

**MINUTES OF A MEETING OF THE
PERSONNEL BOARD
HELD ON 13 MARCH 2019 FROM 6.30 PM TO 7.00 PM**

Committee Members Present

Councillors: Stuart Munro (Vice-Chairman, in the Chair), UllaKarin Clark, Lindsay Ferris, Pauline Helliar-Symons and Anthony Pollock

Officers Present

Madeleine Shopland, Democratic and Electoral Services Specialist
Sarah Swindley, Lead Specialist HR
Heather Thwaites, Chief Executive

105. APOLOGIES

Apologies for absence were submitted from Councillors Alistair Auty and Charles Margetts.

106. DECLARATION OF INTEREST

There were no declarations of interest received.

107. PUBLIC QUESTION TIME

There were no public questions.

108. MEMBER QUESTION TIME

There were no Member questions.

109. JOB DESCRIPTION AND SHORT LIST FOR DIRECTOR, ADULT SERVICES

The Board considered the Job Description for the Director Adult Services.

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

- Councillor Ferris commented that the shared Director Adult Services with Royal Borough of Windsor and Maidenhead Council trial had been due to end in April and then be reviewed to ascertain whether this approach should be continued. He expressed concern that he had not been previously informed of the decision to appoint a single Director Adult Services for Wokingham following the resignation of the current post holder. Heather Thwaites, Chief Executive, explained that in line with the Council's Constitution the approval of the approval of the Tier 1 and 2 structure was a decision of the Chief Executive and Leader of the Council in consultation with the other Directors and Executive Members. Councillor Ferris indicated that he would feed back his concerns regarding the process to the Leader.
- The Board considered the job description. Sarah Swindley, Lead Specialist HR, commented that the job description was broadly in line with that of the other Directors.
- Councillor Pollock stated that it was important the Director Adult Services also had an understanding of the digital agenda as lots was changing with regards to the delivery of adult social care.
- Members discussed working with partners such as Optalis. Under the section 'Service Delivery Accountabilities' it was proposed that reference be made to promoting effective partnership working relationships.
- Councillor Helliar-Symons highlighted what she felt to be key elements of the job description.

RESOLVED: That the job description for Director Adult Services be reviewed and approved subject to the amendments identified at the meeting.

110. 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.

111. JOB DESCRIPTION AND SHORT LIST FOR DIRECTOR ADULT SERVICES

The Board considered the applications for Director Adult Services.

RESOLVED: That 4 candidates progress to selection and assessment.