

APPENDIX 'A'

Summary of Action Plans

- i)** Staffing and service structures to be revisited consequent upon outcomes of the joint working initiatives with neighbouring Surrey Councils, legislative requirements and revised policy targets
- ii)** To achieve Government's continuing efficiency savings.
- iii)** The Chief Executive Officer to bring forward a comprehensive report updating the various opportunities for joint working, together with any specific further recommendations.
- iv)** To undertake a staff survey at an appropriate time in the future.
- v)** To achieve level 3 of the Equalities Standard within the first quarter of 2009/10 financial year.
- vi)** The Personnel Manager to bring back further options for consideration by the Personnel Services Member Working Group. These options to include the following elements: PRP to be linked with achievement of targets; opportunities to be available to all staff to achieve high bandings with explicit targets identified that would attract higher bandings if achieved; competencies to be introduced for appraisal purposes only; the system to be simple, fair and relevant; and training/refresher training to be provided for all staff.
- vii)** The opportunities for jointly identified and jointly organised programmes of Member training and development be agreed by the 12 Surrey authorities, supported and financed by the Surrey Improvement Partnership.
- viii)** To continue to promote further management training in the authority, utilising, where appropriate, the resources of the STOG joint training initiatives.
- ix)** To run a Runnymede Challenge programme in 2009
- x)** The Personnel Services Member Working Group to bring forward specific recommendations for required competencies.
- xi)** To place a greater emphasis on identifying any skills gaps as part of an outcome from the current review of the appraisal process.
- xii)** Appropriate Directors be charged with addressing issues of unacceptably high staff turnover in areas within their control.
- xiii)** Officers to continue to monitor and evaluate the arrangements for engaging agency temporary staff and bring forward any further recommendations as appropriate.
- xiv)** Directors continue to monitor and address sickness absence issues within their departments.
- xv)** To keep the Pay Policy under review to ensure it continues to meet the authority's needs.
- xvi)** To keep the authority's salaries under review to ensure that they remain in line with the authority's pay policy.

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- xvii)** The Personnel Services Member Working Group to bring forward specific recommendations in due course on the future of Performance Related Pay in Runnymede
- xviii)** A further Equal Pay Audit be commissioned in 2009/10 to ensure that the authority's remuneration packages remain fair and free from any discriminatory elements.

APPENDIX 'B'

REVISED EMERGENCY OUT OF HOURS COVER POLICY

Staff required to undertake emergency standby duty are entitled to receive a payment per duty week for Senior Duty Staff (£84.91) and Duty Staff (£64.12) respectively. The rate is reviewed on 1st April each year in line with the level of pay awards. The payment is intended to compensate for any inconvenience to staff for being on standby duty (for example, restriction in distance of travel from Borough and need to remain fit to drive and respond to emergencies) and for disturbance to home life/sleep that can be occasioned by out of hours telephone calls.

Staff who receive 10 or more out of hours calls per week and who do not claim related overtime payments are paid a £36.54 supplement per duty week. Where overtime is paid the supplement (or part thereof) is subsumed in the overtime payment.

In addition, staff on the standby rota receive either a monthly home telephone allowance or a mobile phone allowance to cover the cost of telephone rental and business calls.

In addition to the standby rota, the Council maintains a list of staff who may be contactable outside office hours who are key holders and/or can respond to emergency situations. There is no requirement, however, for these staff to actually be available to respond if called. These staff do not qualify for a standby allowance but, in order to compensate for potential disturbance to their home life, receive the home or mobile telephone allowance.

All Staff, with the exception of Directors, who undertake emergency call out duties are granted time off in lieu (where practicable) on a hour-for-hour basis or, if not practicable, are paid overtime at the appropriate rate (double time for Sunday, time and a half for other times).

Staff involved in out of hours call-out duties after 12 Midnight are allowed compensatory paid time off in lieu the following morning in respect of those hours worked after 12 Midnight. This facility is instead of paid overtime and is intended to provide a sufficient break between call out duties and starting work that day.

However, the Working Time Regulations 1998 give employees the right to have a minimum of eleven consecutive hours break between working days. Time on standby does not in itself count as 'working time' but receiving and dealing with a phone call or actually being called out do count as 'working time' under the regulations and potentially interrupt the eleven consecutive hours break between days. For example, an employee finishes work at 5pm on day 1 and is on standby duty that night. He receives and deals with a ten minute phone call at 2am and is due to start work again at 9am the next morning. He will not have enjoyed a consecutive eleven hours break so would be entitled to come into work at 1.10pm on the afternoon of that day to allow for an eleven hours break between 2.10am and 1.10pm. Such a break, however, would be without pay. Staff wishing to exercise this right should notify their line manager in advance.

APPOINTMENT SUB-COMMITTEE

30 January 2009 at 3.00pm

Members of the Committee present: Councillors J R Furey (Chairman), Mrs E Gill, C J Norman, P I Roberts, and G B Woodger

Members of the Committee absent: Councillor PJ Waddell

MINUTES

The Minutes of the meeting of the Sub-Committee held on 2 December 2008 were confirmed and signed as a correct record.

APOLOGIES FOR ABSENCE

Apologies were received from Councillor P J Waddell. The Chairman informed the Sub-Committee that Councillor Waddell was no longer a member of the Sub-Committee, but would attend the dinner on 17 February 2009.

EXCLUSION OF PRESS AND PUBLIC

RESOLVED that -

the press and public be excluded from the meeting during the discussion of the following matters under Section 100A(4) of the Local Government Act 1972 on the grounds that the business would be likely to involve disclosure of exempt information of the description specified in paragraph 1 of part 1 of Schedule 12A of the Act.


APPOINTMENT OF CHIEF EXECUTIVE OFFICER – SELECTION OF LONG LIST

The Sub-Committee considered the 33 applications that had been received by 12 noon on that day.

RESOLVED that –

the candidates selected be invited to attend the assessment centre and informal discussions on 9 February 2009.

(The meeting ended at 5.50pm)

 Chairman

APPOINTMENT SUB-COMMITTEE

12 February 2009 at 7.00pm

Members of the
Sub-Committee present: Councillors J R Furey (Chairman), Mrs E Gill, C J Norman, P I Roberts,
and G B Woodger,

Members of the
Sub-Committee absent: None

CHAIRMAN'S ANNOUNCEMENTS

The Chairman advised that he had called the meeting at short notice in special circumstances, namely the need to formalise decisions on the future of the recruitment process rapidly after the interviews of longlisted candidates and before the next dates on the recruitment timetable.

EXCLUSION OF PRESS AND PUBLIC

RESOLVED that -

the press and public be excluded from the meeting during the discussion of the following matters under Section 100A(4) of the Local Government Act 1972 on the grounds that the business would be likely to involve disclosure of exempt information of the description specified in paragraph 1 of part 1 of Schedule 12A of the Act.

CONSIDERATION OF POSITION FOLLOWING INTERVIEWS OF LONGLISTED CANDIDATES

RESOLVED that -

the Sub-Committee proceed no further with the candidates interviewed on 9 February.

SHORT LIST

RESOLVED that -

no action be taken to compile a shortlist based on the current recruitment exercise.

NEXT STEPS

RESOLVED that -

- i) the Chief Executive Officer be asked to report to this Sub-Committee on options for interim management arrangements for the next six months or more, following consultation with the Directors;**
- ii) the recruitment process and documentation be reviewed to ensure that there is clarity of candidate profiles (in particular as to their responsibility and level in their current organisation) prior to the longlist selection;**
- iii) the Personnel Manager be asked to report on the cost and other considerations (including timescale) associated with the use of recruitment agencies;**

- iv) **Officers be asked to investigate the feasibility of conducting informal discussions with potentially suitable and appropriately senior managers in other local authorities, as a precursor to their engagement in a formal recruitment process; and**
- v) **the salary level for the job be reviewed by the Sub-Committee at a future meeting.**

ADVERTISING AND RECRUITMENT POLICY

RESOLVED that -

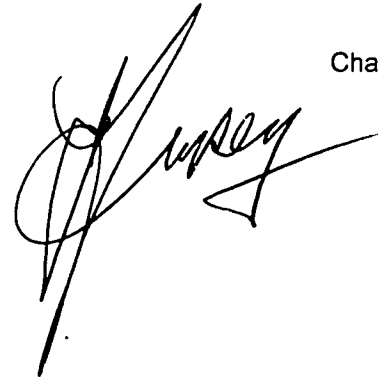
the Personnel Manager be requested to report further on:

- i) **whether the style of the recruitment advertisement, and the media used, should be reconsidered in any future attempt to recruit by advertisement;**
- ii) **the continued relevance of the recruitment policy for this post; and**
- iii) **the appropriate time at which to commence any future recruitment process.**

DATE OF NEXT MEETING

The Committee would meet again at the currently reserved time of 9.00am on 18 February to consider the above matters further, so far as it was feasible to do so.

Chairman



(The meeting ended at 7.20pm)