

**MINUTES OF A MEETING OF THE
PERSONNEL BOARD
HELD ON 10 NOVEMBER 2021 FROM 6.00 PM TO 6.45 PM**

Committee Members Present

Councillors: John Halsall (Chairman), John Kaiser (Vice-Chairman), Pauline Helliars-Symons, Stephen Conway, Clive Jones, Simon Weeks and Rachel Bishop-Firth

Officers Present

Madeleine Shopland, Democratic and Electoral Services Specialist
Christine Bennett, Interim Assistant Director HR and OD
Susan Parsonage, Chief Executive

9. APOLOGIES

There were no apologies for absence.

10. MINUTES OF PREVIOUS MEETING

The Minutes of the meeting of the Board held on 28 June 2021 were confirmed as a correct record and signed by the Chairman.

11. DECLARATION OF INTEREST

There were no declarations of interest received.

12. PUBLIC QUESTION TIME

There were no public questions.

13. MEMBER QUESTION TIME

There were no Member questions.

14. PROPOSED NEW PAY ELEMENT: ANTI-SOCIAL HOURS SHIFT ALLOWANCE - ENFORCEMENT & SAFETY SERVICE

The Board considered a report regarding a proposed new pay element: Anti Social Hours Allowance – Enforcement and Safety Service.

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

- The Interim Assistant Director HR and OD commented that the Council had given notice on the Public Protection Partnership in March 2021. As part of bringing the service in house, and particularly around being more responsive to anti-social behaviour incidents, a new allowance was proposed to compensate staff working in this area, for working weekends and out of hours.
- Research had been carried out regarding other local authorities' positions. The costings were listed within the report.
- Option one, a flat rate percentage of 15%, was the preferred option because it was a flat rate payment that compensated workers equally for the disruption to their lives. Payment would be in line with market rates which would help make the roles more attractive should further recruitment be required in the future.
- Councillor Jones asked about the rate of the allowance paid by West Berkshire Council for those working anti-social hours and was informed that they did not, because officers in the relevant team were not available out of hours.
- Councillor Weeks questioned whether time off in lieu or other options would be put in place should option one not be agreed. The Interim Assistant Director HR and

OD indicated that time off in lieu would create scheduling problems and necessitate a larger staff complement, which was less cost effective.

- Councillor Bishop Firth asked about part time team members and whether the allowance would be pro rata, and if so if it would be included in the terms and conditions. The Interim Assistant Director HR and OD indicated that the terms and conditions could be clarified to reflect this.

RESOLVED: That Personnel Board

- 1) agrees a proposal for a new Anti-social Hours Shift Allowance at 15% of spinal point 27, equivalent to £4,700 per annum for each shift worker from the Enforcement & Safety Service.
- 2) notes the financial implications which will be considered as part of the Medium-Term Financial Plan.

15. 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.

16. SENIOR TEAM STRUCTURE

The Board received a report regarding the structure of the senior team.

RESOLVED: That the recommendations detailed in Part 2 of the report be agreed.