

Notice of Meeting

Personnel Committee

Friday, 4th February, 2011 at 2.00 pm
in Committee Room 2 Council Offices
Market Street Newbury

Date of despatch of Agenda: Thursday, 27 January 2011

For further information about this Agenda, or to inspect any background documents referred to in Part I reports, please contact Moira Fraser on (01635) 519045
e-mail: mfraser@westberks.gov.uk

Further information and Minutes are also available on the Council's website at
www.westberks.gov.uk



To: Councillors Paul Bryant (Chairman), Adrian Edwards, Tony Linden, Keith Lock (Vice-Chairman) and Quentin Webb

Substitutes: Councillors Mollie Lock, Andrew Rowles and Julian Swift-Hook

Agenda

Part I

Page No.

1. **Apologies for Absence**
To receive apologies for inability to attend the meeting (if any).
2. **Minutes** 1 - 4
To approve as a correct record the Minutes of the meeting of the Committee held on 12 November 2011.
3. **Declarations of Interest**
To receive any declarations of interest from Members.
4. **West Berkshire Council Health, Safety and Welfare Policy Update (PC2208)** 5 - 26
Purpose: To update the Council's Health, Safety and Welfare Policy.
5. **Exclusion of Press and Public**
RECOMMENDATION: That members of the press and public be excluded from the meeting during consideration of the following items as it is likely that there would be disclosure of exempt information of the description contained in the paragraphs of Schedule 12A of the Local Government Act 1972 specified in brackets in the heading of each item.
[Rule 9.10.4 of the Constitution refers.](#)
6. **Part II**
7. **Employment of staff aged over 65 - implications of the ending of the default retirement age on 31st October 2011** 27 - 38
(Paragraph 1 – information relating to an individual)

Purpose: To seek a decision on one of three options concerning the employment of staff aged over 65 after 31st August 2011.



Agenda - Personnel Committee to be held on Friday, 4 February 2011 (*continued*)

Andy Day
Head of Policy and Communication

West Berkshire Council is committed to equality of opportunity. We will treat everyone with respect, regardless of race, disability, gender, age, religion or sexual orientation.

If you require this information in a different format, such as audio tape, or in another language, please ask an English speaker to contact Moira Fraser on telephone (01635) 519045, who will be able to help.



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Note: These Minutes will remain DRAFT until approved at the next meeting of the Committee

PERSONNEL COMMITTEE**MINUTES OF THE MEETING HELD ON
FRIDAY, 12 NOVEMBER 2010**

Councillors Present: Paul Bryant (Chairman), Tony Linden (arrived 2.17pm), Keith Lock (Vice-Chairman) and Quentin Webb, Andrew Rowles (as a substitute for Adrian Edwards)

Also Present: Mark Edwards (Item 4), Jane Milone, Vicky Knight (Item 5), Lorraine Collins (Item 5), Stefanie Hunt (Item 5) and Moira Fraser

Apologies for inability to attend the meeting: Councillor Adrian Edwards

PART I**18. Minutes**

The Minutes of the meeting held on 17 September 2010 were approved as a true and correct record and signed by the Chairman.

Members asked officers to ensure that they received an update in relation to actions one to four of item 16 on the minutes. Ian Priestley to circulate the information outside of the meeting.

19. Declarations of Interest

There were no declarations of interest received.

20. Transport / Fleet / Driver Risk Management Policy

The Committee/Commission considered a report (Agenda Item 4) concerning a policy and range of procedures drafted to improve the management of the Council's transport arrangements. Members were informed that the Chief Executive had agreed the policy under the authority previously delegated to him but that Corporate board had requested that the Personnel Committee have the opportunity to comment on and note the documents. Mark Edwards explained that he had ownership of the document as he had overall responsibility for transport arrangements for the Council. The document had however been drafted in consultation with colleagues in HR and Assurance.

One of the main drivers for producing the documents was to assist with reducing the Council's insurance policy. While the cost of the policy had increased significantly this year the rate of increase had been reduced as a consequence of the introduction of the policy and procedures. It was hoped that once the policy became further embedded there might be an opportunity to reduce the premiums in the future.

Mr Edwards explained that training measures would be put in place in order to reduce the number of incidents. As part of the training programme an assessment would be undertaken to establish which staff posed the greatest risk. The online training package including a self risk assessment tool which would evidence the level of training individual employees would require.

The Personnel Committee felt that it would be appropriate for the information required from Members to be collected annually by the Members Support officers and that copy of the documentation would be retained in the Policy and Communication unit alongside the

PERSONNEL COMMITTEE - 12 NOVEMBER 2010 - MINUTES

other information pertaining to Members. Members would be advised of this requirement by the Head of Highways and Transport during the induction sessions run after the next election. Members requested that clarity be provided as to what would be considered as council business in respect of Members. This should be explained to Members as well as being articulated in the policy. Officers would also be notified of the policy as part of their induction process.

While it was hoped that the policies and procedures would be adopted by all the Council's schools, in an effort to reduce their insurance premiums, Members were reminded that they were not obliged to adopt Council policies.

Members requested that a number of minor amendments be made to the documents as set out below:

- Covering Report, paragraph 3.1 (7), remove the numerical value of the excess (to avoid the need to constantly update), and to ensure that it was clear that the excess would be passed onto the relevant service area;
- Covering Report, paragraph 3.1 (2), clarify what 'our drivers' meant;
- Fleet and Driver Risk Management Policy, paragraph 6.5 remove specific reference to excess amounts
- Fleet and Driver Risk Management Policy, paragraph 7 (Roles and Responsibilities), needed to include a reference to Members, although it was noted that Members were referred to in paragraph 4.1.2 (Applicability);
- Fleet and Driver Risk Management Policy, table item (6) the term 'in vehicle technology' to be clarified;
- Fleet and Driver Risk Management Policy, paragraph number 9.2 to be removed as it was not required;
- Work Related Road Safety Standard/ Procedure – Members queried why practices which were a legal requirement were included in the list of Corporate safe Driving Practices (e.g. wearing seatbelts). Officers explained that it was good industry practice to remind drivers of their legal responsibilities;
- Work Related Road Safety Standard/ Procedure, paragraph 5.1, third bullet point – members were concerned about using the phrase 'normal working day'. While they understood the reasons for its inclusion they felt that it could potentially be misused and they therefore asked that this section be more explicit;
- All Documents the reference to Members be standardised as they were referred to in a number of ways throughout the document.

RESOLVED that the Transport/Fleet/ Driver Risk management Policy and Procedures be approved subject to the inclusion of the above minor amendments.

21. **Demonstration of the HR System**

Lorraine Collins, Vicky Knight and Stefanie Hunt provided Members with a demonstration of the Councils HR System (Resourcelink) which had been implemented in 2006. All employee records were maintained on the system. In addition to HR, other service areas including Payroll and the Training Team could update specific areas of information although access to various applications was restricted. The system was also linked to other areas of work including the IT Helpdesk and Property who needed to be informed when employees joined or left the Council.

PERSONNEL COMMITTEE - 12 NOVEMBER 2010 - MINUTES

In addition to maintain employees staff records other information was also placed on the system which could assist managers responsible for recruitment. This would include information on unsuccessful applicants. An example of the type of useful information that could be provided included where applicants had seen the advertisement for the post which would inform future options for advertising new vacancies.

The system also assisted the HR Recruitment Team by issuing trigger emails and also automatically generated acknowledgments and responses to applicants that submitted electronic applications. Officers explained that the vast majority of applications for most posts within the Council were now submitted electronically.

Members noted that the system also permitted employees to submit their travel and subsistence claims online and queried whether this could be rolled out to members too. Officers were asked to look into this option.

22. Update on progress made with HR Policies

Jane Milone circulated a list of HR policies, procedures and guidance as at November 2010. Documents shown as orange required updating and those as red were overdue for updating. Jane explained that as HR resources were currently being focussed on the redundancies arising from the reduction in the Council’s revenue budget it was not possible to focus on the policies at this time but that they would be returned to in due course.

Members thanked Officers for all the work they had undertaken in developing new policies and updating existing ones.

23. Date of Next Meeting

It was agreed that the next meeting would be arranged as and when required. Officers would circulate a date outside of the meeting when necessary.

(The meeting commenced at 14:00 and closed at 15:55)

CHAIRMAN

Date of Signature

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Agenda Item 4.

Title of Report:	West Berkshire Council Health, Safety and Welfare Policy update
Report to be considered by:	Management Board
Date of Meeting:	27 January 2010
Forward Plan Ref:	N/a

Purpose of Report: To update the Council's Health, Safety and Welfare Policy

Recommended Action: To approve the revised Policy and for the Chief Executive and Leader to sign off the Policy.

Reason for decision to be taken: To ensure the Council's H&S Policy is up to date and fit for purpose to help ensure that the Council complies with Health & Safety legislation.

Other options considered: none

Key background documentation: none

The proposals will also help achieve the following Council Plan Themes:

- CPT11 - Protecting Vulnerable People**
- CPT13 - Value for Money**
- CPT14 - Effective People**
- CPT16 - Excellent Performance Management**

The proposals contained in this report will help to achieve the above Council Plan Priorities and Themes by:

Meeting our statutory requirements, and continuing to protect the health, safety and welfare of staff, contractors, clients and customers.

Portfolio Member Details	
Name & Telephone No.:	Councillor Keith Chopping - (0118) 983 2057
E-mail Address:	kchopping@westberks.gov.uk
Date Portfolio Member agreed report:	17 January 2011

Contact Officer Details	
Name:	Spencer Scott
Job Title:	Risk and Safety Manager
Tel. No.:	01635 519310
E-mail Address:	sscott@westberks.gov.uk

Implications

Policy:	The report provides an updated Policy for the Council's Health and Safety.
Financial:	none
Personnel:	none
Legal/Procurement:	none
Property:	none
Risk Management:	In order to comply with H&S legislation it is necessary to have an up to date and effective H&S Policy in place.
Equalities Impact Assessment:	The aim of the policy is to ensure all groups have a safe and healthy work environment. No negative effects on different equality groups, have been identified with this Policy
Corporate Board's Recommendation:	That the report be taken to Management Board and Personnel Committee for agreement.

Executive Summary

1. Introduction

- 1.1 This report highlights the need to update the Council's Health, Safety and Welfare Policy. The update of the Policy is attached in the appendix A. Once agreed, copies of the Policy will be held on the intranet and provided to Responsible Persons to be displayed on health and safety notice-boards.
- 1.2 Guidance from the Health and Safety Executive on an organisation's health and safety policy states that the document should set out the approach, objectives and arrangements in place for the management of health and safety in the business. The policy document should state the organisation's commitment to health and safety, and describes how the policy will be implemented and monitored.

2. Proposals

- 2.1 Agreement that the updated Health, Safety and Welfare Policy go to the Personnel Committee for approval and Chief Executive and Leader of the Council for sign-off.

3. Conclusion

- 3.1 The updates to the Policy have been carried out as part of the three year review, to make the document fit for purpose.

Executive Report

1. Introduction

- 1.1 All organisations with five or more employees are required under Section 2(3) of the Health and safety at Work, Etc. Act 1974 to prepare a written health and safety policy statement, and revise when appropriate. The policy should contain the health and safety arrangements of the organisation and also set out the roles and responsibilities for health and safety.
- 1.2 The Institute of Directors document *Leading Health and Safety at Work*, states that *Board members need to establish a health and safety policy that is more than a document – it should be an integral part of the organisations culture, of its values and performance standards.*
- 1.3 The benefits of good health and safety management can be seen through reduced costs due to:
 - (a) reductions in employee ill health absence;
 - (b) fewer accidents;
 - (c) reduced insurance claims;
 - (d) and reduced likelihood of legal action.
- 1.4 Delivery of health, safety and welfare policy involves everyone in West Berkshire Council. However, Senior Managers advised by the Health and Safety Team and Property Services are key players in managing the risks within the Council.
- 1.5 Consultation has been undertaken with senior managers, and the Union representatives in West Berkshire Council.

2. Key changes / proposals

- 2.1 The responsibilities within the document have been made clearer, with paragraphs outlining the roles and responsibilities of both Elected Members and Managers within West Berkshire Council. In addition the role of Property Services had been clarified.
- 2.2 The health, safety and welfare policy should be a living document that evolves over time, and adapts to the organisation. The previous 2007 Policy needed updating. In future the Policy will be reviewed annually by the Corporate Health and Safety Team.
- 2.3 The formal overview of the monitoring of the organisations Safety Management System is undertaken through the quarterly reports taken to Corporate Board and Management Board.
- 2.4 The new policy will be communicated to staff via notice boards, the intranet pages, and through the Corporate Health and Safety Teams work within the Council.

Appendices

Appendix A – Health, Safety and Welfare Policy 2010 update.
Appendix B - Health, Safety and Welfare Policy 2007.

Consultees

Local Stakeholders:

Officers Consulted: Senior Managers.

Trade Union: Unison and GMB.

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**Health, Safety and Welfare Policy for
West Berkshire Council**

STATEMENT OF INTENT

West Berkshire Council (WBC) recognises and accepts its responsibility to provide a safe and healthy place of work for all employees, and others affected by its activities.

Under the Health and Safety at Work, etc. Act 1974 it is the duty of WBC as an employer to prepare, and revise when appropriate, a written health and safety policy for its employees. This Policy ensures all who may be affected by the work of the Council, so far as is reasonably practicable, are not exposed to hazards or related risk.

The Authority shall also follow a safety management system that provides guidance and direction to working safely, via the WBC Intranet. The system provides detail behind local arrangements such as work at height, lone working, stress, staff consultation, staff training, safe use of equipment and chemicals, and roles and responsibilities.

Subject specific health and safety policies, which support this general Health and Safety Policy statement, are available via the West Berkshire Council Intranet home page.

Underpinning the above, the Authority shall provide necessary training, instruction and resource to ensure a safe place of work. Through visible management action, appropriate conduct shall be second nature rather than imposed. Health and safety is everyone's responsibility, but management shall also demonstrate a progressive improvement in injury and ill health prevention. The goal shall be the prevention of accidents and causes of ill health at work, and allowing corporate aims and objectives to be met.

Suitable and sufficient risk assessment is essential for a safe and healthy place of work. Measurable benefit is seen from this process, and it demonstrates the commitment to staff well-being and proper attention to health and safety. This approach shall continue focusing on everyday good service management and provision.

Services shall adopt the Health and Safety Policy statement, ensuring ownership and measured improvement in local operating methods.

The Chief Executive, Elected Members and Corporate Directors of the Council give their full support to the above Statement of Intent, and the attached Health, Safety and Welfare Policy.

Signed:

Chief Executive
West Berkshire Council

Leader of the Council
Dated:

Health, Safety and Welfare Policy

It is the express policy of West Berkshire Council to ensure that:

- The place of work shall be safe and without risk to health, with proper facilities and arrangements for welfare and first aid.
- Safe systems of work shall be employed to preserve the health and safety of employees and customers who may be affected by our activities, within the environments we have responsibility for.
- Appropriate planning, organising, monitoring and reviewing of work activities shall be carried out, with hazards fully addressed through the risk assessment process.
- Health and safety performance shall be measured on a regular basis, to benchmark performance, to establish challenging targets, and to investigate and learn from all safety related incidents.
- Suitable and safe arrangements shall be in place for the use, handling, storage and transport of articles and substances, with suitable safety equipment and protective clothing made available.
- Appropriate information, advice, training and supervision shall be provided to ensure all persons under our control are fully aware of their responsibilities for all aspects of health and safety.
- Channels of communication shall be in place that encourage and permit employees, and their representatives as appropriate, to contribute in suggesting and implementing measures to protect the health and safety of everyone.
- Positive contributions to health and safety shall be recognised and rewarded, however, disciplinary procedures shall be applied where deliberate or flagrant breach of health and safety regulations, procedures or directions is evident.

ARRANGEMENTS

Subsequent 'arrangements' are the means whereby West Berkshire Council formally accept and enact their responsibility. The arrangements comprise policies, procedures and guidance compliant with nationally recognised standards, brought together within the 'Safety Management System'. Procedures covered include:

- Roles, Responsibility and Competency;
- Risk Assessment and Hazard Control;
- Accident Reporting, Investigation and Prevention;
- Appointment of Competent Contractors, their Monitoring & Control;
- Fire Prevention, Housekeeping and Safety Inspection, etc.

The Health, Safety and Welfare Policy shall be reviewed annually, with re-issue determined by changes in the organisation, Legislation or working practices.

RESPONSIBILITIES

Responsibility for discharging health and safety duties rests with the Employer. As such, the ultimate responsibility for proper management and review of health and safety rests jointly with the Chief Executive and elected members of West Berkshire Council. The principal responsibilities within West Berkshire Council include:

1. Chief Executive:

The Chief Executive shall ensure that the Health and Safety Policy remains an effective working document. In particular, the Chief Executive is responsible to ensure that:

- Leadership is shown on health and safety matters;
- The commitment to health and safety is translated into effective action;
- The Health, Safety and Welfare Policy is periodically reviewed in the light of current conditions;
- Adequate resources are provided to implement and maintain the effectiveness of the Councils Health, Safety and Welfare Policy

2. Elected Members

Elected Members (as employers of Council staff), shall ensure as far as is reasonably practicable, the organisation is a safe and healthy place of work.

They shall support the implementation of WBC Health, Safety and Welfare Policy and the Safety Management Strategy of the Council and ensure that:

- adequate resources are provided to implement and maintain the effectiveness of the West Berkshire Councils Health and Safety Management System.
- they monitor the overall Safety Management Performance of WBC by reviewing accident trends, compensation claims, compliance reports from the Health and Safety Team. Also, consider reports from our insurers, and consider complaints raised via consultation with employees and trade union representation.
- Elected members also work within the framework of the WBC Safety Policies as they apply to all Employees.

3. Directors and Heads of Service:

All Directors and Heads of Service are responsible to the Chief Executive for the implementation of WBC Health and Safety Policies.

To this end, they are required to ensure that:

- Responsible Persons are appointed, trained and given the necessary time and support they need to fulfil their role, in each of the services buildings, as regards compliance with the 'FLASH Form' Assurance system;
- Competent Persons are appointed, trained and given the necessary support to assist each Responsible Person;
- An adequate number of Risk Assessors are appointed and trained for their service area, and given appropriate time and resources to fulfil this role;
- Risk Assessments are undertaken, as appropriate, for those activities under their control and made available to staff members, and appropriate contractors;
- Appropriate preventative and protective measures (safe systems of work), arising from those risk assessments, are properly implemented;
- Service Area Contractors are initially vetted (as regards their competence in health and safety management) and regularly monitored on their performance, to ensure that all health and safety risks are adequately controlled;
- Managers in a supervisory role attend mandatory Health and Safety Training;

- Where appropriate Fire Wardens and Incident Control Officers are appointed, trained and supported;
- Where appropriate First Aiders are appointed, trained and supported;
- Where appropriate Manual Handling Risk Assessors are appointed, trained and supported;
- Where appropriate Display Screen Equipment Risk Assessors are appointed, trained and supported;
- An adequate number of staff are trained to use the Webrisk reporting system;
- All reportable accidents, dangerous occurrences and near misses within their areas of responsibility are centrally reported using West Berkshire Council's electronic incident reporting system (Webrisk);
- All staff attend mandatory Health and Safety training;
- All staff are properly inducted and trained upon the risk assessments pertaining to their work, so that they understand the necessary safe systems of working;
- Health and safety performance within their service is monitored, maintained and where possible improved;
- Opportunities to consult with staff upon Health and Safety issues are regularly created within staff meetings / briefings or, where not possible, via email dialogue;
- Work activities are regularly monitored by managers, team leaders or supervisors to ensure that health and safety standards are maintained by staff, volunteers or contractors.

4. Responsible Persons

The implementation of the Regulatory Reform (Fire Safety) Order 2005 introduced the role of Responsible Person. West Berkshire Council has identified, authorised and trained suitable employees within Council buildings to enact this role. To ensure consistent application across the Directorates, Corporate Board has agreed that this role should fall to the most senior West Berkshire Council employee on each site / premise.

In addition the Council has extended the role of the Responsible Person to include oversight of issues relating to:

- Fire,
- Legionella,
- Asbestos, and
- General Safety and Health issues for each site.

The Council has developed a "Responsible Person" toolkit to help the Responsible Persons carry out their role, and through a Web based (Webrisk) reporting arrangement (the 'FLASH' form – Fire, Legionella, Asbestos, Safety and Health), to allow the Council to monitor the work of the Responsible Persons.

Responsible Persons must bring action items arising from quarterly Flash Forms to the attention of their Head of Service so that priorities can be agreed and the necessary resources found.

Responsible Persons should ensure that designated health and safety co-ordinators undertake regular workplace self inspection of WBC properties.

5. Managers

Managers hold a pivotal role in ensuring that all staff and volunteers receive both mandatory Corporate training on Health and Safety and then 'job specific' training, covering all appropriate risk assessments and 'local' arrangements for Health and Safety management within the building where they are based.

Managers must ensure all accidents/ incidents are reported (using Webrisk) and then fully investigated, to identify any errors which could be avoided in the future, or where further training needs or changes in the 'safe system of work' are necessary.

Managers are responsible for ensuring that any necessary additional risk control measures, identified by the initial risk assessment or a review of an existing risk assessment are implemented. If this involves additional resource then they will need to seek approval up to an appropriate higher level of their management structure. In the interim period they must keep the Responsible Person (for the appropriate building(s)) informed and their Head of Service.

Managers should regularly monitor their staff to ensure that safe systems of working are being followed and take any necessary actions where they are not.

Managers must ensure that staff receive and use any necessary personal protective equipment which is required for their job.

When undertaking return to work interviews, managers must assure themselves that staff are fit enough to continue their normal job of work safely e.g. are they continuing any prescribed course of medication which could affect their performance?

Managers must create opportunities for consultation about health and safety issues during individual One to Ones, Appraisal meetings and during collective team or staff meetings.

Managers must lead by example as regards creating the correct health & safety 'culture' within their service area.

6. Employees:

All Employees have clear legal responsibilities that include:

- Taking reasonable care for your own health and safety and that of others who may be affected by what your work activities - there are no exceptions to this, every employee has this duty;
- Working in a safe and proper manner at all times, in accordance with the health and safety training provided;
- Co-operating and complying with management instructions regarding statutory health and safety duties;
- Bringing defective equipment or dangerous situations immediately to the attention of Line Management;
- Never intentionally or recklessly interfering with or misusing anything provided in the interests of health, safety or welfare;
- Only undertaking tasks for which one is trained and competent to do, and observing all warning, restriction and emergency signs at all times.
- Reporting all accidents, dangerous occurrences and near misses to line management immediately so that they may be investigated as required to prevent reoccurrence;

- Remaining fully conversant with Fire and Emergency Evacuation Procedures at the workplace;
- Always using any safety equipment provided, as trained, and in a responsible manner at all times;
- Use, maintain and correctly store any Personal Protective Equipment or clothing issued to you.

Health and Safety Advice and Support:

Whilst Directors, Heads of Service and Managers are responsible for health and safety within their Service, advice and support on health and safety matters is available internally from Property Services and the Corporate Health and Safety Team.

The role of the Corporate Health and Safety Team includes:

- Assisting with development of corporate policies and procedures to promote effective health and safety compliance across the Council;
- Providing support and advice to the Councils Risk Strategy Group (RSG)
- Ensuring Responsible Persons will receive a full briefing upon the requirements of their role and the function of the 'FLASH Form' upon appointment;
- Ensuring the National principles of sensible risk management are followed throughout West Berkshire Council;
- Co-ordinating and implementing planned Health and Safety Audits to an agreed Schedule of Audits, and subject to other demands, undertaking unplanned Audits when complaints or events dictate;
- Investigating work environment complaints, making recommendations to improve working conditions;
- Investigating serious accidents and near misses, and provide action plans and advice to prevent re-occurrence;
- Undertaking a programme of Fire, Legionella and Asbestos compliance audits within the Council buildings portfolio, including schools.

The Role of Property Services is as follows:

- To ensure that suitable and sufficient Fire Risk Assessment, Legionella Risk Assessment and Asbestos Risk Assessment for each WBC controlled building;
- To ensure that copies of specialist risk assessments (Fire, Legionella, Asbestos) are sent to and received by all Responsible Persons (RP's);
- Along with Corporate Health and Safety Team to provide technical guidance to RP's as regards any action plans within those specialist risk assessments;
- To arrange for routine re-assessment as necessary e.g. upon an agreed cycle or after significant structural or service changes within the building;
- To provide competent maintenance contractors to carry out required remedial works identified within risk assessment action plans;
- To provide competent maintenance contractors to carry out agreed remedial works upon any other H & S defects identified by the FLASH form reporting system;

- To manage the quality of all work undertaken by maintenance contractors which is required by health and safety regulations;
- To supervise and manage larger scale construction projects, or when the nature of the works involves high risk activities such as roof work, demolition, confined space work, or excavations on behalf of the RP;
- In partnership with the Health and Safety Team to monitor compliance with the current Construction (Design & Management) Regulations in relation to all construction projects undertaken on behalf of West Berkshire Council;

Consultation with Employees

Means of consultation on health and safety matters shall be provided:

- For all Employees at work;
- Through a range of Safety meetings at local, Service or Directorate level, including local Link Groups, and Safety Committees, and management meetings;
- Through the Risk Strategy Group (the RSG);
- Through the Joint Consultative Panel (the JCP);
- By appointment and encouragement of Safety Representatives by recognised Trade Unions, providing them with sufficient facilities and training for the role;
- By the creation of consultation opportunities within One to Ones, meetings, during Performance Appraisal or during team or staff meetings;
- In service areas where team/staff meetings cannot be held, the appointment of a health and safety co-ordinator will be the accepted means of consultation.

Reporting arrangements

The Council has in place Safety Committees for each Directorate, and a Safety Committee for Schools. These report in to the Risk Strategy Group, which in turn reports to Corporate and Management Boards. The Corporate Health and Safety Team will monitor the contents of the Policy and report to Corporate Board when necessary.

Communication of Policy

This policy shall be displayed at work locations as appropriate and be available via the WBC Intranet WebPages, being brought to the attention of employees at their initial induction, at any refresher safety training as appropriate, and upon revision of the Policy.

The underlying health and safety message shall be:

- A positive safety culture shall be encouraged within each Service, and senior management are required to enthusiastically lead this;
- Employees shall be actively involved in the decision-making process;
- A safe working environment requires dedicated and sustained effort from all.

The aim shall be for continuous improvement of health safety and welfare issues at West Berkshire Council.

Signed:

Chief Executive

West Berkshire Council

Leader of the Council

Dated:

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**Health, Safety and Welfare Policy for
West Berkshire Council**



Statement of Intent

West Berkshire Council recognises and accepts its responsibility to provide a safe and healthy place of work for all employees, and others affected by its activities.

Full compliance with legislation is the minimum standard to achieve. This ensures all who may be affected by the work of the Council, so far as is reasonably practicable, are not exposed to hazards or related risk.

The Authority shall also follow a safety management system that provides guidance and direction to work safely. The system provides detail behind local arrangements such as staff consultation and training, safe use of equipment and chemicals, and roles and responsibility, etc.

Underpinning the above, the Authority shall provide necessary training, instruction and resource to ensure a safe place of work. Through visible management action, appropriate conduct shall be second nature rather than imposed.

Health and safety is everyone's responsibility, but management shall also demonstrate a progressive improvement in injury and ill health prevention. The goal shall be prevention of accidents and causes of ill health at work.

Risk assessment is essential for a safe and healthy place of work. Measurable benefit is seen from this process, and it demonstrates the commitment to staff well-being and proper attention to health and safety. This approach shall continue, focusing on everyday good Service management and provision.

Services shall adopt the attached Safety Policy statement, ensuring ownership and measured improvement in local operating methods.

The Chief Executive and Chief Officers of the Council give their full support to the above Statement of Intent, and the attached Health, Safety and Welfare Policy.

Signed:

A large, stylized handwritten signature in black ink.

Chief Executive
West Berkshire Council

A smaller, stylized handwritten signature in black ink.

Leader of the Council

Dated:

15/10/2007

31/10/07

Statement of Intent and Policy (Corporate)

Version 4

01/10/07 1 of 8

Health, Safety and Welfare Policy

It is the express policy of West Berkshire Council to ensure that:

- The place of work shall be safe and without risk to health, with proper facilities and arrangements for welfare and first aid.
- Safe systems of work shall be employed to preserve the health and safety of employees and others who may be affected by our activities, within the environments we have responsibility for.
- Appropriate planning, organising and reviewing of work activities shall be carried out, with hazards fully addressed through the risk assessment process.
- Health and safety performance shall be measured on a regular basis, to benchmark performance, to establish challenging targets, and to investigate and learn from all safety related incidents.
- Suitable and safe arrangements shall be in place for the use, handling, storage and transport of articles and substances, with suitable safety equipment and protective clothing made available.
- Appropriate information, advice, training and supervision shall be provided to ensure all persons under our control are fully aware of their responsibilities for all aspects of health and safety.
- Channels of communication shall be in place that encourage and permit employees, and their representatives as appropriate, to contribute in suggesting and implementing measures to protect the health and safety of everyone.
- Positive contributions to health and safety shall be recognised and rewarded, however, disciplinary procedures shall be applied where deliberate or flagrant breach of health and safety regulations, procedures or directions is evident.

Arrangements

Subsequent 'arrangements' are the means whereby West Berkshire Council formally accept and enact their responsibility.

The arrangements comprise policies, procedures and guidance compliant with nationally recognised standards, brought together within the 'Safety Management System'. Procedures covered include:

- Roles, Responsibility and Competency
- Risk Assessment and Hazard Control
- Accident prevention and reporting
- Contractor control
- Fire Prevention, Housekeeping and Safety Inspection, etc.

Content shall be reviewed annually, with re-issue determined by changes in Legislation or working practice.

Responsibilities

Responsibility for discharging health and safety duties rests with the Employer. As such, the ultimate responsibility for proper management and review of health and safety rests with the Chief Executive of West Berkshire Council. Specific responsibilities within West Berkshire Council include:

1. Chief Executive:

West Berkshire Council Chief Executive shall ensure that the Health and Safety Policy remains an effective working document. In particular, the Chief Executive is responsible to ensure that:

- The commitment to health and safety is translated into effective action
- The Safety Policy is periodically reviewed in the light of current conditions
- Adequate resources are provided to implement and maintain the effectiveness of the Council's Health and Safety Policy

2. Directors and Heads of Service:

All Directors and Heads of Service are responsible to the Chief Executive for the implementation of the Health and Safety Policy.

In particular, Heads of Service and other officers in a supervisory capacity are responsible for the health and safety of Employees within their jurisdiction.

To this end, they are required to ensure that:

- Risk Assessments are undertaken for those activities under their control
- Appropriate preventative and protective measures are implemented
- A systematic approach to health and safety is adopted which identifies objectives and sets priorities
- All reportable accidents, dangerous occurrences and near misses within their areas of responsibility are centrally reported using West Berkshire Council's electronic incident reporting system.
- As an area of potentially high risk, Service area contracts are suitably managed and the health and safety issues are controlled (see relevant contractor control section of safety management system)
- Health and safety performance is maintained and where possible improved
- Any decisions taken relating to health and safety are being implemented promptly
- Arrangements are regularly monitored and reviewed to achieve progressive improvements
- Appropriate health and safety instruction, information and supervision is provided

- Employees are trained in appropriate safe working methods
- Work activities are regularly monitored to ensure that health and safety standards are maintained
- Employees with designated health and safety roles are given appropriate time and resources to enact that role

3. Employees:

All Employees have clear legal responsibilities that include:

- Taking reasonable care for your own health and safety and that of others who may be affected by what you do or do not do - there are no exceptions to this, every employee has this duty
- Working in a safe and proper manner at all times, in accordance with the health and safety training provided
- Co-operating and complying with management instructions regarding statutory health and safety duties
- Bringing defective equipment or dangerous situations immediately to the attention of Line Management
- Never intentionally or recklessly interfering with or misusing anything provided in the interests of health, safety or welfare
- Only undertaking tasks for which one is trained and competent to do, and observing all warning, restriction and emergency signs at all times

In addition,

- Reporting all accidents, dangerous occurrences and near misses to line management immediately so that they may be investigated as required to prevent reoccurrence
- Remaining fully conversant with Fire and Emergency Evacuation Procedures at the workplace
- Always using any safety equipment provided, as trained, and in a responsible manner at all times.
- Use, maintain and correctly store any Personal Protective Equipment or clothing issued to you

4. Responsible Persons

The implementation of the Regulatory Reform (Fire Safety) Order 2005 in October 2006 introduced the role of Responsible Person. West Berkshire Council must identify, authorise and train suitable employees within Council buildings to enact this role.

The legislation is very clear that this has to be an individual who is either:

- The employer in control of the workplace;
- The person with overall management responsibilities;
- The occupier of the premises; or
- The owner of the premises (e.g. an empty building).

To ensure consistent application across the Directorates, Corporate Board has agreed that this role should fall to the most senior West Berkshire Council employee on each site / premise.

More specific guidance on the role of the 'Responsible Person' can be found in the relevant Safety Management System guidance (Fire Management).

Training is available via the Social Care Training team.

5. Safety Representatives and Safety Co-ordinators:

These share the common aim of ensuring a safe place of work. These persons are:

- Whom health and safety responsibilities are delegated, or
- Whom volunteer for the benefit of their team/area

The role is vital to ensure two-way communication is maintained from the highest management level, to where risk itself is evident, (and back again).

As such, senior management with primary health and safety responsibilities shall allow such persons appropriate time, training and resource to enact the rôle.

6. Incident Control Officer and Fire Wardens

These are specific roles to enable the safe and prompt evacuation of West Berkshire Council controlled buildings and support the Responsible Person in discharging their legal duties.

Individuals must be suitably trained in the site / premise emergency evacuation procedures and are responsible for undertaking regular fire safety checks of the working environment.

More specific guidance on the roles can be found in the relevant Safety Management System guidance (Fire Management).

Training is available via the Social Care Training team.

7. First Aiders

West Berkshire Council shall ensure appropriate first aid cover for staff if they are injured or become ill at work.

First Aiders are responsible for attending relevant First Aid training to attain the relevant qualification, providing first aid commensurate with their training, and promoting their ability at work via Notice Boards and appropriate signage.

More specific guidance on the role can be found in the relevant Safety Management System guidance (First Aid Arrangements).

8. Specific to Elected Members:

Elected Members, (as employers of Council staff), shall ensure as far as is reasonably practicable, a safe and healthy place of work.

- They shall help support and implement the Safety Policy and strategy of the Council.
- Members shall also work within the framework of the Policy as it applies to all Employees.

9. Advice and support:

Whilst Directors, Heads of Service and Managers are responsible for health and safety within their Service, advice and support on health and safety matters is available from the WBC internal Safety Advisor Team. Key areas which the Safety Team focus include:

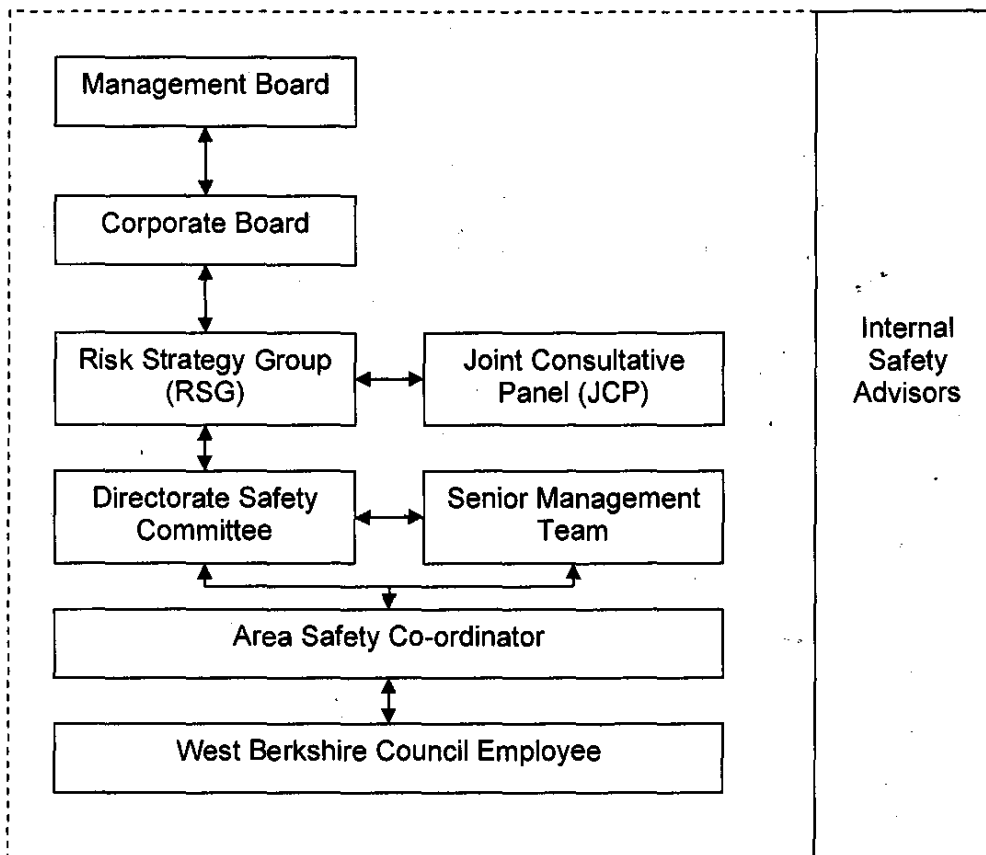
- Assist with development of corporate policies and procedures to promote effective health and safety compliance across the Council
- Provide support and advice to the Councils Risk Strategy Group (RSG)
- Co-ordinate and implement planned Health and Safety Audits to an agreed Schedule of Audits, and subject to other demands, undertaking unplanned Audits when complaints or events dictate
- Investigate work environment complaints, making recommendations to improve working conditions
- Investigate accidents and provide action and advice to prevent re-occurrence
- Undertaking a programme of Fire, Water and Asbestos compliance audits within the Council buildings portfolio

Consultation with Employees

Means of consultation on health and safety matters shall be provided:

- For all Employees at work
- Through a range of Safety meetings at local, Service or Directorate level, including local Link Groups, and Safety Committees, and management meetings
- Through the Risk Strategy Group (the RSG)
- Through the Joint Consultative Panel (the JCP)
- By appointment and encouragement of Safety Representatives by recognised Trade Unions, providing them with sufficient facilities and training for the role
- By the appointment and provision as above of Representatives of Safety where no Union Safety Representatives are in place

Reporting arrangements



Communication of Policy

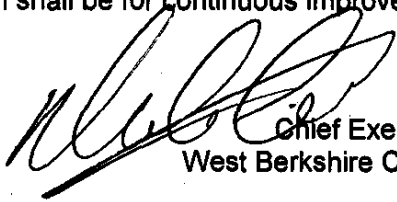
This policy shall be displayed at work locations as appropriate, being brought to the attention of employees at their initial induction, at any refresher safety training as appropriate, and upon revision of the Policy.

The underlying health and safety message shall be:

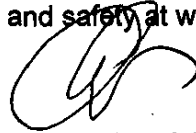
- A positive safety culture shall be encouraged within each Service, and senior management are required to enthusiastically support this
- Employees shall be actively involved in the decision-making process
- A safe working environment requires dedicated and sustained effort from all

The aim shall be for continuous improvement of health and safety at work.

Signed:



Chief Executive
West Berkshire Council



Leader of the Council

Dated:

15/10/2007

31/10/07

PART II

The report on the following item is **not for publication** by virtue of exempt information of the description contained in Paragraph 1 of Part 1 of Schedule 12A of the Local Government Act 1972, as amended by the [Local Government \(Access to Information\)\(Variation\) Order 2006](#). [Rule 9.10.4 of the Constitution also refers.](#)

Title of Report:	Employment of staff aged over 65 – implications of the ending of the default retirement age on 31st October 2011. <i>(Paragraph 1 – information relating to an individual)</i>
Report to be considered by:	Personnel
Date of Meeting:	4 th February 2011
Forward Plan Ref:	N/a

Purpose of Report: To seek a decision on one of three options concerning the employment of staff aged over 65 after 31st August 2011.

Recommended Action: Personnel Committee to consider the pros and cons and decide on its preferred option.

Reason for decision to be taken: The legislative window for choosing one of three options will close on 1st April 2011. There will be only one option available then (to retain the employees aged over 65)

Statutory: **Non-Statutory:**
Other:

Other options considered: not applicable

Key background documentation: None

The proposals contained in this report will help to achieve the following Council Plan Priority:

- CPP1 – Support our communities through the economic downturn** – to alleviate the impact on different communities and individuals who find themselves out of work and/or disadvantaged

The proposals will also help achieve the following Council Plan Themes:

- CPT13 - Value for Money**
 CPT14 - Effective People

The proposals contained in this report will help to achieve the above Council Plan Priorities and Themes by:

ensuring consideration is given to possible value for money issues arising from the abolition of the Default Retirement Age (DRA)

Portfolio Member Details	
Name & Telephone No.:	Councillor Anthony Stansfeld - Tel (01488) 658238
E-mail Address:	astansfeld@westberks.gov.uk
Date Portfolio Member agreed report:	20 January 2011
Contact Officer Details	
Name:	Robert O'Reilly
Job Title:	Head of HR
Tel. No.:	01635 519358
E-mail Address:	roreilly@westberks.gov.uk

Implications

- Policy:** Depending on which option the Personnel Committee choose, the policy of the Council on employing staff aged 65 and over might change for the period up to 1st October 2011 when new legislation will abolish the concept of a Default Retirement Age (DRA) of 65.
- Financial:** There are no direct financial implications, but if the employees aged over 65 are retained there is a possible redundancy liability of £902,254 for the Council.
- Personnel:** Dealt with in the report
- Legal/Procurement:** The issues in this report arise from new legislation which will abolish the DRA on 1st October 2011.
- Property:** none
- Risk Management:** none
- Equalities Impact Assessment:** EIA completed.

Is this item subject to call-in?	Yes: <input checked="" type="checkbox"/>	No: <input type="checkbox"/>
If not subject to call-in please put a cross in the appropriate box:		
The item is due to be referred to Council for final approval		<input type="checkbox"/>
Delays in implementation could have serious financial implications for the Council		<input type="checkbox"/>
Delays in implementation could compromise the Council's position		<input type="checkbox"/>
Considered or reviewed by Overview & Scrutiny Commission or associated Task Groups within preceding six months		<input type="checkbox"/>
Item is Urgent Key Decision		<input type="checkbox"/>

Executive Summary

1. Introduction

- 1.1 This report explains that the government intends to abolish the Default Retirement Age (DRA) of 65 on 1st October 2011 and that there is a window of opportunity for the Council to end the employment of staff aged over 65 by reason of retirement which will close on 1st April 2011 (as employees must be given a minimum of six months notice of retirement).
- 1.2 On current staffing information there will be a maximum of 66 employees over age 65 on 31st August 2011. However a number of the 66 employees will retire by choice before 31st August 2011 as they will have reached age 65.

2. Proposals

- 2.1 The report sets out three options for Personnel Committee (PC) to consider. Each option has advantages and disadvantages which are discussed in the main report.
- 2.2 Option One – do nothing and allow all employees over 65s to gain the right to a redundancy payment with effect from 1st October 2011 and miss a redeployment opportunity.
- 2.3 Option Two – dismiss all employees aged 65 or over on 31st August 2011 and avoid a potential redundancy liability of over £900k, and possibility assist with redeployment of staff in Adult Social Care (ASC).
- 2.4 Option Three – as for option two, but with an ‘exemption clause’ to allow the Corporate Director and Head of HR to exempt a post where an employee is over 65 where it is judged that no replacement could be found (for example, this might be the case for of some School Crossing Patroller posts). The exemption will apply to the recruitment position affecting the post, not the personal attributes of the employee.

3. Conclusion

- 3.1 Personnel Committee needs to make a decision on which option to choose. If no decision is taken Option One will apply be default after 1st April (the employees aged over 65 will be retained).
- 3.2 This is a one off chance of reducing the potential redundancy liability by over £900k (for a maximum of 66 employees), and providing possible redeployment opportunities for staff in ASC.
- 3.3 Corporate Board and Management Board have recommended Option Three.

Executive Report

1. Introduction

- 1.1 This report explains that the government intends to abolish the Default Retirement Age (DRA) of 65 on 1st October 2011 and that there is a window of opportunity for the Council to end the employment of staff aged over 65 by reason of retirement. The window will close on 1st April 2011.
- 1.2 The report explains what currently happens with the employment of staff aged over 65. There will be a maximum 66 employees aged over age 65 on 31st August 2011 (some will retire by choice before this date). This report does not include employees based in schools where employment matters rest with the governing body.
- 1.3 This report uses the date of 31st August 2011 to give a month's gap between the proposed date for dismissal by reason of retirement and the change in the DRA. This gap of a month will make no difference to the figures as no member of staff turns 65 between 1st September and 30th September 2011. However it gives room to deal with any last minute issues that may arise (such as a grievance) without being overtaken by the change in the DRA on 1st October 2011.
- 1.4 The report sets out three options for Personnel Committee (PC) to consider. Each option has advantages and disadvantages which are discussed.
- 1.5 PC needs to make a decision on which option to choose. If no decision is taken Option One will apply by default after 1st April 2011 (the employees aged over 65 will be retained).
- 1.6 Corporate Board and Management Board recommend Option Three because this is a one off chance to reduce the Council's potential redundancy liabilities which is important in light of the current financial position facing the Council; and it will provide redeployment opportunities to staff in ASC.

2. The current position

- 2.1 When the last government made discrimination in employment on the grounds of age unlawful in 2006 it exempted the normal retirement age of 65 from challenge. Thus 65 has been the default retirement age for organisations who have not specified a different normal retirement age. To implement this anomaly to its age discrimination legislation, the government added a new potentially fair reason for dismissal: '*retirement*'. This means that employers can insist that their employees retire at 65 and if challenged by the employee will be able to rely on retirement as the fair reason for dismissal. The employee needs to be warned not less than six months before he or she is aged 65 that the employer proposes to dismiss him/her on the grounds of retirement. The six month rule also applies to retirement of employees who are already over 65.
- 2.2 The employee can reply to the notification from the employer (in WBC this comes from HR) to ask for an extension of the contract of employment beyond the notified date of retirement, either for a fixed or indefinite period. The employer must consider the request and reply in writing. However there is no obligation to give a reason for saying no to such a request. There is a right of appeal.

- 2.3 Line managers decide whether to agree to requests for extensions of employment beyond 65. At the same time some employees are recruited to the Council who are already over 65. The current position has led to the employment of a maximum 66 of employees who will be aged over 65 on 31st August 2011 (although some will retire by choice before that date).
- 2.4 A list of the 66 posts occupied by employees aged over 65 on 31st August 2011 is shown at Appendix A. The dates of birth are shown but not the names of the employees. This report uses a notional date of 31st August 2011 to illustrate the redundancy liability costs. There are no plans to actually make these employees redundant on 31st August 2011. However if they were all made redundant on that notional date the total costs to the Council would be £902,254. The average cost would be £13,670 (highest: £51,805; lowest £259).

3. Change to the current position

- 3.1 The current position will cease on 1st April 2011 as it will no longer be lawful to write to employees to inform them that they will retire on or after their 65th birthday. 1st April 2011 is six months before the government will abolish the normal retirement age of 65, and this is the minimum notice that has to be given to employees. From 1st October the potentially fair reason for dismissal of 'retirement' will be abolished. This means that after 1st April 2011 employees aged 65 or over can only be dismissed for the same reasons as employees aged under 65 (redundancy; capability - health or capability - performance; misconduct; statutory prohibition; or 'some other substantial reason').
- 3.2 Some employers are acting before 1st April 2011 to dismiss all employees aged 65 or over while retirement remains a potentially fair reason for dismissal. Some age discrimination charities have protested about this in the media. MB needs to decide how to react to the change in the current situation. Three options are given below with the advantages and disadvantages discussed.
- 3.3 The trade unions have been consulted. The unions accept that there are pros and cons and would support Option Three or Option One. They oppose Option Two as too inflexible.

4. The three options

4.1 Option One – do nothing.

4.2 Advantages: This option retains employees who were judged valuable enough to be allowed to work beyond 65; or it retains employees who were employed when already aged over 65 because of difficulties in recruitment. These employees may be doing a very good job and they may have had expensive training. They are likely to be de-motivated during the six months leading up to their enforced retirement on 31st August 2011. Dismissing them will cause a lot of work for managers and HR in finding replacements. The 'do nothing' option anticipates the thinking of government in disregarding a person's age as a reason for dismissing him or her. This option avoids any negative publicity which might arise if this issue is picked up by local age charities.

4.3 Disadvantages: This option allows a potential redundancy liability of £902,254 to be retained in the Council's risks (albeit there is no reason to assume all the

employees would in fact be made redundant). This option misses a one off opportunity to create up to 66 vacancies which could be of value to employees who are facing redundancy in Adult Social Care. These vacancies could be filled by redeployees. If they are not filled by redeployees this option misses a chance to address the issue of local youth unemployment as the vacancies not filled by redeployees could be converted into modern apprentice posts where possible. The chance to use the vacancies created to allow internal promotions which are currently 'blocked' by staff aged over 65 would be lost.

4.4 Option Two – dismiss all employees aged 65 or over on 31st August 2011

Advantages: This option avoids a potential redundancy liability of £902,254 to be retained in the Council's risks (albeit there is no reason to assume all the employees would in fact be made redundant). The highest potential redundancy payment is £51,805. The lowest potential redundancy payment is £259. The average payment is £13,670. This option creates a one off opportunity to create up to 66 vacancies which could be of value to other employees who are facing redundancy in ASC. These vacancies could be filled by redeployees. This option also creates a chance to address the issue of youth unemployment as the vacancies not filled by redeployees could be converted into modern apprentice posts where possible. In other cases the vacancies may allow internal promotions which are currently 'blocked' by staff aged over 65.

4.5 Disadvantages: This option will lose employees who were judged valuable enough to be allowed to work beyond 65; or it will lose employees who were employed when already aged over 65 because of difficulties in recruitment. These employees may be doing a very good job and they may have had expensive training. These employees are likely to be de-motivated during the six months leading up to their enforced retirements. Dismissing them will cause a lot of work for managers and HR in finding replacements. This option is at odds with the government thinking which has led to a position where, with effect from 1st October 2011, the fact that an employee is over 65 will no longer be a fair reason for dismissal. This option might attract adverse media publicity from age charities.

4.6 Option Three – create an exemption clause for Option Two.

4.7 Advantages: This option has the same advantages as Option Two but has the added advantage of allowing a mechanism to avoid an 'own goal' such as dismissing a popular School Crossing Patroller and not being able to replace him/her. The decision on exempting individuals from dismissal by reason of retirement could be taken by the relevant Corporate Director and the Head of HR. The decision will be taken based on recruitment difficulties affecting the post not based on the personal attributes of the post-holder.

4.8 Disadvantages: This option has the same disadvantages as Option Two but has the added disadvantage that the operation of the exemption clause may be challenged through the grievance procedure. However if the exemptions can be justified on a "case by case" basis based on the recruitment issues affecting the post (not the personal attributes of the post-holder) this disadvantage can be overcome.

5. Issues to consider

5.1 The Council has a public duty to promote equalities and it could be argued that using this window of opportunity to dismiss employees on the grounds of age just

before such an action becomes unlawful undermines confidence in the Council's commitment to equality. However this can be balanced against the economic benefit to the Council of divesting itself of redundancy liabilities of £902,254 in difficult financial circumstances.

- 5.2 The proposed action will obviously have a disproportionate impact on employees over 65 (age discrimination); but this is currently not unlawful as discussed above.
- 5.3 If all the employees aged over 65 are dismissed on 31st August 2011 there may be advantages for younger employees including young unemployed people.
- 5.4 Option Three would be a proportionate means of achieving the legitimate aim of avoiding a redundancy liability for the Council and freeing up posts for potential redeployment.

6. Conclusion

- 6.1 Personnel Committee is requested to choose one of the three options shown above.
- 6.2 Corporate Board and Management Board recommend Option Three.
- 6.3 HR will write to the employees affected to inform them of the decision taken by PC on this issue.

Appendices

Appendix A – List of all the posts occupied by employees who will be over 65 on 31st August 2011. Note: some of these employees will retire by choice before 31st August 2011.

Consultees

Local Stakeholders: None consulted.

Officers Consulted: CMT on 06/01/11; MB consulted on 27/01/11

Trade Union: Consulted on 27th January 2011

Appendix A:**List of all the posts occupied by employees who will be over 65 on 31st August 2011 (including their dates of birth).**

Directorate	Service Unit	Post Title	Post No	Date of Birth	FTE
Chief Executive	Benefits & Exchequer	Senior Cashier	00262	21/08/1944	1.00
Chief Executive	Benefits & Exchequer	Senior Account Management Assistant	03121	04/07/1946	0.81
Chief Executive	Finance	Waste PFI Accountant	02504	12/08/1943	0.61
Chief Executive	Policy & Communication	Courier	00048	01/08/1940	0.38
Chief Executive	Policy & Communication	Postal Services Clerk	00055	08/06/1943	0.57
Chief Executive	Policy & Communication	Information Assistant	00053	15/04/1946	1.00
Chief Executive	Policy & Communication	Postal Services Clerk	00055	08/06/1943	0.57
Children & Young People	Children's Services	Children's Services Admin Assistant	01875	27/06/1943	0.32
Children & Young People	Children's Services	Residential Child Care Officer	03278	13/02/1945	0.41
Children & Young People	Children's Services	Family Support Worker	03290	04/06/1946	0.50
Children & Young People	Education Services	School Crossing Patroller	00474	27/08/1940	0.20
Children & Young People	Education Services	School Crossing Patroller	00474	04/12/1945	0.11
Children & Young People	Education Services	Teacher	00505	12/07/1945	0.50
Children & Young People	Education Services	School Crossing Patroller	00474	09/07/1946	0.12
Children & Young People	Education Services	Teacher	00505	12/07/1945	0.50
Children & Young People	Education Services	Primary Strategy Consultant	02906	31/03/1946	1.00

Directorate	Service Unit	Post Title	Post No	Date of Birth	FTE
Children & Young People	Youth Services and Commissioning	Duke of Edinburgh Field Worker	00365	06/12/1936	0.27
Children & Young People	Youth Services and Commissioning	Administrative Assistant	01257	05/01/1944	0.81
Children & Young People	Youth Services and Commissioning	Education Visits Adviser	02606	07/04/1945	0.50
Children & Young People	Youth Services and Commissioning	Duke of Edinburgh Field Worker	01771	16/07/1946	0.15
Community Services	Adult Social Care	Day Centre Driver	00697	22/01/1942	1.00
Community Services	Adult Social Care	Laundry Assistant	00727	24/05/1943	0.41
Community Services	Adult Social Care	Day Centre Assistant	00741	08/12/1941	0.41
Community Services	Adult Social Care	Day Centre Administrator	00743	13/07/1943	0.41
Community Services	Adult Social Care	Support Services Officer	01386	02/11/1943	0.68
Community Services	Adult Social Care	Care Assistant	01482	25/01/1946	0.65
Community Services	Adult Social Care	Team Leader	01719	23/11/1944	1.00
Community Services	Adult Social Care	Care Manager / Social Worker	02917	11/06/1945	0.61
Community Services	Adult Social Care	Day Centre Administrator	02939	19/07/1945	0.14
Community Services	Adult Social Care	Support Services Assistant	03183	29/11/1945	0.32
Community Services	Adult Social Care	Home Care Assistant	03408	03/06/1942	0.57
Community Services	Adult Social Care	Home Care Assistant	03408	21/10/1940	0.92

Directorate	Service Unit	Post Title	Post No	Date of Birth	FTE
Community Services	Adult Social Care	Home Care Assistant	03408	04/09/1944	0.92
Community Services	Adult Social Care	Home Care Assistant	03408	18/02/1945	0.91
Community Services	Adult Social Care	Home Care Assistant	03410	25/07/1943	0.99
Community Services	Adult Social Care	Home Care Assistant	03410	27/06/1943	0.61
Community Services	Adult Social Care	Home Care Assistant	03411	14/12/1942	0.99
Community Services	Adult Social Care	Day Services Team Leader	03437	10/03/1945	0.81
Community Services	Adult Social Care	Community Support Worker	01379	20/07/1946	1.00
Community Services	Adult Social Care	Driver	02977	16/04/1946	1.00
Community Services	Adult Social Care	Home Care Assistant	03408	09/06/1946	0.61
Community Services	Cultural Services	Driver/Handyman	01036	10/02/1944	1.00
Community Services	Cultural Services	Bookstart Co-ordinator	02747	01/04/1945	0.41
Community Services	Cultural Services	Thatcham Branch Supervisor	00170	09/03/1946	0.95
Community Services	Cultural Services	Support Services Officer	00395	17/07/1946	1.00
Community Services	Housing & Performance	Records Officer	02123	18/08/1944	0.50
Community Services	Housing & Performance	Contracts & Commissioning Admin Assist.	02560	22/07/1942	0.41
Community Services	Housing & Performance	NVQ Assessor / Trainer	02029	30/04/1946	1.00
Community Services	Housing & Performance	Contracts & Commissioning Admin Assist.	02560	12/08/1946	0.61
Environment	Highways & Transport	Civil Enforcement Officer	00296	03/09/1944	1.00

Directorate	Service Unit	Post Title	Post No	Date of Birth	FTE
Environment	Highways & Transport	Civil Enforcement Officer	00296	06/03/1943	1.00
Environment	Highways & Transport	Civil Enforcement Officer	00296	11/11/1941	0.54
Environment	Highways & Transport	Civil Enforcement Officer	00296	06/11/1941	1.00
Environment	Highways & Transport	Transport Services Manager	01751	16/08/1943	1.00
Environment	Highways & Transport	Speed Management Coordinator	02087	18/07/1943	0.60
Environment	Highways & Transport	Transport Services Driver	03265	21/07/1942	1.00
Environment	Highways & Transport	Community Bus Driver	03360	01/09/1943	0.54
Environment	Highways & Transport	Community Bus Driver	03362	17/08/1943	0.54
Environment	Highways & Transport	Speed Management Assistant	02437	29/03/1946	1.00
Environment	Highways & Transport	Civil Enforcement Officer	03240	22/05/1946	0.50
Environment	Planning and Countryside	Rights Of Way Officer (Capital Projects)	02924	12/12/1939	0.50
Environment	Planning and Countryside	Assistant Planning Officer	00807	27/05/1946	0.40
Environment	Property and Public Protection	Senior Trading Standards Officer	00868	28/06/1945	0.22
Environment	Property and Public Protection	Enforcement Officer - Road Traffic	02196	02/11/1941	0.37
Environment	Property and Public Protection	Facilities Assistant	00568	04/04/1946	1.00