

**MINUTES OF A MEETING OF THE  
PERSONNEL BOARD  
HELD ON 3 JULY 2020 FROM 6.30 PM TO 7.20 PM**

**Committee Members Present**

Councillors: John Halsall (Chairman), John Kaiser (Vice-Chairman), Lindsay Ferris, Pauline Helliar-Symons and Clive Jones

**Officers Present**

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

**1. APOLOGIES**

Apologies for absence were submitted from Councillors Carl Doran and Simon Weeks.

**2. MINUTES OF PREVIOUS MEETING**

The Minutes of the meeting of the Board held on 27 February 2020 and the Minutes of the Extraordinary Meetings held on 27 February, 23 March, 6 April and 8 April 2020 were confirmed as a correct record and will be signed at a future opportunity.

**3. DECLARATION OF INTEREST**

There were no declarations of interest.

**4. PUBLIC QUESTION TIME**

There were no public questions.

**5. MEMBER QUESTION TIME**

There were no Member questions.

**6. ANNUAL PAY POLICY STATEMENT**

The Board received the Annual Pay Policy Statement.

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

- Under sections 38 to 43 of the Localism Act 2011 the Council was required to prepare, approve by Full Council, and publish on its website a pay policy statement, each financial year.
- Members were informed that the pay agreement for the year had not yet been reached.
- With regards to the 5.4:1 ratio, between the highest and lowest paid members of staff, Councillor Ferris questioned whether narrowing the gap was within the Council's long term plans. Sarah Swindley indicated that it was not currently. Nevertheless, the gap had reduced and the public sector was expected to be below 10:1.
- Councillor Ferris was of the view that a period of unemployment was likely as a result of Covid 19, and questioned what the Council could do. He felt that the Council needed to be able to attract good quality officers.
- Councillor Jones asked whether the Council was similar to other neighbouring authorities such as Reading and Bracknell. Sarah Swindley commented that they were not comparable from a pay performance perspective and that the workforces of the individual councils were all different. For example, Reading Council

employed their waste operatives and Bracknell Council employed their leisure staff, which the Council did not.

**RESOLVED:** That the draft Pay Policy Statement for 2020 be approved and recommended to Full Council for approval.

**7. 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 and 2 of Part 1 of Schedule 12A of the Act (as amended) as appropriate.

**8. AGENCY WORKER USAGE**

The Board received an update on agency worker usage.

**RESOLVED:** That the update on agency worker usage be noted.