

Committee: Personnel Committee
Date: Wednesday 12 March 2014
Time: 6.30 pm
Venue: Bodicote House, Bodicote, Banbury, OX15 4AA

Membership

Councillor Lynn Pratt (Chairman)	Councillor Melanie Magee (Vice-Chairman)
Councillor Ken Atack	Councillor Ann Bonner
Councillor Norman Bolster	Councillor Mark Cherry
Councillor G A Reynolds	Councillor Alaric Rose
Councillor Lawrie Stratford	Councillor Rose Stratford
Councillor Lynda Thirzie Smart	Councillor Barry Wood

AGENDA

1. Apologies for Absence and Notification of Substitute Members

2. Declarations of Interest

Members are asked to declare any interest and the nature of that interest which they may have in any of the items under consideration at this meeting.

3. Petitions and Requests to Address the Meeting

The Chairman to report on any requests to submit petitions or to address the meeting.

4. Urgent Business

The Chairman to advise whether they have agreed to any item of urgent business being admitted to the agenda.

5. **Minutes** (Pages 1 - 4)

To confirm as a correct record the Minutes of the meeting of the Committee held on 30 January 2014.

6. **Chairman's Announcements**

To receive communications from the Chairman.

7. **Exclusion of the Public and Press**

The following reports contain exempt information as defined in the following paragraphs of Part 1, Schedule 12A of Local Government Act 1972.

1 - Information relating to any individual.

3- Information relating to the financial or business affairs of any particular person (including the authority holding that information).

4 – Information relating to any consultations or negotiations, or contemplated consultations or negotiations, in connection with any labour relations matter arising between the authority or a Minister of the Crown and employees of, or office holders under, the authority.

Members are reminded that whilst the following item(s) have been marked as exempt, it is for the meeting to decide whether or not to consider each of them in private or in public. In making the decision, members should balance the interests of individuals or the Council itself in having access to the information. In considering their discretion members should also be mindful of the advice of Council Officers.

Should Members decide not to make a decision in public, they are recommended to pass the following recommendation:

“That, in accordance with Section 100A(4) of the Local Government Act 1972, the press and public be excluded from the meeting for the following items of business, on the grounds that they could involve the likely disclosure of exempt information as defined in paragraphs 1, 3 and 4 of Schedule 12A of that Act.”

8. **Proposal for a Three Way Shared ICT Service and Harmonisation of ICT Business Applications with South Northamptonshire District Council and Stratford on Avon District Council** (Pages 5 - 90)

Exempt Report of the Director of Resources.

Pay Grades April 2013 - March 2014 - For Information

Councillors are requested to collect any post from their pigeon hole in the Members Room at the end of the meeting.

Information about this Meeting

Apologies for Absence

Apologies for absence should be notified to democracy@cherwellandsouthnorthants.gov.uk or 01295 221589 prior to the start of the meeting.

Declarations of Interest

Members are asked to declare interests at item 2 on the agenda or if arriving after the start of the meeting, at the start of the relevant agenda item.

Local Government and Finance Act 1992 – Budget Setting, Contracts & Supplementary Estimates

Members are reminded that any member who is two months in arrears with Council Tax must declare the fact and may speak but not vote on any decision which involves budget setting, extending or agreeing contracts or incurring expenditure not provided for in the agreed budget for a given year and could affect calculations on the level of Council Tax.

Evacuation Procedure

When the continuous alarm sounds you must evacuate the building by the nearest available fire exit. Members and visitors should proceed to the car park as directed by Democratic Services staff and await further instructions.

Access to Meetings

If you have any special requirements (such as a large print version of these papers or special access facilities) please contact the officer named below, giving as much notice as possible before the meeting.

Mobile Phones

Please ensure that any device is switched to silent operation or switched off.

Queries Regarding this Agenda

Please contact Natasha Clark, Democratic and Elections
natasha.clark@cherwellandsouthnorthants.gov.uk, 01295 221589

Sue Smith
Chief Executive

Published on Tuesday 4 March 2014

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Agenda Item 5

Cherwell District Council

Personnel Committee

Minutes of a meeting of the Personnel Committee held at Bodicote House, Bodicote, Banbury, OX15 4AA, on 30 January 2014 at 7.30 pm

Present: Councillor Lynn Pratt (Chairman)

Councillor Ann Bonner
Councillor Norman Bolster
Councillor Mark Cherry
Councillor G A Reynolds
Councillor Rose Stratford
Councillor Lynda Thirzie Smart
Councillor Barry Wood

Apologies
for
absence: Councillor Melanie Magee
Councillor Ken Atack
Councillor Alaric Rose
Councillor Lawrie Stratford

Officers: Jo Pitman, Head of Transformation
Paula Goodwin, Human Resources and Organisational
Development Manager
Lesley Shore, HR Business Partner - Development and
Bicester
Vicky Claridge, Human Resources Assistant
Natasha Clark, Team Leader, Democratic and Elections
Lesley Farrell, Assistant Democratic and Elections Officer

32 **Declarations of Interest**

There were no declarations of interests.

33 **Petitions and Requests to Address the Meeting**

There were no Petitions and Requests to Address the Meeting.

34 **Urgent Business**

There were no items of Urgent Business.

35 **Minutes**

The Minutes of the meeting held on 11 December 2014 were agreed as a correct record and signed by the Chairman.

36 **Chairman's Announcements**

There were no Chairman's announcements.

37 **Joint Honorarium Policy**

The Head of Transformation submitted a report which sought consideration of the new Joint Honorarium Policy, which gave consistency between South Northamptonshire Council and Cherwell District Council.

In introducing the report the Human Resources and Organisational Development Manager confirmed that the new Joint Honorarium Policy had been approved by the South Northamptonshire Council Appointments and Personnel Committee.

Resolved

- (1) That the new Joint Honorarium Policy be approved
- (2) That the implementation of the new Joint Honorarium Policy, with effect from 3 February 2014 be approved.

38 **Joint Fixed Term and Temporary Contracts Policy and Procedure**

The Head of Transformation submitted a report which sought consideration of the new Joint Fixed Term and Temporary Contracts Policy and Procedure. Due to the increased number of temporary and fixed term contracts being used by the organisations it was necessary to have a clear policy which clarified responsibilities and rights and offered consistency between Cherwell District Council and South Northamptonshire Council.

The Human Resources Business Partner for Development and Bicester confirmed that the policy had been approved by the South Northamptonshire Council Appointments and Personnel Committee

Resolved

- (1) That the new Joint Fixed Term and Temporary Contract Policy and Procedure be approved.
- (2) That the implementation of the new Joint Fixed Term and Temporary Contracts Policy and Procedure, with effect from 3 February 2014 be approved.

The meeting ended at 7.35 pm

Chairman:

Date:

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By virtue of paragraph(s) 1, 2, 4 of Part 1 of Schedule 12A of the Local Government Act 1972.

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Pay grades and rates from 1 April 2013

Grade	Band	Salary
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Grade 1	a	£14,373.22
	b	£14,680.71
	c	£15,195.82

Grade 2	a	£15,195.82
	b	£15,710.93
	c	£16,226.04
	d	£16,741.16
	e	£17,256.27

Grade 3	a	£17,256.27
	b	£17,771.38
	c	£18,286.49
	d	£18,801.61
	e	£19,316.72

Grade 4	a	£19,316.72
	b	£19,831.83
	c	£20,346.94
	d	£20,862.06
	e	£21,377.17

Grade	Band	Salary
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Grade 5	a	£21,377.17
	b	£21,892.28
	c	£22,407.39
	d	£22,922.51
	e	£23,437.62

Grade 6	a	£23,437.62
	b	£24,467.84
	c	£25,498.07
	d	£26,270.74
	e	£27,300.96

Grade 7	a	£27,300.96
	b	£28,331.19
	c	£29,361.41
	d	£30,391.64
	e	£31,421.86

Grade 8	a	£31,421.86
	b	£32,452.09
	c	£33,482.31
	d	£34,512.54
	e	£35,542.76

Grade	Band	Salary
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Grade 9	a	£35,542.76
	b	£36,572.99
	c	£37,603.21
	d	£38,633.44
	e	£39,663.66

Grade 10	a	£39,663.66
	b	£40,693.89
	c	£41,724.11
	d	£42,754.34
	e	£43,784.56

Grade 11	a	£43,784.56
	b	£44,814.79
	c	£45,845.01
	d	£46,875.24
	e	£47,905.46

Apprentice		£8,293.31
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Pay grades and rates from 1 April 2013

Grade	Salary
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Chief Executive	
LS0009	£125,000

Director	
DIR001	£79,000
DIR002	£81,500
DIR003	£84,000
DIR004	£86,500
DIR005	£88,000

Grade	Salary
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Head of Service	
HS0001	£52,000
HS0002	£53,000
HS0003	£54,000
HS0004	£55,000
HS0005	£56,000
HS0006	£57,000
HS0007	£58,000
HS0008	£59,000
HS0009	£60,000
HS0010	£61,000
HS0011	£62,000
HS0012	£63,000
HS0013	£64,000
HS0014	£65,000
HS0015	£66,000
HS0016	£67,000
HS0017	£68,000
HS0018	£69,000
HS0019	£70,000
HS0020	£71,000
HS0021	£72,000
HS0022	£73,000

Grade	Salary
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Shared Managers	
MNR001	£35,000
MNR002	£36,000
MNR003	£37,000
MNR004	£38,000
MNR005	£39,000
MNR006	£40,000
MNR007	£41,000
MNR008	£42,000
MNR009	£43,000
MNR010	£44,000
MNR011	£45,000
MNR012	£46,000
MNR013	£47,000