialist
Mark Gibbons, Specialist HR
Manjeet Gill, Interim Chief Executive
Sarah Swindley, Lead Specialist HR
Josie Wragg, Interim Director Environment

1. ELECTION OF CHAIRMAN 2018-19

RESOLVED: That Councillor Alistair Auty be elected Chairman for the 2018-19 municipal year.

2. APPOINTMENT OF VICE CHAIRMAN 2018-19

RESOLVED: That Councillor Stuart Munro be appointed Vice Chairman for the 2018-19 municipal year.

3. APOLOGIES

Apologies for absence were submitted from Councillors UllaKarin Clark, Charlotte Haitham Taylor and Charles Margetts.

4. MINUTES OF PREVIOUS MEETING

The Minutes of the meeting of the Committee held on 22 March 2018 were confirmed as a correct record and signed by the Chairman.

Councillor Helliar-Symons commented that the Council could apply for government grants for apprentices who were care leavers. She went on to ask whether the Council did this. Sarah Swindley, Lead Specialist HR commented that this was within the Council's Apprenticeship Policy.

5. DECLARATION OF INTEREST

There were no declarations of interest.

6. PUBLIC QUESTION TIME

There were no public questions.

7. MEMBER QUESTION TIME

There were no Member questions.

8. ANNUAL PAY POLICY

The Board considered the Annual Pay Policy Statement 2018.

It was noted that while there had been a slight increase to Senior Management pay the gap was narrowing due to the higher increases at the bottom end of the pay-scales as a result of National Minimum Wage increases.

RESOLVED: That the draft Pay Policy Statement for 2018 be approved and its agreement recommended to Full Council on 19 July 2018.

9. RECRUITMENT OF CHIEF EXECUTIVE

The Board received a report regarding the recruitment of the Chief Executive.

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

- Manjeet Gill, Interim Chief Executive, informed the Board that further work was being undertaken with Members around the Job Description and Person Specification for the Chief Executive role. She suggested that the recruitment process for a permanent Chief Executive begin once a permanent Director of Children's Services had been recruited. Members felt that this was a sensible approach. The timetable for recruitment would be amended accordingly. It was hoped that the process would begin in September.
- The Board agreed that it was vital that the best candidate was appointed. Members discussed the appointment process.
- Councillor Helliar Symons questioned whether references would be requested from candidates prior to interview. Sarah Swindley confirmed that they would not.
- Personnel Board confirmed the extension of the fixed term contract for Manjeet Gill to 31 March 2019 on the understanding that if the Council was able to bring a new Chief Executive on board prior to this, then early notice would be issued.
- Proposed salary was discussed. The Board was informed that the current market data for Unitary Chief Executives in the South East had been updated. Updated figures were circulated to Members.
- It was noted that Wokingham Borough Council was one of the only local authorities to have an element of Performance Related Pay in the Chief Executive's pay. The Leader of the Council had previously indicated that she believed that Performance Related Pay was appropriate for Tier 2 officers but that it was difficult to manage at Chief Executive level. Members felt that this should be removed and that in order for the Council to be competitive the salary offered should be between £145,000 and £170,000.

RESOLVED: That

- 1) the current market data for Unitary Chief Executives in the South East be reviewed and a revised salary range be agreed, subject to approval of the Supplementary Estimate at Executive;
- 2) the commencement of a permanent recruitment campaign once the proposed compensation package and job description had been agreed, be agreed;
- 3) the extension of Manjeet Gill's contract to 31 March 2019 be agreed.

10. 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 item of business on the grounds that it involves 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 amended) as appropriate.

11. SCHOOL CROSSING PATROL SERVICE CHANGES

The Board received a report regarding potential changes to the School Crossing Patrol Service.

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

- The Council continually reviewed the value of its non-statutory services, and in this context had been considering the effectiveness of pedestrian crossings as a proven, efficient and safe way of crossing a road.
- There were currently seven school crossing patrollers working at schools in the Borough. The installation of pedestrian crossings at these sites would give children and others a safe point to cross. It was proposed that the school crossing patrol service at these seven locations should cease at the end of this academic year (July 2018).
- Councillor Helliari Symons commented that she was pleased that consideration was being given to the provision of a formal crossing at Oaklands Infant and Junior Schools.
- Councillor Ferris raised concerns regarding the business case which he agreed to raise with the Leader of the Council.

RESOLVED: That the School Crossing Patrol Service changes being undertaken and the potential workforce implications including those set out in the Part 2 sheet be noted.

12. RESTRUCTURING STAFFING AT TIER 2 IN PEOPLE SERVICES

The Board received a report regarding restructuring staff at Tier 2 in People Services.

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

- The Leader of the Council and Head of Paid Service, after consultation had decided to separate out the Director People Services role into two roles; Director Children's Services (DCS) and Director Adult Services (DASS).
- For a trial period of 9 months the DASS responsibilities would be incorporated into a shared role hosted by the Royal Borough of Windsor and Maidenhead. At the end of the trial consideration would be given as to whether to proceed with a shared DASS role or whether to seek to recruit a Director of Adult Services for Wokingham only. Councillor Ferris questioned whether a shared role was manageable and was informed that support would be provided by the Assistant Directors and also the Chief Executive.
- The Board considered the proposed Job Description for the Director of Children's Services. With regards to 'Knowledge and Experience' Councillor Helliari Symons suggested that 'working successfully with elected Members' be included. It was agreed that this would be included in all other Tier 2 job descriptions. 'Experience of working in a matrix management environment, where cross-team and cross-organisation working are essential' and 'Experience of effectively leading a group of professional staff' would be moved from Desirable to Essential.
- The Board discussed the situation should a permanent appointment not be made at the end of the appointment process.
- It had been recommended that the role of Director of Children's Services be advertised with a salary range of £112,695 to £120,000 with performance related pay, aligned to the other Directors. The Board were of the view that the post was a crucial appointment and that the Council needed to be flexible so as to attract high

quality candidates. Members felt that the Council should be able to have flexibility in the case of exceptional candidates.

RESOLVED: That Personnel Board note the proposed restructure separating out the statutory duties of Director of Children’s Services and Director of Adult Services (DASS) and:

- 1) that the job description for the Director of Children’s Services be agreed subject to amendments made at the meeting;
- 2) that the Summary of Accountabilities for the shared Director of Adult Services (DASS) be agreed;
- 3) that subject to approval of the supplementary estimate, the revised salary recommendation agreed at the meeting, for the Director of Children’s Services be agreed;
- 4) that subject to approval of the supplementary estimate, the revised salary recommendation for the shared DASS be agreed.

13. RESTRUCTURING STAFFING AT TIER 2 IN LOCALITY & CUSTOMER SERVICES

The Board considered a report regarding restructuring staffing at Tier 2 in Locality and Customer Services and also received a presentation.

RESOLVED: That the recommendations set out in Part 2 be agreed.

Agenda Item 19.

TITLE	Presentation from proposed shared DASS
FOR CONSIDERATION BY	Personnel Board on 9 July 2018
WARD	None Specific
DIRECTOR	Chief Executive - Interim Manjeet Gill

OUTCOME / BENEFITS TO THE COMMUNITY

To feel assured of the Chief Executive's proposal to have a trial Shared DASS arrangement with the Royal Borough of Windsor & Maidenhead

RECOMMENDATION

To note the presentation being delivered by the proposed Shared DASS

SUMMARY OF REPORT

The proposed candidate has been invited to present to Personnel Board on the following subject: "What will be your key priorities in leading the Shared DASS function for Wokingham and Royal Borough of Windsor & Maidenhead in the first 6 months, 12 months, and over the next 3 years? What challenges do you foresee, and how will you overcome them"

Background

Personnel Board met on 19 June to be note the changes in the People Services Directorate and agreed the summary of accountabilities to be included in the Heads of Terms for the Shared DASS trial arrangements. The Chief Executive offered that the proposed candidate meet with the Personnel Board so they can be assured of the proposal.

Analysis of Issues

The proposed candidate will present to Personnel Board: “What will be your key priorities in leading the Shared DASS function for Wokingham and Royal Borough of Windsor & Maidenhead in the first 6 months, 12 months, and over the next 3 years? What challenges do you foresee, and how will you overcome them?”

FINANCIAL IMPLICATIONS OF THE RECOMMENDATION

The Council faces severe financial challenges over the coming years as a result of the austerity measures implemented by the Government and subsequent reductions to public sector funding. It is estimated that Wokingham Borough Council will be required to make budget reductions in excess of £20m over the next three years and all Executive decisions should be made in this context.

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

Other financial information relevant to the Recommendation/Decision

The appointment is subject to Full Council approval of the proposed Shared Agreement on 19 July and the Supplementary estimate being agreed at Executive on 26 July.

Cross-Council Implications

n/a

Reasons for considering the report in Part 2

n/a

List of Background Papers

n/a

Contact Sarah Swindley	Service Business Services
Telephone No Tel: 0118 974 6076	Email sarah.swindley@wokingham.gov.uk