

Supplemental Items for Personnel and Standards Committee

Monday 6 July 2026 at 6.30 pm
in Council Chamber Council Offices Market
Street Newbury

Part I

Page No.

a **Actions Log**

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Sarah Clarke.

Sarah Clarke

Executive Director - Resources

For further information about this/these item(s), please contact Thomas Radbourne (Democratic Services Officer) e-mail: thomas.radbourne1@westberks.gov.uk

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

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Actions arising from previous Personnel Committee Meetings					
Ref:	Date	Item/Action	Member/Officer	Status	Comments/Update
EX-1	14/01/2025	Statutory Pay Policy: Create a histogram that showed the number of staff at each grade for future meetings.	Lorraine Collins	In progress	Being compiled by HR team (Lorraine Collins)
EX-2	14/01/2025	Update on HR Activity Q1 and Q2 - 2024/2025: Sam Hodson to advise whether completing performance appraisals was listed as a KPI for managers.	Sam Hodson	Completed	To be included as a KPI for Q1 2026/27
EX-3	14/01/2025	Update on HR Activity Q1 and Q2 - 2024/2025: Karen Turner to discuss member access to wellbeing training with Sarah Clarke.	Karen Turner	Completed	Wellbeing modules to be made available to councillors.
25-1	15/07/2025	Minutes: Review the actions in the Minutes of the meeting held on 14 January 2025 and report the outcome to Members before the next meeting.	Olimpia Byrne/ Karen Turner	Completed	Actions were discussed at previous meeting in Jan 2026
25-7	15/07/2025	Update on HR Activity 2024/2025: Provide a breakdown of the number of resignations and provide potential actions that could be taken to increase the participation in exit interviews.	Olimpia Byrne/ Karen Turner	Completed	This was provided at last meeting in Jan 26 - 138 resignations out of 201 leavers
25-8	15/07/2025	Update on HR Activity 2024/2025: Investigate the creation of an ITrent module which would enable the Council to stay in contact with alumni if they agreed to keep their CVs on file for a period of time.	Lorraine Collins	In progress	Investigations are ongoing.
25-13	15/07/2026	Update on HR Activity 2024/2025: Analyse if a particular directorate or unit had suffered more from mental health conditions.	Karen Turner	Completed	The Adults directorate has more mental health-related absence than other directorates. To be covered in more detail as part of the update report at the July 2026 meeting.
25-15	15/07/2025	Update on HR Activity 2024/2025: Additional research to take place on the number of sickness absence days for local government, to confirm that the average was five days per employee.	Olimpia Byrne/ Karen Turner	Completed	This was provided at last meeting - Public Services was 13.3 days, UK average was 9.4 days
25-17	15/07/2025	Update on HR Activity 2024/2025: The Executive Director for Adult Social Care to be invited to the next Committee to give additional information on sickness absence in Adult Social Care.	Thomas Radbourne	Completed	To be covered in the July 2026 meeting.
25-18	15/07/2025	Update on HR Activity 2024/2025: The Executive Director for Resources to be invited to a future Personnel Committee to outline the appraisal process and provide assurance.	Thomas Radbourne	Completed	To be covered in the July 2026 meeting.

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25-19	15/072025	Update on HR Activity 2024/2025: 100% compliance on people completing their appraisals to be included as a KPI.	Olimpia Byrne/ Karen Turner	Completed	To be included as a KPI for Q1 2026/27
25-20	15/072025	Update on HR Activity 2024/2025: Report back to the Committee regarding the storage of appraisal documentation that had not been uploaded to Itrent.	Vicky Holland	Completed	Appraisals can now be uploaded to Itrent by Managers. Managers Guidance has been updated
25-21	15/072025	Update on HR Activity 2024/2025: Investigate the attachment of appraisal documentation to iTrent.	Vicky Holland	Completed	
25-23	15/072025	Update on HR Activity 2024/2025: Produce analysis of the equality data received during recruitment.	Rebecca Hopkins	Completed	Equality reporting fields in application forms have been amended to mirror employee fields. We are working on finalising the recruitment report, but not yet ready to analyse.
26-1	13/01/2026	Actions from Previous Meetings: Provide further breakdown on how turnover rate varies by industry.	Olimpia Byrne/ Karen Turner	Completed	According to CIPD the average turnover rates for the UK in 2025 was approximately 15%. Highest turnover was hospitality with 52% and retail second with 42%. Lowest Turnover was in manufacturing at 10.85% and NHS Healthcare was 10%.
26-2	13/01/2026	Actions from Previous Meetings: Show internal staff movements as a percentage of roles filled.	Olimpia Byrne/ Karen Turner	Completed	This has been included in this month's report July 2026
26-3	13/01/2026	Actions from Previous Meetings: Develop an action plan to improve participation in the exit interview process.	Olimpia Byrne/ Karen Turner	Completed	Exit interviews within Leaver process on iTrent. New leaver questionnaires launched 1 June 2026.
26-4	13/01/2026	Actions from Previous Meetings: Investigate how many agency workers were continuously employed across financial years 2023/24 and 2024/25.	Olimpia Byrne/ Karen Turner	Completed	2023/24 - 20 2024/25 - 19 2025/26 - 16
26-5	13/01/2026	Actions from Previous Meetings: Provide further analysis regarding employees' concerns about a lack of equal opportunities for development.	Nikki Davies	Completed	This has been covered in current report July 2026

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26-6	13/01/2026	Actions from Previous Meetings: Provide clarification regarding the number of Microsoft licences purchased across the Council.	Andy Best	Completed	We are currently running with 1910 Microsoft (M365) E3 licences. They break down as follows: Staff (Inc. Casual): 1721 Members: 43 Agency/Contractors: 25 Volunteers: 24 BetterGov (Mosaic) Consultants: 20 Partners (TVP, NHS etc): 14 EOC Accounts: 11 Leavers (in progress): 10 ICT Training Accounts: 9 Students: 9 ICT Service Accounts: 5 ICT Test / Demo Accounts: 5 Shared Logins: 4 Working Buffer: 10

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