

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

Our Ref: perscttc/agenda

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5 July 2017

Your contact is: **Michael Popham - Committee Services**

NOTICE OF MEETING - PERSONNEL COMMITTEE - 13 JULY 2017

A meeting of the Personnel Committee will be held on Thursday 13 July 2017 at 6.30pm in Committee Room 1, Civic Offices, Reading.

AGENDA

| | ACTION | WARDS AFFECTED | PAGE NO |
|--|-------------|----------------|---------|
| 1. DECLARATIONS OF INTEREST | | | - |
| 2. MINUTES OF MEETINGS HELD ON 2 MARCH, 16 MARCH, 15 MAY and 4 JULY 2017 | DECISION | BOROUGHWIDE | 1 |
| 3. PROCEEDINGS OF LOCAL JOINT FORUM 2 MARCH 2017 | INFORMATION | BOROUGHWIDE | 8 |
| 4. KENNET DAY NURSERY FEE INCREASE | DECISION | BOROUGHWIDE | 11 |
| 5. WHISTLEBLOWING ACTIVITY | INFORMATION | BOROUGHWIDE | 15 |

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”

CIVIC OFFICES EMERGENCY EVACUATION: If an alarm sounds, leave by the nearest fire exit quickly and calmly and assemble on the corner of Bridge Street and Fobney Street. You will be advised when it is safe to re-enter the building.

PERSONNEL COMMITTEE (APPOINTMENTS) MINUTES - 2 MARCH 2017

Present: Councillor Lovelock (Chair)
Councillors Davies, Gavin, Jones and Skeats

Apologies: Councillor Page

Also in Attendance: Warren King (Interim HR and Payroll Manager)

26. EXCLUSION OF THE PRESS AND PUBLIC

Resolved -

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

(The Chair of the Committee was of the view that consideration of the following item was a matter of urgency as defined in section 100B (4)(b) of the Local Government Act 1972 (as amended) and should be considered at this meeting, which had been convened at short notice, because of the need to make an appointment to the post of interim Strategic Finance Director as soon as possible. The post of Strategic Finance Director would be the Council's Section 151 Officer with the statutory responsibilities under the Local Government Act 1972 and also the Responsible Officer under Section 113 of the Local Government Finance Act 1992. This person was also described in the Council's Constitution as the Chief Finance (or Financial) Officer.).

27. APPOINTMENT OF INTERIM STRATEGIC FINANCE DIRECTOR AND SECTION 151 OFFICER - INTERVIEWS

The Committee carried out an interview process for the post of interim Strategic Finance Director.

Resolved -

That Peter Lewis be appointed as the interim Strategic Finance Director, starting from 13 March 2017, on a 12-month contract, acting in the capacity of the local authority's statutory Section 151 Officer with the statutory responsibilities under the Local Government Act 1972 and also the Responsible Officer under Section 113 of the Local Government Finance Act 1992.

(The meeting commenced at 12.00 noon and finished at 3.45 pm)

PERSONNEL COMMITTEE MINUTES - 2 MARCH 2017

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

Also Present: W King; and J Boyd (for items 28-30).

Apologies: Councillors Gavin and Page; and K Magee, B Reynolds and A
Solera.

28. MINUTES

The Minutes of the meetings held on 8 December 2016 and 10 January 2017 were confirmed as correct records and signed by the Chair.

29. PAY POLICY

Warren King, Interim HR/Payroll Services Manager, submitted a report on the development of the Pay Policy 2017/18, in preparation for its submission to full Council on 28 March 2017. A copy of the Pay Policy Statement 2017/18 was appended to the report. The report stated that Local Authorities were required under Section 38(1) of the Localism Act 2011 (the Act) to prepare a Pay Policy Statement that articulated the Council's policy towards the pay of the workforce, particularly senior staff and the lowest paid employees.

The report explained that each local authority was an individual employer in its own right and had the autonomy to make decisions on pay that were appropriate to local circumstances and which delivered value for money for local taxpayers. Section 40 of the Act required authorities, in developing their Pay Policy Statement, to have regard to any guidance that had been published by the Secretary of State. This included Communities and Local Government guidance on Openness and Accountability in Local Pay and the Code of Recommended Practice for Local Authorities on Data Transparency (as amended). The Act required Councils to produce a Pay Policy Statement annually that was accessible for council tax payers to be able to take an informed view of whether local decisions on all aspects of remuneration were fair.

Resolved - That the draft Pay Policy 2017/18 be noted and recommended to Council on 28 March 2017 for approval.

30. 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.

31. 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 eighteen requests for dismissal on the grounds of redundancy; four requests for flexible retirement; and two requests for early retirement on the grounds of redundancy.

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 the proposed termination of employment on grounds of redundancy, subject to the conclusion of all outstanding matters, including ongoing consultation with the employee and their representatives, and efforts to secure alternative employment, where appropriate.

Resolved -

- (1) That the dismissal of employment on the grounds of redundancy of employees B, C, D, E, G, H, I, J, JG, K, L, O, Q, V, W, X, Y and Z, the early retirement on the grounds of redundancy of employees M and P and the flexible retirement of employees AA, F, U and BB 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 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;

PERSONNEL COMMITTEE MINUTES - 2 MARCH 2017

- (3) That the current terms for agreeing compensation packages in specific cases of early retirement or termination of employment on the grounds of redundancy or efficiency be confirmed.

(Exempt information as defined in Paragraph 1).

(The meeting commenced at 6.30 pm and closed at 6.47 pm).

PERSONNEL COMMITTEE (APPOINTMENTS) MINUTES - 16/ 17 MARCH 2017

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

Also in Attendance: Warren King (Interim HR and Payroll Manager)
Terry McDougall and Steve Guest (Solace)

32. EXCLUSION OF THE PRESS AND PUBLIC

Resolved -

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

(The Chair of the Committee was of the view that consideration of the following item was a matter of urgency as defined in section 100B (4)(b) of the Local Government Act 1972 (as amended) and should be considered at this meeting, which had been convened at short notice, because of the need to make an appointment to the post of Chief Executive as soon as possible. The post of Chief Executive would be the Council's Head of Paid Service.

33. APPOINTMENT OF CHIEF EXECUTIVE AND HEAD OF PAID SERVICE - INTERVIEWS

The Committee carried out an interview process for the post of Chief Executive and Head of Paid Service.

RECOMMENDED -

That, in accordance with the Council's Officer Employment Procedure Rules and the statutory provisions governing the appointment of the Chief Executive and Head of Paid Service, the Council be recommended to appoint Peter Sloman as the Chief Executive and Head of Paid Service, starting from a date to be confirmed.

Resolved -

That the interim Managing Director, in consultation with the Leader of the Council, be authorised to confirm the offer of an appointment to the preferred candidate within the salary range of £130,000 to £155,000.

(The meeting commenced at 9.00am and finished at 2.45pm)

PERSONNEL COMMITTEE MINUTES - 15 MAY 2017

Present: Councillor Gavin (in the Chair);
Councillors Debs Absolom (in place of Councillor Lovelock)
and Skeats.

Also Present: W King

Apologies: Councillors Lovelock, Page and Terry.

34. 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.

35. 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 nineteen requests for dismissal on the grounds of redundancy, one request for retirement on the grounds of redundancy, one request for early retirement/dismissal on the grounds of redundancy and one request for early retirement on the grounds of redundancy.

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 the proposed termination of employment on grounds of redundancy, subject to the conclusion of all outstanding matters, including ongoing consultation with the employee and their representatives, and efforts to secure alternative employment, where appropriate.

PERSONNEL COMMITTEE MINUTES - 15 MAY 2017

Resolved -

- (1) That the dismissal of employment on the grounds of redundancy of employees A, B, C, D, E, H, J, K, L, M, N, O, P, Q, R, S, T, U and V, the retirement on the grounds of redundancy of employee F, the early retirement/dismissal on the grounds of redundancy of employee G, on the revised terms described at the meeting, and the early retirement on the grounds of redundancy of employee I 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 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;
- (3) That the current terms for agreeing compensation packages in specific cases of early retirement or termination of employment on the grounds of redundancy or efficiency be confirmed.

(Exempt information as defined in Paragraph 1).

(The meeting commenced at 5.30 pm and closed at 5.45 pm).

PROCEEDINGS OF THE LOCAL JOINT FORUM - 2 MARCH 2017

Present:

Councillors Lovelock (Chair), D Edwards (in place of Councillor Page), Gavin, and Skeats (in place of Councillor Steele)

| | |
|-------------|-------------------------------------|
| Ms J Boyd | National Union of Teachers (NUT) |
| Mr W King | Interim HR/Payroll Services Manager |
| Mr K Magee | Unite |
| Ms A Solera | UNISON |
| Mr M Popham | Committee Services |

Apologies: Ms B Reynolds and Councillors Page and Steele.

1. PROCEEDINGS OF THE LOCAL JOINT FORUM MEETING HELD ON 17 NOVEMBER 2016

The Proceedings of the Local Joint Forum meeting held on 17 November 2016 were confirmed as a correct record.

2. PAY POLICY

Warren King, Interim HR/Payroll Services Manager, introduced a Personnel Committee report on the development of the Pay Policy 2017/18, in preparation for its submission to full Council on 28 March 2017. A copy of the Pay Policy Statement 2017/18 was appended to the report. The report stated that Local Authorities were required under Section 38(1) of the Localism Act 2011 (the Act) to prepare a Pay Policy Statement that articulated the Council's policy towards the pay of the workforce, particularly senior staff and the lowest paid employees.

The report explained that each local authority was an individual employer in its own right and had the autonomy to make decisions on pay that were appropriate to local circumstances and which delivered value for money for local taxpayers. Section 40 of the Act required authorities, in developing their Pay Policy Statement, to have regard to any guidance that had been published by the Secretary of State. This included Communities and Local Government guidance on Openness and Accountability in Local Pay and the Code of Recommended Practice for Local Authorities on Data Transparency (as amended). The Act required Councils to produce a Pay Policy Statement annually that was accessible for council tax payers to be able to take an informed view of whether local decisions on all aspects of remuneration were fair.

AGREED: That the Pay Policy Statement 2017/18 and its subsequent submission to Personnel Committee for onward recommendation to Council on 28 March 2017 be noted.

3. NUT TEACHERS PAY PROGRESSION SURVEY

Joan Boyd, NUT, raised the issue of the statutory provisions on pay progression for teachers in local authority maintained schools. Pay progression was now related to

PROCEEDINGS OF THE LOCAL JOINT FORUM - 2 MARCH 2017

performance and governing bodies were required to have a written pay policy, setting out the criteria and standards for pay progression. Warren King confirmed that decisions of governing bodies not to progress teachers were held locally by the schools rather than by the local authority. He agreed to investigate further to see if information could be provided to the NUT on the decisions taken by schools.

4. CHILDREN'S SERVICES - VERBAL UPDATE

Councillor Lovelock reported that, in December 2016, Nick Whitfield, the DfE's appointed commissioner, had recommended to Edward Timpson MP, Minister of State for Vulnerable Children and Families, that there should be an extension of the review period of the Council's Children's Services to the end of April 2017, and that this recommendation had been accepted. The Council would continue to be supported by the Commissioner throughout the extended time, during which he would carry on his assessment of the Council's ability to sustain long term improvements in Children's Services as well as look at possible alternative delivery arrangements, prior to making final recommendations to the Minister.

The Forum noted the difficulties in recruiting permanent social workers due to the high nationwide demand for their services and the uncertainties that remained about the future of Children's Services in Reading. However, the Forum was encouraged that there had recently been a reduction in reliance on agency staff with 67% of social workers now permanent members of Children's Services' staff.

5. TRADE UNION ISSUES

(a) Employee Assistance Programme

Warren King, Interim HR/Payroll Services Manager, reported that a saving of £32,000 had been accepted, as part of the Council's budget setting process, to discontinue the Employee Assistance Programme (EAP) contract. The EAP service provided support to employees via face-to-face counselling, online help and advice, debt counselling, legal and financial services for employees, their families and elected Members. Since the decision had been taken to terminate the contract, the provider had approached the Council with an offer to continue an online and telephone only EAP service at a cost of £8,000 per year.

AGREED: That the intention of the Interim HR/Payroll Services Manager to accept the offer from the current provider to deliver an online and telephone only Employee Assistance Programme service at a cost of £8,000 per year be endorsed

(b) Equalities Act 2010 and Disability Policy

UNISON had identified an issue relating to some managers' lack of awareness of the provisions within the Equality Act 2010, which legally protected people from discrimination in the workplace and in wider society. The Act had consolidated

PROCEEDINGS OF THE LOCAL JOINT FORUM - 2 MARCH 2017

previous anti-discrimination laws within a single Act, with the intention of making the law easier to understand and strengthening protection in certain circumstances.

The Forum asked that any specific incidences of discrimination that were not being properly dealt with by managers should be reported to the Interim HR/Payroll Services Manager to enable any necessary action to be properly targeted. Antoinette Solera, UNISON, said that she would liaise with Billie Reynolds to collate any detailed information received on this issue and report back to the Forum.

AGREED: That the position be noted.

6. DATES OF FUTURE MEETINGS

Councillor Lovelock reported that the arrangements for meetings in 2017/18 would be to hold three, rather than four, Local Joint Forum meetings per year, each preceded by a meeting to agree the agenda, prior to the despatch of papers. It was also intended to reduce the number of scheduled Personnel Committee meetings from four to three and to hold meetings of LJF and Personnel Committee consecutively on the same day. The provisional dates for LJF and Personnel Committee were as follows:

Thursday 13 July 2017 - LJF (5pm); Personnel Committee (6.30pm);
Thursday 9 November 2017 - LJF (5pm); Personnel Committee (6.30pm); and
Thursday 15 March 2018 - LJF (5pm); Personnel Committee (6.30pm).

(The meeting opened at 4.30 pm and closed at 5.00 pm).

READING BOROUGH COUNCIL

REPORT BY DIRECTOR OR EDUCATION, ADULT AND CHILDREN'S SERVICES

| | | | |
|------------------|--|--------------|--|
| TO: | PERSONNEL COMMITTEE | | |
| DATE: | 2017 | AGENDA ITEM: | 4 |
| TITLE: | KENNET DAY NURSERY FEE INCREASE | | |
| LEAD COUNCILLOR: | JO LOVELOCK | PORTFOLIO: | LEADER OF THE COUNCIL/CHAIR OF PERSONNEL COMMITTEE |
| SERVICE: | KENNET DAY NURSERY | WARDS: | BOROUGHWIDE |
| LEAD OFFICER: | ANDY BARKER | TEL: | 0118 937 2635 |
| JOB TITLE: | INTERIM SERVICE MANAGER EY, CHILDCARE & PLAY | E-MAIL: | andy.barker@reading.gov.uk |

1. EXECUTIVE SUMMARY

- 1.1 This report details the nursery's budget for 2017/2018 and seeks to make recommendations for the nursery fees from April 2017.
- 1.2 Under the arrangements for consultation set out by the former Equal Opportunities Sub-Committee when it set up the nursery in 1987 the Kennet Day Nursery Association need to have ratified the proposed fee increase. This took place on February 1st 2017 with this proposal consulted on prior to this date.

2. RECOMMENDED ACTION

- 2.1 That the fee structure be increased by 2% to apply from September 2017 as follows:

£217.65 per week - £43.53 per day (RBC Users)
£238.75 per week - £47.76 per day (Non RBC Users)
- 2.2 The current discount of £2 a day for siblings will continue unchanged throughout the year. The current additional charge of £2 a day for children under 2 years will continue unchanged.
- 2.3 To increase the 'crèche' ad-hoc hourly rate to from the current £6 per hour to an £8 change for all users.

2. 4 To increase additional charges for users who have 'late fines' from £5 to £10 for the first 15 minutes and £25 thereafter.

3. POLICY CONTEXT

3.1 The last fee proposal was agreed in August 2016 and required the nursery to run on a self funding basis with a zero budget build. To achieve this, a consistent 85%+ occupancy level was required throughout the year.

3.2 In budget proposals 2016-20 to 'Narrow the budget gap'. It was agreed that Kennet day Nursery would be required to achieve a profit. In the financial year 2017/18 the nursery needs to make a surplus of £20,000 which will increase to £30,000 for 2018/19.

3.3 Changes in government policy from September 2017 will result in working parents of 3 to 4 year-olds in England will be eligible for 30 hours of free childcare - rather than the current 15 hours for 38 weeks of the year (term time).

Families working over 16 hours a week with children of this age will be eligible for this if:

- Their child will be aged 3 or 4 when the scheme starts.
- BOTH parents must be working - or the sole parent is working in a lone parent family
- If each parent earns, on average, a weekly minimum equivalent to 16 hours at National Minimum Wage or National Living Wage
- If each parent must have an annual income of less than £100,000
- If you live in England.

Parents will be able to apply for both the 30-hour scheme and the Tax-Free Childcare scheme through a joint online application being developed by HMRC.

This is because the eligibility requirements for both schemes are aligned.

4. THE PROPOSAL

4.1 To increase the nursery fees by 2% with affect from September 2017.
See table of comparison nurseries fees 7.3.

To increase the crèche ad-hoc hour rate to from the current £6 per hour to an £8 change for all users. This hourly charge has been at this rate since 2012 when this service was first introduced.

The crèche service currently offers nursery users an opportunity to add (subject to availability) additional ad-hoc hours to sessions allowing them to attend meetings, appointments and other commitments that fall outside of their 'booked' sessions. These crèche hours have restrictions and are not permitted for longer than 3 hours blocks of time. They cannot be used consistently to replace booked sessions and any booked places will always get priority over this service. However, the crèche service helps to support the nursery income and provides a valued service to our users.

4.2 The fine for 'lateness' is custom and practiced in the childcare sector and this late fine rate of £5 has been in place for over 20 year. We do not have many

occasions to use this and parents are always given an opportunity to appeal by email within five working days. However, we feel this charge now requires a review to cover the additional staffing cost that we incur staff are required to wait with the child.

5. CONTRIBUTION TO STRATEGIC AIMS

5.1 The nursery contributes to the strategic aims of promoting equality and social inclusion; and to securing the most effective use of the Council's resources (staff) in the delivery of high quality, Best Value public services.

5.2 The service objective of the nursery is to provide high quality childcare for the children of employees, to allow these employees to work for the Council whilst meeting their childcare commitments as parents and/or primary carers.

5.3 The nursery's is well regarded by childcare practitioners in Reading as being a high quality childcare service. This has been confirmed by OFSTED grading of the nursery as 'OUTSTANDING' in its latest inspection carried out in July 2016.

This has been achieved through:-

- Predominantly using level 3 qualified staff to meet its child to staff ratios
- Paying staff a competitive wage for childcare (but they are still amongst the lowest paid of the Council's staff)
- Staff in house training opportunities are exceptional and worthy of sharing with others. Staff also are supported in-house to work towards professional qualifications (NVQs). This was highlighted by Ofsted as key to achieving it OUTSTANDING grading.
- Providing effective management structure undertaken through self-evaluation to ensure positive outcomes for children.

6 LEGAL IMPLICATIONS

6.1 The nursery is provided by the Council for its staff under Sections 111 and 112 of The Local Government Act 1972. It operates under the provisions of the Children care Act 2006. The day nursery is registered with OFSTED to provide full day-care for children under eight.

6.2 Under the arrangements for consultation set out by the former Equal Opportunities Sub-Committee when it set up the nursery in 1987, and set out in a long-standing partnership agreement, the Council is required to consult with the Day Nursery Association before it makes any changes to fees or charges for the day nursery. The consultation proposal for this fee increase was circulated to the full Kennet Day Nursery Association prior to the position being ratified at the Kennet Day Nursery committee on 1st February 2017 where trade unions were invited.

7. FINANCIAL IMPLICATIONS

- 7.1 At present the average occupancy level for the nursery is 95% this occupancy fluctuates annually with a drop in levels in September as a direct result of children leaving to go to school; this occupancy then steadily increases again in the following months. The Nursery also has a very healthy waiting list with over 40 families waiting for spaces over the coming year.
- 7.2 Kennet Day Nursery still remains good value for money with other local nurseries charging rates ranging from £46 a day to £66 a day for children aged over two years old.
- 7.3 Current comparison prices for local day nurseries within the vicinity.

| Setting | U 3's | Over 3's |
|-----------------------|--------|----------|
| Co-Op | £62.50 | £60.00 |
| Forbury Gardens | £63.00 | £56.00 |
| Caversham Day Nursery | £58.00 | £54.00 |
| Berkley Gardens | £63.00 | £56.00 |
| Little Dragons | £56.00 | £54.00 |
| Busy Bees | £54.10 | £54.10 |
| Chiltern | £66.00 | £61.00 |
| Bubbles (The Globe) | £50.50 | £47.50 |
| Greyfriars | £59.00 | £53.50 |
| The Lodge | £51.00 | £46.00 |
| Average | £58.31 | £54.21 |

| | | | |
|-------------|---|---------------------------|----------------------------|
| TO: | PERSONNEL COMMITTEE | | |
| DATE: | 13 JULY 2017 | AGENDA ITEM: | 5 |
| TITLE: | WHISTLEBLOWING ACTIVITY REPORT | | |
| LEAD MEMBER | CLLR LOVELOCK | PERSONNEL COMMITTEE CHAIR | |
| SERVICE: | 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 provide Personnel Committee with an overview of Whistleblowing activity over the last twelve months.

2. RECOMMENDATIONS

That Personnel Committee note the overview of Whistleblowing Activity.

3. BACKGROUND

3.1 In July 2014, Personnel Committee approved a revised Whistleblowing Policy which replaced the earlier version, introduced in 2000.

3.2 The Council is committed to the highest possible standards of openness, honesty and accountability. In line with that commitment, you are encouraged, if you have serious concerns about any aspect of the Council's work, to come forward and voice those concerns. It is recognised that certain cases will have to proceed on a confidential basis.

3.3 To support this, a Whistleblowing Policy was introduced to enable people to raise serious concerns within the Council rather than overlooking a problem or blowing the whistle outside.

3.4 Since the beginning of 2016, there have been 10 recorded cases of Whistleblowing. The Whistleblowing Policy states "The Council will do its best to protect your identity when you raise a concern and do

not want your name to be disclosed.” The table below provides an anonymised summary of Whistleblowing Activity. Where investigations are ongoing, further anonymity has been provided.

| Date Issue Raised | Service Area | Source | Type | Subject | Outcome |
|--------------------------------|-------------------------|----------------------|--|---|--|
| 28 January 2016 | School | Member of staff | Internal investigation (Audit) - police informed | Allegations of falsification of school census data and weak internal controls | Disciplinary and action plan to improve controls |
| 5 th February 2016 | Customer Relations Team | Whistleblowing email | Internal Audit of data governance undertaken | Concerns regarding data governance | Recommendations for improvement made |
| 1st June 2016 | Planning | Member of staff | Internal Investigation (Audit) | Fraud | Individual prosecuted |
| 8 th June 2016 | School | Whistleblowing email | Management Investigation | Illegal operations | No further action |
| 15 th November 2016 | Adult Social Care | Members of staff | Audit and Police investigation | Fraud | Ongoing investigation |
| 23 rd February 2017 | Housing | Members of Staff | Management investigation and action | Management style and favouritism | Matter resolved |
| 1 st April 2017 | DENS | Member of staff | Internal investigation (Audit) | Poor practice | Ongoing investigation |
| 3 rd May 2017 | Adult Social Care | Member of staff | Internal investigation (Audit) - police informed | Fraud | Ongoing investigation |
| 24 th May 2017 | DENS | Member of staff | Internal Investigation (Audit) | Theft | Ongoing investigation |
| 19 th June 2017 | Children's Services | Member of staff | Management Investigation | Victimisation | Ongoing investigation |

4. FINANCE

N/A

5. IMPLEMENTATION

5.1 Whistleblowing will continue to be investigated as and when it occurs. Appropriate action will be undertaken including referral to external organisations where required.

6. EQUALITY IMPACT ASSESSMENT

N/A