

To: Councillor Lovelock (Chair);
Councillors Gavin, Page, Skeats and Terry

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28 September 2016

Your contact is: Peter Driver/Michael Popham - Committee Services

NOTICE OF MEETING - PERSONNEL COMMITTEE - 6 OCTOBER 2016

A meeting of the Personnel Committee will be held on Thursday 6 October 2016 at 6.30pm in Committee Room 1, Civic Offices, Reading.

AGENDA

		ACTION	WARDS AFFECTED	PAGE NO
1.	DECLARATIONS OF INTEREST			-
2.	MINUTES OF MEETING HELD ON 14 JULY 2016	DECISION	BOROUGHWIDE	1
3.	REDUNDANCY MULTIPLIER	DECISION	BOROUGHWIDE	5
4.	APPOINTMENT OF S.151 OFFICER	DECISION	BOROUGHWIDE	7
5.	CORPORATE DIRECTORS' APPRAISALS	INFORMATION	BOROUGHWIDE	9

At this point, the following motion will be moved by the Chair:

“That, pursuant to Section 100A of the Local Government Act 1972 (as amended) members of the press and public be excluded during consideration of the following item on the agenda, as it is likely that there would be disclosure of exempt information as defined in the relevant Paragraphs of Part 1 of Schedule 12A (as amended) of that Act”

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6.	EARLY RETIREMENTS AND REDUNDANCIES	DECISION	BOROUGHWIDE	15
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PERSONNEL COMMITTEE MINUTES - 14 JULY 2016

Present: Councillor Lovelock (Chair);
Councillors Gavin, Khan (in place of Councillor Page), Skeats
and Terry.

Also Present: A Barker (for items 1 and 2), W King

Apologies: Councillor Page

1. MINUTES

The Minutes of the meetings held on 3 March 2016 and 15 April 2016 were confirmed as correct records and signed by the Chair.

2. KENNET DAY NURSERY FEES INCREASE

The Director of Education, Adult and Children's Services submitted a report on a proposed increase in fees for the Kennet Day Nursery.

The report explained that the last fee proposal had been agreed in 2013/14, which required the nursery to run on a self-funding basis with a zero budget build. In order to achieve this, a consistent 85% occupancy level was required throughout the year and the fees had been increased by 2%, effective from October 2014. The report stated that there had been no increase of fees since that date. It was now proposed to increase nursery fees for 2016/17 by 2%, to achieve a zero based budget calculated on an occupancy level of 85% throughout the year, with a number of in-year savings.

Resolved -

- (1) That the fee structure for Kennet Day Nursery be increased by 2% to apply from 1 August 2016 as follows:

£213.40 per week (RBC Users)

£234.10 per week (Non-RBC Users)

- (2) That the current supplement of £2 a day for children aged under 2 years and the current discount of £2 a day for siblings, continue unchanged.

3. HOLIDAY PAY

The Interim HR/Payroll Services Manager, submitted a report informing the Committee of recent case law relating to Holiday Pay and the process that the Council had gone through in order to ensure that it did not find itself at risk of individual claims from employees.

The report explained that where the Council's employees regularly worked overtime, it was current practice to pay them only their normal salary (not including the overtime) when they were on annual leave. Current case law had established that this approach was in breach of the Working Time Directive enacted in 1993, as amended in 2003.

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The report explained the work that officers had undertaken to establish the risk to the organisation and the options that had been considered to remedy the situation. The report recommended that for every pound of additional hours there was an entitlement to an extra 8.33% to take account of the requirements of the working Time Directive. The report explained that the Joint Trade Unions had been consulted on the legislation and impact in Reading, and agreement had been reached, subject to the endorsement of the Committee, that the enhancement would be paid with effect from 1 July 2016 to workers working extra hours on standby or as ad-hoc overtime.

An Equality Impact Assessment had been conducted in relation to the proposal and this was attached as Appendix 1 to the report.

Resolved - That the approach to compliance with the Working Time Directive proposed in section 4.2 of the report be approved.

4. SHARED PARENTAL LEAVE - REVIEW OF POLICY AND SYSTEMS

The Interim HR/Payroll Services Manager, submitted a report providing the Committee with an update following the implementation of the Shared Parental Leave Policy in April 2015.

The report explained that Shared Parental Leave was a new entitlement for parents of babies due, or children placed for adoption, on or after 5 April 2015. The Policy allowed mothers/adopters to end their maternity/adoption leave and pay to share the untaken balance of leave and pay as shared parental leave with their partner.

The report stated that since April 2015, no employees had yet taken up the option of shared parental leave but one individual had applied and his leave was due to start in August 2016. The Committee noted that HR would recirculate the policy to remind staff of the existence of this option.

Resolved - That the report and uptake of Shared Parental Leave be noted.

5. PROCESS FOR RECRUITMENT OF PERMANENT MANAGING DIRECTOR

The Interim HR/Payroll Services Manager, submitted a report setting out the process for recruitment of a permanent Managing Director.

The report explained that the previous Managing Director, Ian Wardle, had left the Council on 3 July 2016 and his post was currently being covered by an Interim Managing Director, Simon Warren. The report stated that the process to recruit a replacement Managing Director would require the assistance of an external executive recruitment organisation, working in partnership with Members. From the five executive recruitment organisations that had expressed an interest, a shortlist of three had been drawn up to present their proposals to Members.

Resolved -

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- (1) That the Committee take forward the process to choose a recruitment consultant provider from a shortlist of three to assist with the recruitment of a permanent managing Director;
- (2) That the Committee work with the chosen provider to design a process and timetable to recruit a permanent Managing Director;
- (3) That the Committee select a preferred candidate for the position of Managing Director and make that recommendation to full Council.

6. EXCLUSION OF THE PRESS AND PUBLIC

Resolved -

That pursuant to Section 100A of the Local Government Act 1972 (as amended) members of the press and public be excluded during consideration of the following item, as it was likely that there would be disclosure of exempt information as defined in paragraph 1 of Part 1 of Schedule 12A (as amended) to that Act.

7. EARLY RETIREMENTS AND REDUNDANCIES

The Interim HR and Payroll Services Manager, the Monitoring Officer and the Head of Finance submitted a joint report, which set out six requests for terminations of employment on the grounds of redundancy, and one request for flexible retirement.

The proposals, together with the financial implications, were set out in a schedule appended to the report on the following basis:

- The financial case was given which represented the highest cost to the Council. In most cases this included discretionary added years on pension (where payable), as this represented a direct and ongoing cost to the Council. This was in accordance with the Council's current practice of considering redundancy and retirement terms up to the maximum limit of discretion, where applicable. The Committee was asked to approve individual proposals subject to a maximum ceiling on the exercise of discretion;
- The financial implications were costed on the basis of the estimated figures, which were subject to final confirmation. The figures might be affected by changes to final salary, pensionable service, age or date of leaving. The Committee was asked to approve the proposals on the basis of the estimated figures, subject to any individual proposal being brought back to Committee if the confirmed costs were more than 10% in excess of those reported;

The report sought approval for the payment of a compensation package in the case of proposed termination of employment on grounds of redundancy, subject to the conclusion of all outstanding matters in each case, including ongoing consultation with employees and their representatives, and efforts to secure alternative employment, where appropriate.

Resolved -

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- (1) That termination of employment on the grounds of redundancy of employees A, B, C, E, F, and G, and the flexible retirement of employee D be approved and the payment of a compensation package in specific cases of termination of employment on grounds of redundancy and the waiving of actuarial reduction of pension in the case of flexible retirement, be approved on the terms set out in the schedules appended to the report subject to the conclusion of all outstanding matters in each case, including ongoing consultation with the employees and their representatives and efforts to secure alternative employment, where appropriate;
- (2) That the proposal set out in (1) above be approved on the basis of the financial implications set out in the appendices to the report, and that authority to conclude the proposal be delegated to the Head of Finance, Monitoring Officer and HR and Payroll Services Manager (acting jointly) within that framework, and subject to the maximum ceiling identified for the proposal;

(Exempt information as defined in Paragraph 1).

(The meeting commenced at 6.30 pm and closed at 6.50 pm).

TO:	PERSONNEL COMMITTEE		
DATE:	6 OCTOBER 2016	AGENDA ITEM:	3
TITLE:	REDUNDANCY MULTIPLIER		
LEAD MEMBER SERVICE:	CLLR LOVELOCK		PERSONNEL COMMITTEE CHAIR
	CORPORATE SUPPORT SERVICES	WARDS:	BOROUGHWIDE
AUTHOR:	WARREN KING	TEL:	74500
JOB TITLE:	INTERIM HR AND PAYROLL SERVICES MANAGER	E-MAIL:	Warren.king@reading.gov.uk

1. PURPOSE OF REPORT

To advise Personnel Committee of developments in respect of a revised discretionary redundancy multiplier.

2. RECOMMENDATIONS

That Personnel Committee note that there will be a further period of consultation to implement a revised discretionary x1.5 multiplier.

3. BACKGROUND

On 1 October 2015, Personnel Committee agreed to commence a period of consultation to amend the current, discretionary x2 multiplier for redundancies that occur in the Council. The proposal was to reduce the current discretionary multiplier to x1.

The Council reduced the discretionary multiplier from x3 to x2 in 2011.

Formal consultation took place with staff and Trade Unions in July and August 2016 and there were 68 responses from individuals as well as collective responses from Unite and Unison. Without exception, every response saw the proposed reduction to x1 as punitive and there was a general consensus that this proposal unfairly penalised long serving and dedicated staff at a time when they were most financially vulnerable.

CMT carefully considered the responses and as a result agreed that they would recommend a revised multiplier of X1.5 for a further 45 days period of consultation.

Following the outcome of this consultation and further consideration by CMT, Personnel Committee will be provided with an update.

The Council also currently applies a discretion to calculate redundancy pay using actual week's pay instead of capping a week's pay at the statutory maximum of £479. There is no proposal at the current time to reduce this discretion.

4. FINANCE

There were 34 redundancies and 22 Efficiencies/VRS in 2014/15. The costs of applying a x2, x1.5 and x1 discretionary multiplier is shown below:

X 2 multiplier	(a) X 1.5 multiplier	(b) X 1 multiplier
£1,170,719	£928,322	£618,890

5. EQUALITY IMPACT ASSESSMENT

Although any reduction would have a greater effect on women than men this is a result of the percentage difference between the number of women and men in our employment, not as a result of women being selected/volunteering for redundancy compensation.

TO:	PERSONNEL COMMITTEE		
DATE:	6 OCTOBER 2016	AGENDA ITEM:	4
TITLE:	APPOINTMENT OF SECTION 151 OFFICER		
LEAD MEMBER	CLLR LOVELOCK	PERSONNEL COMMITTEE CHAIR	
SERVICE:	CORPORATE SUPPORT SERVICES	WARDS:	BOROUGHWIDE
AUTHOR:	SIMON WARREN/WARREN KING	TEL:	74500
JOB TITLE:	INTERIM MANAGING DIRECTOR/INTERIM HR AND PAYROLL SERVICES MANAGER	E-MAIL:	Warren.king@reading.gov.uk

1. PURPOSE OF REPORT

To seek Personnel Committee's approval for the appointment of the Section 151 Officer.

2. RECOMMENDATIONS

That Personnel Committee agree to the appointment of the interim Strategic Finance Director as designated Section 151 Officer with effect from 10th October 2016.

3. BACKGROUND

As a result of a recent Finance Restructure and the engagement of Rachel Musson as interim Strategic Finance Director, it is necessary to seek formal Committee approval for the appointment of the Strategic Finance Director as the designated Section 151 Officer.

The appointment of an interim Strategic Finance Director is necessary to ensure that the Council meets the financial challenges that it faces over the short term future. Additional capacity at a senior level is considered critical to the interim Managing Director for him to be able to meet his key objectives.

Ms Musson commenced her interim assignment on Monday 3rd October.

In accordance with the Council's constitution and under the provisions of Sections 101 and 102 of the Local Government Act 1972, Personnel Committee is responsible for the following functions:

- to appoint Corporate Directors, the Monitoring Officer, Section 151 Officer and posts falling within the definition of Deputy Chief Officer in Section 2(1) of the Local Government & Housing Act 1989.

4. EQUALITY IMPACT ASSESSMENT

4.1 The decisions outlined in this report will not have a differential impact on: racial groups; gender; people with disabilities; people of a particular sexual orientation; people due to their age; people due to their religious belief.

5. LEGAL IMPLICATIONS

Sections 101 and 102 of the Local Government Act 1972 are applicable.

TO:	PERSONNEL COMMITTEE		
DATE:	6 OCTOBER 2016	AGENDA ITEM:	5
TITLE:	CORPORATE DIRECTORS' APPRAISALS		
LEAD MEMBER SERVICE:	CLLR LOVELOCK		PERSONNEL COMMITTEE CHAIR
	CORPORATE SUPPORT SERVICES	WARDS:	BOROUGHWIDE
AUTHOR:	SIMON WARREN/WARREN KING	TEL:	74500
JOB TITLE:	INTERIM MANAGING DIRECTOR/INTERIM HR AND PAYROLL SERVICES MANAGER	E-MAIL:	Warren.king@reading.gov.uk

1. PURPOSE OF REPORT

To formally approve new objectives for the Corporate Directors for the forthcoming year.

2. RECOMMENDATIONS

That you consider this report and approve the objectives that it sets out for the Corporate Directors for the coming year.

3. BACKGROUND

The Director of DENS and the Director of ASCH were appraised by Ian Wardle, the previous Managing Director, before his departure in the summer. This report sets out a summary of the Corporate Directors' objectives that he set for the current year.

5. 2016/17 OBJECTIVES

Director of DENS

Council-wide

Deliver the agreed activities in the corporate plan such as Homelessness Prevention, Streetcare and Love Clean Reading, WOC, Reducing Domestic

Abuse, New ASB Strategy, Improving Air Quality, Reducing the Council's Carbon Footprint etc.

Deliver the agreed budget savings and have compensatory savings for any that cannot be delivered

Priority Programmes - have the outcomes etc. detailed for the two major pieces of work that you are leading on (assets and income maximisation) ensuring that they are fully scoped and adequately resourced to deliver

Assets

Maximise capital receipts

Commence construction of the Community Hubs at Battle, South Reading, Dee Park, Amersham Road and Southcote

Start on site at Conwy Close to build the Council Houses

Commence the leisure procurement and deliver the feasibility study for Palmer Park, procure the demountable swimming pool

Complete the Office Review and Rationalisation to be presented to Administration Briefing in July

Complete the Register Office options appraisal by the end of June

Commence the Theatre Procurement in July

Coordinate the Community Hubs offer with the Early Help and Early Years Review

Develop options to reduce FM costs by £1m over the next 2 years

Income Maximisation

Develop proposals for increasing income to achieve the targets

Hold the ring corporately to ensure we meet the target

Waste Minimisation

Deliver the strategy - being clear on the must do's this year

Think Neighbourhood

Investigate and prepare proposals to replace the Neighbourhood Strategy with a new approach to increase neighbourhood resilience and reduce dependency tying up with the work being done on Wellbeing and Early Help and Early Years. Proposals to be ready in September for a CMT discussion.

Additional Budget Measures

Produce and deliver new Service Offers within the indicative envelopes that will be set for her services

Operational Management to secure improvement:

Branding and raising awareness. This would include ensuring:

that the Council logo and strapline being used on all communications from her services;

Individual services and teams not having their own logo, as this can cause confusion and reduces consistency. Research has shown the most highly-rated councils use a clear single identity and this increases awareness of the range of council services and reduces potential confusion about who is the providing the service;

All frontline staff have liveried uniforms/protective clothing displaying the council logo;

Our vehicles are consistently branded and will raise the profile of the council's services;

Council venues should make it clear that the service is being provided by the Council; and

Some selected council promotions and campaigns can have their own logos, subject to agreement.

Director of ASCH

Task	Rationale	Desired outcome	Measure of success
Deliver a balanced budget across Corporate and DACHS:- Structure (incl PSW) Finance tools and systems Panel oversight	Need to plan a balanced budget Need to eliminate o/s	Clear plan to deliver a balanced budget	Monthly financial position on track wrt Budget profile and comparison Resources Panel and close data quality reporting impact monthly

Efficient and trusted adviser to Members	Co leadership	Responsive, proactive and strategic	Timely responses (meetings, papers, plans) Lead member positive evaluation of strategic proposals
Ensure efficient and effective delivery of Corp Plan and cross Council working		Clear plans, mitigation and contingency planning	
Deliver the Transformation Programme Savings Modernisation	Necessary to be sustainable	Compliance with legislation, regulation, Peer Review, market shaping and analysis	PID, highlight reports, savings generated reports, projections, future scanning and awareness
Consolidate models for future sustainability Integration STP FEP DG CHC	Requirement to achieve more integration by 2020 Financial viability needs to be assured	Strategic plans to be anticipated	Costed projected models to be evaluated
Deliver and QA robust oversight of the safeguarding duty SAB Ind chair appointment DOLS Managed SAR	Core Corporate aim to safeguard	Safety cannot be guaranteed, but efforts need to provide sharp analysis, maximise protection and fast comprehensive and robust response to risk	Compliance with Procedures and policy monitored and within tolerance Dols reviews up to date/new referrals completed to time SAB plan delivered
Robust QA system for professional standards supervision and oversight	Legal, regulatory, Peer Review and best practice compliance	Robust and frequent performance regime embedded into the culture	Defined standards Mosaic records qa Case file audit process established

7. EQUALITY IMPACT ASSESSMENT

7.1 The decisions outlined in this report will not have a differential impact on: racial groups; gender; people with disabilities; people of a particular sexual orientation; people due to their age; people due to their religious belief.

8. LEGAL IMPLICATIONS

8.2 It is a contractual obligation on the part of both the Corporate Directors and the council to engage in a regular process of appraisal.