



NT asked that a report be put forward to Corporate Management Committee in January 2007.	BD
<b>b. Single User Authentication</b>	
We are waiting for the Government to make progress with the roll out of this national project. We should be in a position to test the Runnymede connection to the Government Gateway in the next two months.	
<b>c. E-Procurement</b>	
The summer has been a quiet period for this project but the evaluation of a number of initiatives is coming to fruition. Stuart Cawthorne will be bringing forward a progress report at a meeting in the near future.	
<b>d. Civic Offices IT Planning</b>	
NW presented the progress of IT planning for the New Civic Offices. A survey is being carried out to find out current printer usage in terms of volumes and how it fitted into business processes. The Infrastructure Working Group will make recommendations on the number and location of printers in the new building on the evidence presented in the results of this survey. NW confirmed that the new building would be hardwired with a wireless overlay, providing wireless in the public areas and other areas where its use would be beneficial. The ITMWG is awaiting result of the Front of House proposals, after which the working group will review the requirements specification.	
<b>e. Member IT Facilities</b>	
NW said that the service has suffered as a result of losing the officer position who would service councillors IT needs. Estimates of requirements for hardware should be provided at Corporate Committee in January 2007.	NW
<b>6. Anticipated Capital Projects for the Remainder of 2006</b>	
None are anticipated.	
<b>7. ICT Strategy Update</b>	
NT said that we should take the current version of the ICT Strategy to Corporate Management in the near future and review this once the move to the new building is complete.	NW
<b>8. Date of Next Meeting</b>	
The date of the next meeting is to be confirmed.	All to note

<b>Circulated by e-mail to:</b>	
<b>Councillors:</b>	<b>RBC Staff:</b>
Niall Thewlis	Tim Williams
Lynda Gillham	Nigel Watson
John Furey	Basia Dobrzalska
Adrian Tollett	Deborah Blowers
John Dean	Stuart Cawthorne
Hugh Meares	Peter Sims
Moreton Moore	Andrew Pearson
Howard Butterfield	Gary Marson

**RUNNYMEDE BOROUGH COUNCIL**

**PERSONNEL SERVICES MEMBER WORKING GROUP**

**7.30 p.m. Thursday 21st September 2006, Members Room, Civic Offices**

In attendance: Councillors Cherith Simmons, Peter Waddell and Linda Gillham  
Personnel Officer, David Thomas

1. Election of Chairman  
Councillor Cherith Simmons elected as Chairman of the Working Group
2. Apologies for Absence  
Councillor Pat Roberts
3. Competencies and Performance Pay  
The Corporate Management Committee in June had resolved that 'the Performance Related Pay Scheme be retained but relevant competencies be introduced within 12 months as part of the assessment process'.

The Personnel Officer outlined some potential options for Member consideration.

The experience of schemes elsewhere was discussed. Members supported the view that it was important that, whatever approach was adopted, it needed to be kept simple, uncomplicated and transparent. It was essential that a system added value to the organisation and was seen by staff and managers as helping in the achievement of the Council's objectives.

Members felt that building on current arrangements was preferable to introducing something completely new. Members particularly liked the core requirements for managers that was currently in use and felt that this approach could be developed to cover all staff.

Members were particularly keen on a scheme that assessed competencies and achievement of targets separately, with a minimum threshold on each to attract Performance Pay. Ideally, an IT based solution would minimise paperwork and add to ease of use.

The Personnel Officer agreed to bring back a further report, including some examples of how such a scheme would work in practice.

4. Equal Pay Audit  
The Corporate Management Committee in March had resolved that 'an Equal Pay Audit be undertaken'.

The Personnel Officer had drafted a report for the November Corporate Management Committee based on the findings of the equal pay audit that had been undertaken during the summer by a South East Employers consultant.

Members were pleased to note the generally positive results from the audit and the complimentary remarks made by the consultant on the progress that had been made in achieving single status.

The detailed report had identified a number of anomalies which had since been addressed and included a number of recommendations to address equal pay issues which were contained in the Officer recommendations.

Members particularly commented on the current arrangements for mobile phones and land lines which appeared to be in need of review.

Members were pleased to support the Officer recommendations.

5. Market Comparison Exercise

The Corporate Management Committee in March had resolved that 'the Council's strategic aim in setting salary levels for its staff (upper performance limits in upper quartile) be restated and a market comparison exercise to ensure this is achieved be undertaken'

The Corporate Management Committee in June had clarified that 'the upper part of the scales be treated as 'upper performance' for the purpose of comparison with upper quartile salaries'.

The Personnel Officer presented the findings from the recent market comparison exercise. A set of 45 benchmark jobs had been agreed which had been compared with similar posts in the other ten Surrey Districts. In some cases, insufficient examples of like posts existed.

Members recognised that for a number of specialist posts, comparisons just with other local authorities was appropriate. However, for a number of generic posts, a wider comparison, including the private sector, would be more appropriate.

Members asked that the Committee report include information on the number of staff at top of scale and the cost of implementation of the proposals over a three year period. Members sought an assurance that, when vacancies occurred, Officers would adjust the salary level of any post where it was known to exceed the market rate.

6. Stress Audit

Earlier this year, the Safety Committee had commissioned a specialist consultant to undertake a Stress Audit of the Council's staff based on the Health & Safety Commission's recommendations. This had been a follow-up exercise to one that had taken place ten years earlier.

The results of the Stress Audit had been presented to the Safety Committee and that Committee had subsequently met on two occasions to review the findings and to make recommendations. The minutes of the two meetings together with a copy of the report and summary of narrative responses had been circulated to Members.

The Personnel Officer rehearsed for Members the main findings of the audit together with the recommendations of the Safety Committee.

Members noted the various issues identified and the responses and asked to be kept informed on progress.

In response to the issue of keeping staff and Members informed about Council objectives and priorities, Members felt that a 'Dummies Guide' to the Council's strategic plan might be helpful. The Communications Officer would be asked to investigate this

7. Date of Next Meeting.

Tuesday 21<sup>st</sup> November 7.30pm.