

To: Councillor Emberson (Chair)  
Councillors Brock, Lovelock, Page and  
Skeats

Our Ref:  
Your Ref:

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30 October 2019

Your contact is: **Richard Woodford**

### NOTICE OF MEETING - PERSONNEL COMMITTEE 7 NOVEMBER 2019

A meeting of the Personnel Committee will be held on Thursday, 7 November 2019 at 6.30 pm in Committee Room 1, Civic Offices, Reading. The Agenda for the meeting is set out below.

	<u>WARDS AFFECTED</u>	<u>Page No</u>
1. DECLARATIONS OF INTEREST		
2. MINUTES OF PREVIOUS MEETING - 11 JULY 2019	BOROUGH WIDE	3 - 4
3. PROCEEDINGS OF LOCAL JOINT FORUM - 16 OCTOBER 2019	BOROUGH WIDE	5 - 8
4. TEAM READING - PRESENTATION	BOROUGH WIDE	9 - 22
5. EXCLUSION OF PRESS AND PUBLIC		
<p>At this point, the following motion will be moved by the Chair:</p> <p>“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”</p>		
6. REDUNDANCIES	BOROUGH WIDE	23 - 26

*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.*

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**Present:** Councillor Emberson (Chair);  
Councillors Brock, Page and Skeats.

**Also Present:** Miriam Palfrey (for items 1 and 2) and Shella Smith.

**Apologies:** Councillor Lovelock.

### 1. MINUTES

The Minutes of the meeting held on 14 March 2019 were confirmed as a correct record and signed by the Chair.

### 2. BRIEFING ON THE TEAM READING PROGRAMME

Shella Smith, Assistant Director of HR and Organisational Development, gave a presentation on the work and achievements of Team Reading over the past year, and set out the programme going forward over the next twelve months.

**Resolved:** That the presentation be noted.

### 3. 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 paragraphs 1 and 2 of Part 1 of Schedule 12A (as amended) to that Act.

### 4. FLEXIBLE RETIREMENT REQUEST

The Assistant Director of HR and Organisational Development and the Executive Director of Resources submitted a joint report, which set out a request for flexible retirement of A and the payment of pension benefits through the Local Government Pension Scheme. The proposal, together with the financial implications, was set out in a schedule appended to the report.

**Resolved -**

- (1) That the flexible retirement of employee A on the terms set out in the schedule appended to the report and the payment of pension benefits through the Local Government Pension Scheme be approved;
- (2) That the proposal be approved on the basis of the financial implications as set out in paragraphs 7.1 of the report, and that authority to conclude the individual package be delegated to the Executive Director of Resources and Assistant Director of HR and Organisational Development (acting jointly).

(Exempt information as defined in paragraphs 1 and 2).

(The meeting commenced at 6.30pm and closed at 7.23pm).

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## PROCEEDINGS OF THE LOCAL JOINT FORUM - 16 OCTOBER 2019

### Present:

Councillors Emberson (Vice Chair in the Chair), Brock, Page and Stanford-Beale

K Magee	Unite
A McNamara	National Education Union (NEU)
A Solera	UNISON
S Smith	Assistant Director of HR and Organisational Development
Richard Woodford	Committee Services

### Apologies:

I Newnham	Unite
M Palfrey	Unison

### 1. ELECTION OF CHAIR

Miriam Palfrey was elected to serve as Chair of the Forum for the remainder Municipal Year 2019/2020.

### 2. APPOINTMENT OF VICE-CHAIR

Councillor Emberson had been appointed to serve as Vice Chair at the Annual General Meeting of the Council on 22 May 2019 (Minute 11 refers).

### 3. PROCEEDINGS OF THE LOCAL JOINT FORUM MEETING HELD ON 14 MARCH 2019

The Proceedings of the Local Joint Forum meeting held on 14 March 2019 were confirmed as a correct record and signed by the Chair.

### 4. EU SETTLEMENT SCHEME

The Assistant Director of HR and Organisation Development submitted a report providing the Forum with information about the European Union (EU) settlement scheme and its implications for employees of the Council. Unison had requested that the Council considered giving paid time off to employees who needed to apply for settled status under the EU settlement scheme as a result of Brexit.

The report explained that the scheme had been designed to be simple to use and applications could be made via an app on a mobile phone. Furthermore, employees had until 30 June 2021 to make an application if there was a deal or until 31 December 2020 if there was no deal. It was therefore recommended that paid time off for employees to make an application under the settlement scheme was not required.

The UK was due to leave the EU on 31 October 2019, with or without deal, and it had been made clear that free movement would no longer be possible for UK nationals and European Economic Area (EEA) nationals in the UK after Brexit. If there was a deal, then under the withdrawal agreement all EU nationals (except Irish nationals) who were already resident in the UK would be required to apply under the EU settlement scheme for settled or pre-settled status. This included

## **PROCEEDINGS OF THE LOCAL JOINT FORUM - 16 OCTOBER 2019**

those who already held a registration certificate or permanent residence card. The withdrawal agreement provided for a transition period lasting until 31 December 2020 if there was no deal and the deadline for applications for settled or pre-settled status was 30 June 2021 if there was a deal.

The report explained that in the event of a no deal scenario, the settlement scheme would be available only for EU nationals who were already resident in the UK on or before exit day. They would have until 31 December 2020 to apply for either pre-settled or settled status. The application process had been designed to be straightforward and individuals would apply online and would qualify by meeting three core criteria - Identity, Eligibility and Suitability. A straightforward online application, where the applicant was not required to provide further information, currently took between one and four calendar days to process. The scheme had been fully open for applications since 30 March 2019, there was no fee and there was a free government helpline available seven days a week to support people who needed to make an application.

The Forum discussed the report and a number of points were raised including the following:

- The number of applications was increasing as was the complexity of the cases which meant there were issues with the software and many applicants were having to work with consultants in order to process their applications;
- The Document Check app currently only worked fully on Android smartphones and tablets and not with Apple devices;
- The number of staff who needed to apply for settled or pre-settled status was not known as only eligibility to work in the UK was asked for when staff joined the Council;
- It was noted that the Chief Executive's weekly blog included a reminder to EU members of staff about the need to apply to the EU settlement scheme;
- S Smith agreed to produce further specific communications with staff and to put a reminder in the printed copy of Inside Reading, the monthly newsletter for staff, so that staff who did not have access to email would be made aware of the situation;
- The trade unions asked that the position be kept under review and an update be given at the next meeting in February 2020.

### **AGREED -**

- (1) That paid time off was not required for staff wishing to apply for settled or pre-settled status under the EU Settlement Scheme be agreed;
- (2) That further communications with staff, including information in Inside Reading, be carried out by S Smith;

**PROCEEDINGS OF THE LOCAL JOINT FORUM - 16 OCTOBER 2019**

- (3) That the position be kept under review and an update report be submitted to the next meeting.**

(The meeting opened at 5.00 pm and closed at 5.15 pm).

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# Team Reading Attract



Agenda Item 4

7 November 2019









# Progress so far

- Improved advertising & procurement
- Online DBS Checks
- Social media presence
- Branded advertising templates
- Streamlined process and paperwork
- Increased personal contact with candidates
- Recruitment metrics
- Local advertising
- New jobs pages & portal released
- CV applications enabled
- Itrent Recruitment & Onboarding implemented



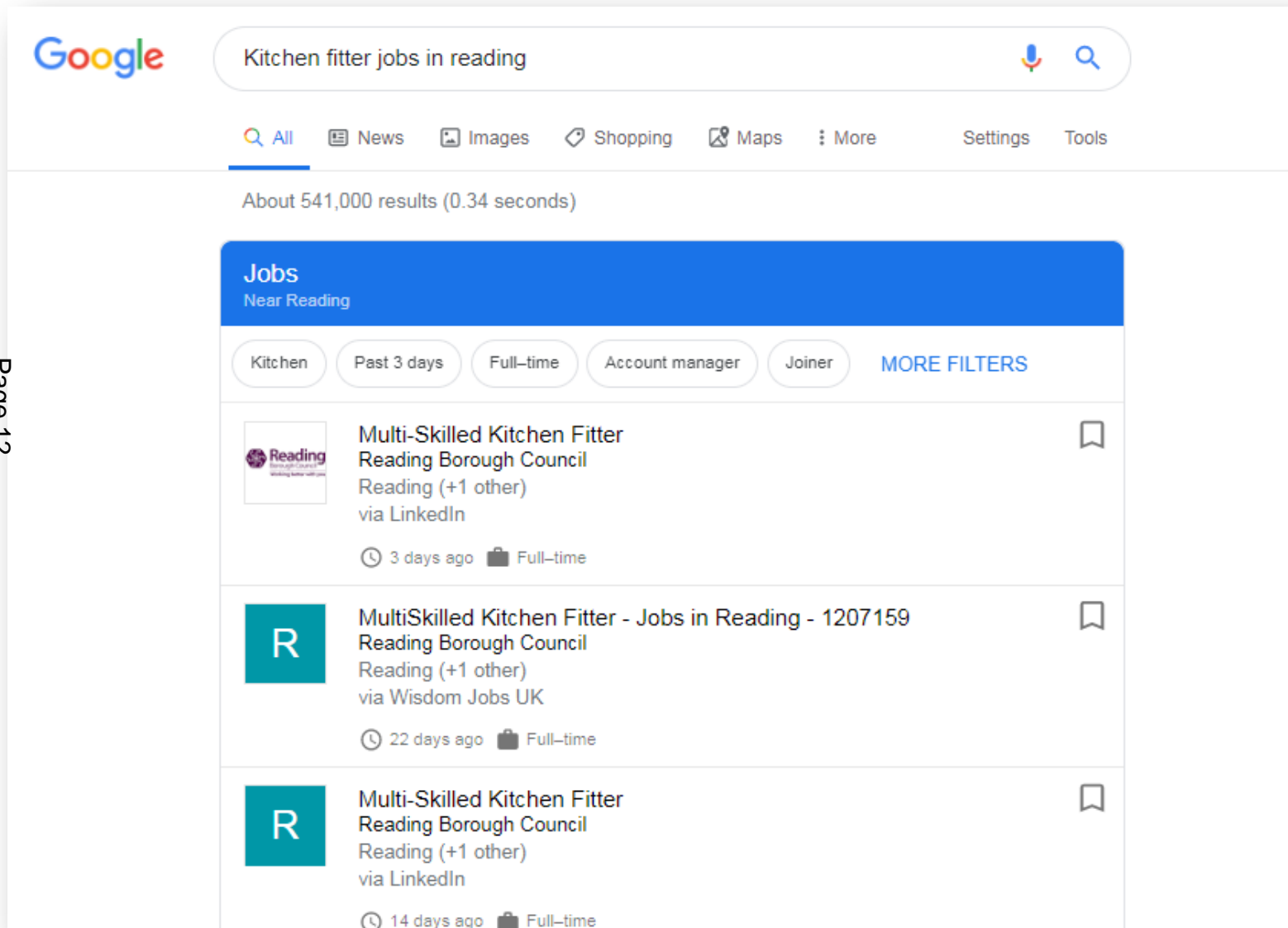
# Social Media & Advertising

Page 11

 Reading Borough Council		Admin view	
Page		Content Suggestions	Career Pages
		<b>Analytics</b> ▼	Activity <span>45</span>
Companies to track ⓘ		Time range: Sep 24, 2019 - Oct 23, 2019 ▼	
Company		Total followers	New followers
	Reading Borough Council <span>Your company</span>	3,719	99
	Wokingham Borough Council	2,465	60
	West Berkshire Council	2,529	35
	Bracknell Forest Council	2,683	84
	Royal Borough of Windsor and Maidenhead	1,716	42
	Slough Borough Council	3,457	37
	Brighter Futures for Children	242	30



# Social Media & Advertising



The screenshot shows a Google search interface with the query "Kitchen fitter jobs in reading". The search results indicate approximately 541,000 results found in 0.34 seconds. A "Jobs" filter is applied, showing results near Reading. The filters include "Kitchen", "Past 3 days", "Full-time", "Account manager", "Joiner", and a "MORE FILTERS" link. Three job listings are visible, all from Reading Borough Council, offering "Multi-Skilled Kitchen Fitter" positions. The first listing is from LinkedIn, posted 3 days ago, and is a full-time role. The second listing is from Wisdom Jobs UK, posted 22 days ago, and is a full-time role. The third listing is from LinkedIn, posted 14 days ago, and is a full-time role.

Google


Kitchen fitter jobs in reading


All News Images Shopping Maps More Settings Tools


About 541,000 results (0.34 seconds)

**Jobs**  
Near Reading

Kitchen Past 3 days Full-time Account manager Joiner MORE FILTERS

 **Multi-Skilled Kitchen Fitter**  
Reading Borough Council  
Reading (+1 other)  
via LinkedIn  
3 days ago Full-time

 **MultiSkilled Kitchen Fitter - Jobs in Reading - 1207159**  
Reading Borough Council  
Reading (+1 other)  
via Wisdom Jobs UK  
22 days ago Full-time

 **Multi-Skilled Kitchen Fitter**  
Reading Borough Council  
Reading (+1 other)  
via LinkedIn  
14 days ago Full-time



# Social Media & Advertising

JOBSSAVEDALERTS

TitleLocationDate postedTypeCompany typeEmployer

AllSurgeonSenior managerSurveyor

Arborist

Reading Borough Council

Reading (+1 other)

via Neuvo

1 day ago Full-time

Utility Arb Surveyor

Ground Control

Reading

via Totaljobs

21 days ago £28,000–£29,999 a year

Climbing Arborist - Reading

Arbjobs

Reading (+1 other)

via Arborist And Tree Surgery Jobs

22 days ago Full-time

Apprentice Tree Surgeon

Government jobs, apprenticeship

Reading

via LinkedIn

2 days ago Full-time

Arboriculturist

JACOBS UK Ltd

Reading

via Totaljobs

30 days ago Full-time

Arborist

Reading Borough Council

Reading (+1 other)

Apply on Neuvo

Apply on reed.co.uk

Apply on Jobspublic

Apply on Jobs In UK

Apply on Jobrapido.com

Ap

1 day ago

Full-time

About us

Join us here at Reading Borough Council, and you can look forward to a rewarding new role as part of a friendly and supportive team. We work together, helping each other to make lives better for people in our communities. If you'd like to be part of our growing future, we can offer excellent training and development, not to mention a range of great benefits. So be part of an organisation that will genuinely value you and your contribution to our success. Get in touch now.

The Parks Team is currently looking for skilled and experienced arborists to join our growing team responsible for the maintenance of trees on public land in Reading.

About the role

The successful candidate will have extensive experience in climbing and working from a rope and harness in all weather conditions. Senior arborists must have experience in managing teams undertaking a range of different tree work tasks, and in working with clients and contractors. The role also requires a wide range of...

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reading.gov.uk



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## Jobs

If you live here, work here or just visit, you will already know that Reading is a great place to be.

The Council is dedicated to ensuring Reading can achieve its potential and everyone can benefit from its success. We firmly believe our staff are our greatest asset and we are seeking talented and dynamic individuals with the experience and drive to help us achieve our ambitious plans.

Join us today and help to shape Reading's future.



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# New portal live




Reading  
Borough Council  
Working better with you

[Job Search](#)  
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[Applications](#)  
[My Profile](#)

## Search results

Results - 20 matches found

 Save this search as a job alert

### Pastoral/Family Worker - Geoffrey Field Junior School




29 hours per week - Term Time Only - 4 days per week - Permanent

We are looking for a dedicated professional to join our school as pastoral and family worker. This post would suit an already experienced pastoral/family worker or someone with other relevant experience looking to [...\[more details\]](#).

<b>Location:</b> Geoffrey Field Junior School	<b>Contract Type:</b> Term Time Only / Permanent / Part-Time	<b>Salary:</b> £13,712 to £17,050	<b>Job reference:</b> SCH1021
--------------------------------------------------	--------------------------------------------------------------------	--------------------------------------	----------------------------------

**Application closing date:**  
19/09/2019

[Job profile](#) [Send to a friend](#)

### Casual General Assistant




**About us**  
We are looking for staff to come and join our casual team to help deliver events throughout the year. Some of our events include Conferences & Venue Hire, Weddings, Banqueting, Dinners, Cafés, Concerts, Comedy & Events, Museums.

**About the role**  
The purpose of this role is to [...\[more details\]](#).

<b>Location:</b> Town Hall/Museum - Blagrove Street	<b>Contract Type:</b> Casual / Sessional	<b>Salary:</b> £9.36	<b>Job reference:</b> DEN0142
-----------------------------------------------------------	---------------------------------------------	-------------------------	----------------------------------

**Application closing date:**  
24/09/2019

[Job profile](#) [Send to a friend](#) [Apply online](#)





# New portal live



**Reading**  
Borough Council  
Working better with you

Job Search  
Login  
Reset Password  
Applications  
My Profile  
Log off

Welcome back Mr Ben Test

## Supporting Information

Page 2 of 4

Remember you can check how you are progressing with your application form by referring to the icons on the summary page.

### CV

To attach a CV in support of your application click on the Browser button to upload a file attachment.

Attachment \*

Upload file

My Cv.docx

### Supporting Information

Please use this space to provide further information in support of your application.

Supporting statement

Lorem ipsum dolor sit amet, quo malis ullum praesent ex, nec ex decore ancillae, est et modo quas decore. Perpetua salutatus deterruisset ut quo, elit erroribus consequuntur ei duo, ex mei veritus volutpat. Sea verear maiestatis et. Cu vis iuaret invenire. Quando ceteros te per.

Mea ut causae albucius adversarium, te vel feugiat assueverit suscipiantur. Everti democritum ne est. Vix quod errem omnium cu, eirmod virtute dissentiet eu his, congue mediocritatem per ex. Has ea etiam aequae iuaret. Labore philosophia at vim. Et mei noster denique, eum dicta solet meliore at.

Lorem ipsum dolor sit amet, quo malis ullum praesent ex, nec ex decore ancillae, est et modo quas decore. Perpetua salutatus deterruisset ut quo, elit erroribus consequuntur ei duo, ex mei veritus volutpat. Sea verear maiestatis et. Cu vis iuaret invenire. Quando ceteros te per.

Mea ut causae albucius adversarium, te vel feugiat assueverit suscipiantur. Everti democritum ne est. Vix quod errem omnium cu, eirmod virtute dissentiet eu his, congue mediocritatem per ex. Has ea etiam aequae iuaret. Labore philosophia at vim. Et mei noster denique, eum dicta solet meliore at.





# Itrent R&O

< Recruitment



Payroll Officer (GJ) (REC9980)

## Requisition details

2

Applicants in total

0

New applicants in the last 5 days

No

Closing date

0

Pending applications

Job title

**Payroll Officer (GJ)**

Location

Requisition end date

Application end date

Published?

**Yes**

Recruitment manager

Recruitment administrator

## Manage applicants

Page 17

1. MANUAL APPLICANT (0)

1 APPLICATION SUBMITTED ONLINE (2)

2. SHORTLISTING (0)

3. REJECT AFTER APPLICATION (0)

3. INVITATION (0)

Applicant details

Attachments

Current Salary

Location

Notice Period

Move applicants

Stage notes



Graham Johnson (A18981)

**External**



Applied on 11/07/2019

ALL DOCS

MOVE TO

No notes



Harvey Johnson (A18970)

**External**



Applied on 11/07/2019

ALL DOCS

MOVE TO

No notes

### LINKS

Recruitment

Recruitment correspondence

Recruitment campaigns


Interview schedules

Pre-employment checks and right to work information


Post new starter transfer



# Itrent R&O



PersonalAbsenceEmploymentCareer & Development



Page 18

Hello Joshua

You last logged in 6 hours ago

Updated Employment Privacy Policy

Book a holiday

Book onto a learning activity

e-Recruitment - Apply for a Job

View my learning account


Change my address details

Web recruitment


More links from self service...

< Congratulatio


Welcome to Reading




Employee Assistance Programe (EAP)



Code of Conduct



Employee Handbook



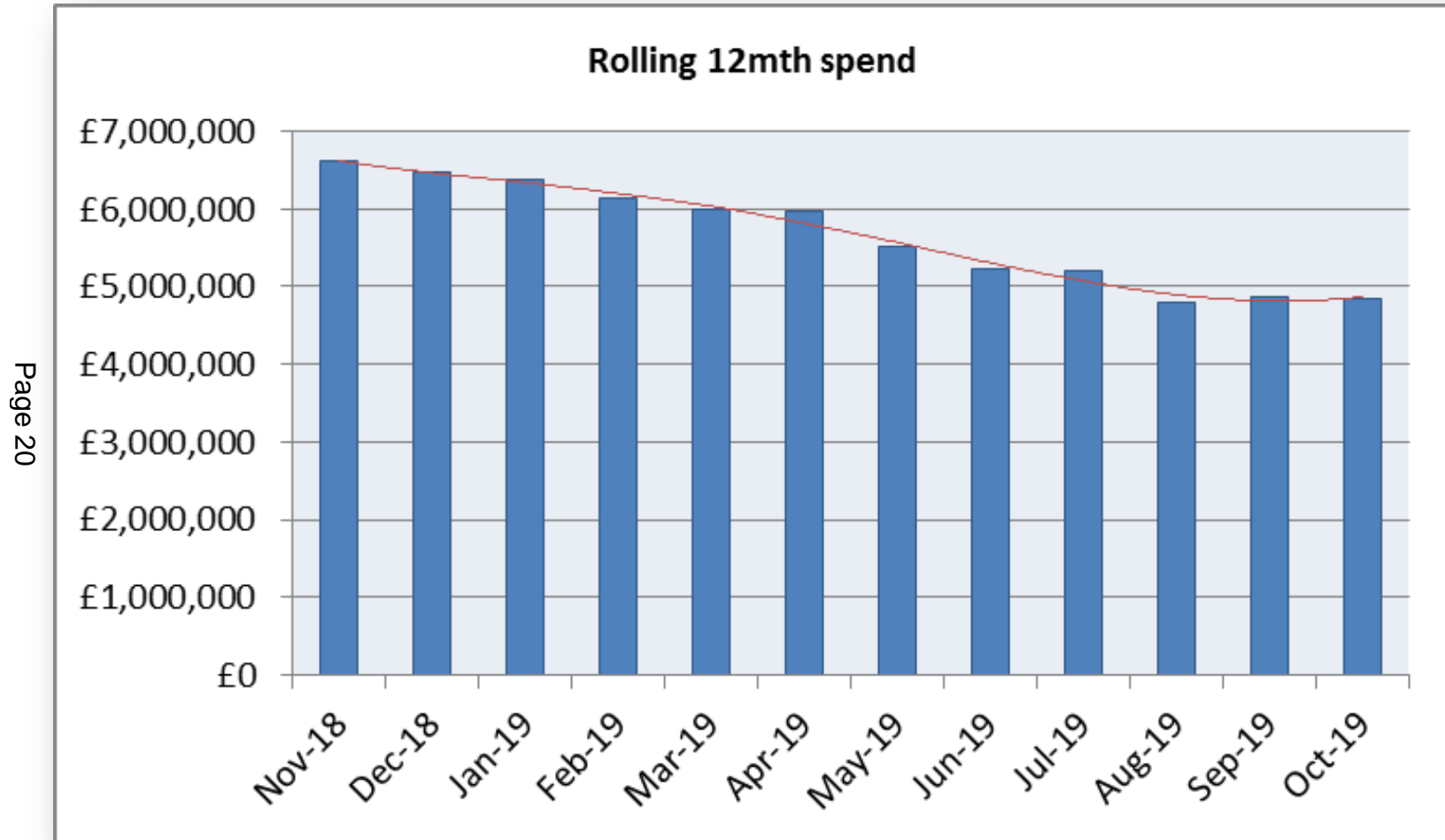
# Recruitment metrics

(To end September)

<b>Calendar Year</b>	<b>Hires</b>	<b>Time to hire (calendar days)</b>	<b>Number Applicants</b>	<b>Av Applications</b>	<b>Cost per Application (£)</b>	<b>Cost per hire (£)</b>	<b>Fill Rate %</b>
2018	257	90	2,163	7.6	30	256	55
2019	337	74	3,954	12.1	10	116	73



# Agency Spend



# Delivery for next quarter

- Itrent R&O
- Hard to reach activity
- Recruitment KPIs

Page 21



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By virtue of paragraph(s) 1, 2 of Part 1 of Schedule 12A  
of the Local Government Act 1972.

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