

Notice of Meeting

Personnel Committee

Monday, 9th February, 2015 at 2.30 pm
in Committee Room 1 Council Offices
Market Street Newbury

Date of despatch of Agenda: Thursday, 29 January 2015

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 / 519465

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



WestBerkshire
C O U N C I L

To: Councillors Peter Argyle, Adrian Edwards, Tony Linden, Mollie Lock (Vice-Chairman), Andrew Rowles and Quentin Webb (Chairman)
Substitutes: Councillors David Allen, Jeff Brooks, Paul Bryant and Tim Metcalfe

Agenda

Part I	Page No.
1. Apologies for Absence To receive apologies for inability to attend the meeting (if any).	
2. Minutes To approve as a correct record the Minutes of the meeting of the Committee held on 28 May 2014.	5 - 12
3. Declarations of Interest To remind Members of the need to record the existence and nature of any Personal, Disclosable Pecuniary or other interests in items on the agenda, in accordance with the Members' Code of Conduct .	
4. Recruitment and Selection Policy Updates (PC2928) <i>Purpose: To seek approval for two key changes to the Council's Recruitment Policy in relation to advertising posts; to allow services to advertise in alternative publications/websites at their own expense; to allow the Head of HR to approve simultaneous external and internal advertisement of posts.</i>	13 - 16
5. Employee Performance Management: Revised Policies and Procedures (PC2929) <i>Purpose: To seek approval for the introduction of performance grades at appraisal for all corporate employees. To seek approval for the use of a competency framework for all corporate employees as part of the appraisal process. To seek approval for the introduction of a new 'enhanced support' procedure for employees who are underperforming but who fall short of the requirements of the formal capability procedure.</i>	17 - 56
6. Statutory Pay Policy (C2833) <i>Purpose: To present a pay policy statement for the Council to be published in April 2015 for approval.</i>	57 - 72

Andy Day

Head of Strategic Support

If you require this information in a different format or translation, please contact
Moira Fraser on telephone (01635) 519045.

