

Committee: Personnel Committee
Date: Wednesday 2 July 2014
Time: 6.30 pm
Venue: Bodicote House, Bodicote, Banbury, OX15 4AA

Membership

Councillor Lynn Pratt (Chairman)	Councillor Lynda Thirzie Smart (Vice-Chairman)
Councillor Ken Atack	Councillor Norman Bolster
Councillor Ann Bonner	Councillor Mark Cherry
Councillor Surinder Dhesi	Councillor Timothy Hallchurch MBE
Councillor Simon Holland	Councillor Melanie Magee
Councillor G A Reynolds	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 - 6)

To confirm as a correct record the Minutes of the meetings of the Committee held on 16 April 2014 and 16 June 2014.

6. Chairman's Announcements

To receive communications from the Chairman.

7. Employment Statistics 3rd and 4th Quarter - 1 October 2013 to 31 March 2014 (Pages 7 - 14)

Report of Head of Transformation

Purpose of Report

To detail employment statistics, by Directorate, for information and monitoring purposes and to compare the Cherwell District Council position against the wider employment market.

Recommendations

The meeting is recommended to:

- 1.1 Note the contents of the report.

8. Exclusion of the Public and Press

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

1 – Information relating to any individual

2 – Information which is likely to reveal the identity of an 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 has been marked as exempt, it is for the meeting to decide whether or not to consider it 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 under Section 100A of the Local Government Act 1972, the public and press be excluded from the meeting for the following item of business on the ground that, if the public and press were present, it would be likely that exempt information falling under the provisions of Schedule 12A, Part 1, Paragraphs 1, 2, 3 and 4 would be disclosed to them, and that in all the circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information.”

9. **Employment Statistics 3rd and 4th Quarter - 1 October 2013 to 31 March 2014 - Exempt Appendix** (Pages 15 - 18)

10. **Proposal for a Joint Legal Service with Cherwell District Council and Stratford-On-Avon District Council** (Pages 19 - 116)

Exempt Report of Head of Law and Governance

11. **Business Support Unit** (Pages 117 - 124)

Exempt Report of Director of Resources

Pay Grades April 2014 - March 2015 – Attached 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 221591 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 Lesley Farrell, Democratic and Elections
lesley.farrell@cherwellandsouthnorthants.gov.uk, 01295 221591

Sue Smith
Chief Executive

Published on Tuesday 24 June 2014

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 16 April 2014 at 6.30 pm

Present: Councillor Lynn Pratt (Chairman)

Councillor Ken Atack
Councillor Ann Bonner
Councillor Mark Cherry
Councillor G A Reynolds
Councillor Alaric Rose
Councillor Lawrie Stratford
Councillor Rose Stratford
Councillor Barry Wood

Apologies
for
absence: Councillor Melanie Magee
Councillor Norman Bolster
Councillor Lynda Thirzie Smart

Officers: Ed Potter, Head of Environmental Services
Jo Pitman, Head of Transformation
Janine Dean, HR Business Partner - Environmental Services
Louise Aston, Team Leader, Democratic and Elections
Lesley Farrell, Assistant Democratic and Elections Officer

46 **Declarations of Interest**

There were no declarations of interests.

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

There were no Petitions and Requests to Address the Meeting.

48 **Urgent Business**

There were no items of urgent business.

49 **Minutes**

The minutes of the meeting held on 12 March 2014 were agreed as a correct record and signed by the Chairman.

50 **Chairman's Announcements**

There were no Chairman's announcements.

51 **Exclusion of the Public and Press**

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 they could involve the likely disclosure of exempt information as defined in paragraphs 1, 2, 3 and 4 of Schedule 12A of the Act.

52 **Oxfordshire Waste Partnership Staffing**

The Head of Environmental Services presented an exempt report on Oxfordshire Waste Partnership Staffing, which sought consideration of the staffing implications of the dissolution of the Oxfordshire Waste Partnership and associated redundancy payments and requests for discretionary payments that would be met by the Oxfordshire Waste Partnership in the event of alternative employment not being found for the two directly affected employees.

The Committee considered the discretionary policy criteria and agreed that having due regard for the policy they would offer no further discretionary payments beyond the statutory weeks at full pay.

Resolved

- (1) That the good service provided by the two staff who have worked for the Oxfordshire Waste Partnership be noted.
- (2) That the decision made by the Oxfordshire Waste Partnership on the 4 April 2014, and the subsequent decision of the Executive, following a period of consultation with the two affected staff, to dissolve the partnership with immediate effect and confirm the consequent compulsory redundancy of the two affected employees with effect from 31 May 2014 (if not redeployed) be noted.
- (3) That it be noted the redundancy costs and remaining PILON from the termination of employment date (if not redeployed) as 31 May 2014 would be met by the Oxfordshire Waste Partnership.
- (4) That authority be delegated to the Head of Transformation in consultation with the Director of Resources and the Head of Law and

Governance to negotiate and conclude settlement agreements with each affected employee (if not redeployed).

- (5) That, having considered and evaluated the submission from the employees concerned and the advice from Officers, the Council should not exercise its discretion to award a discretionary payment.

The meeting ended at 7.00 pm

Chairman:

Date:

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Cherwell District Council

Personnel Committee

Minutes of a meeting of the Personnel Committee held at Bodicote House,
Bodicote, Banbury, OX15 4AA, on 16 June 2014 at 6.35 pm

Present: Councillor Lynn Pratt (Chairman)
Councillor Lynda Thirzie Smart (Vice-Chairman)

Councillor Ken Atack
Councillor Norman Bolster
Councillor Ann Bonner
Councillor Mark Cherry
Councillor Surinder Dhesi
Councillor Timothy Hallchurch MBE
Councillor Simon Holland
Councillor Melanie Magee
Councillor G A Reynolds
Councillor Barry Wood

1 Appointment of Chairman for the Municipal Year 2014/15

Resolved

That Councillor Lynn Pratt be appointed Chairman of Personnel Committee for the municipal year 2014/15.

2 Appointment of Vice-Chairman for the Municipal Year 2014/15

Resolved

That Councillor Lynda Thirzie Smart be appointed Vice-Chairman of Personnel Committee for the municipal year 2014/15.

The meeting ended at 7.32 pm

Chairman:

Date:

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Cherwell District Council

Personnel Committee

2 July 2014

<p style="text-align: center;">Employment Statistics 3rd and 4th Quarter 1 October 2013 to 31 March 2014</p>

Report of Head of Transformation

This report and appendix 1 to this report are public

Appendix 2 to this report is exempt from publication by virtue of paragraphs 1 and 2 of Schedule 12A of Local Government Act 1972)

Purpose of report

To detail employment statistics, by Directorate, for information and monitoring purposes and to compare the Cherwell District Council position against the wider employment market.

1.1 Recommendations

The meeting is recommended to:

- 1.1 Note the contents of the report.

2.0 Introduction

- 2.1 The latest benchmarking indicators for labour turnover have been published by XpertHR for 2013. Table 1 shows the figures for 2012 and 2013 at a national level.

Table 1

2012			2013		
All Leavers	Private	18%	All Leavers	Private	19.1%
Voluntary Leavers	Private	6.7%	Voluntary Leavers	Private	12.2%
All Leavers	Public	13%	All Leavers	Public	13.9%
Voluntary Leavers	Public	11%	Voluntary Leavers	Public	8.1%

The narrative description from XpertHR indicates, "The higher resignation rate recorded for private-sector-services employers could reflect the higher levels of confidence among employees in these organisations to seek new job opportunities. This suggests that there is greater buoyancy in the jobs market relating to this section of the economy, compared with manufacturing-and-production firms and

public-sector organisations. The private sector, overall, has been quicker to recover from the difficult economic conditions following the recession that started in 2008.”

(Labour turnover rates: 2013 XpertHR survey 16 July 2013)

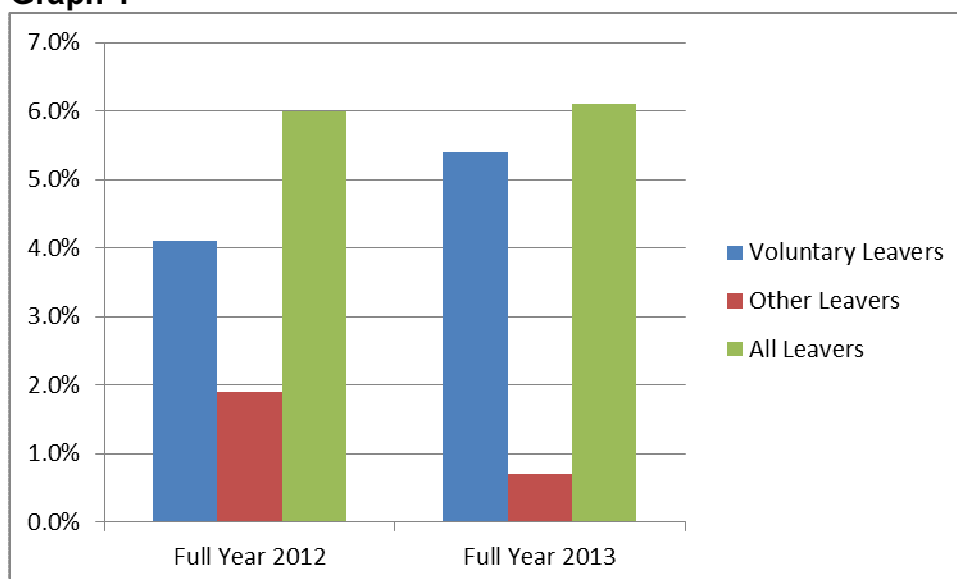
Within the public sector employers rates have remained more static, with only a 0.9% increase in all leavers, and a 2.9% increase in public sector voluntary resignations, compared to a 5.5% increase in the private sector.

2.2 Staff turnover at CDC for the full year 2013/14 for all leavers was 6.32%, whilst the voluntary leaver* rate was 3.95%.

* excludes early retirements, redundancies, ill-health dismissals and retirements, other dismissals and TUPE transfers.

2.3 The corporate turnover rates for permanent and fixed term staff for 2013 / 2014 in comparison to 2012 / 2013 are illustrated in Graph 1.

Graph 1



3.0 Report Details

3.1 Table 2 illustrates the staffing changes for the whole organisation for the period 1 April 2013 to 31 March 2014, compared to 1 April 2012 to 31 March 2013.

(see next page)

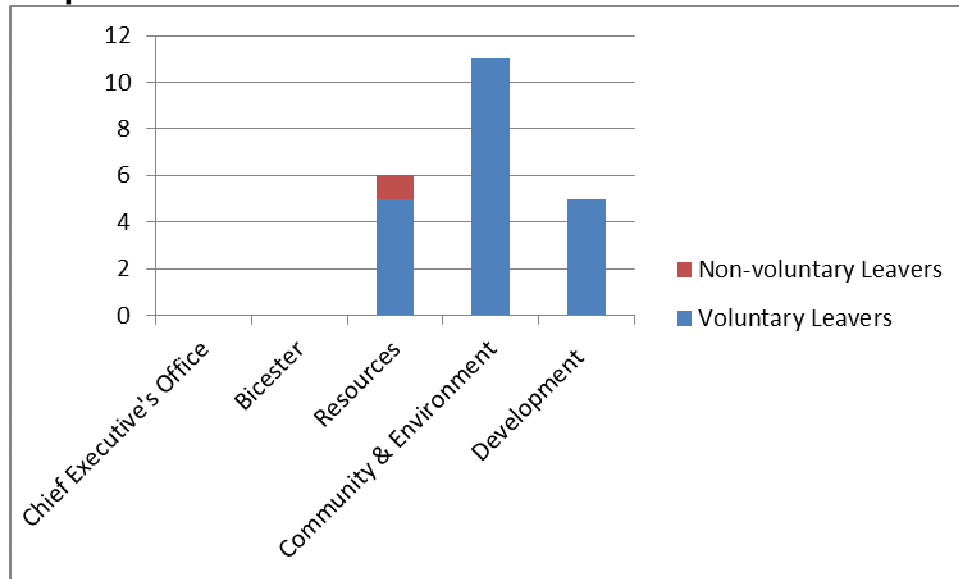
Table 2

	2012 / 2013					2013 / 2014				
	Q1 April to June 2012	Q2 July to Sept 2012	Q3 Oct to Dec 2012	Q4 Jan to March 2013	Full Year Total 2012 / 2013	Q1 April to June 2013	Q2 July to Sept 2013	Q3 Oct to Dec 2013	Q4 Jan to March 2014	Full Year Total 2013 / 2014
Permanent / Fixed Term Employees (more than 1 year fixed term contract)										
New starters (A)	2	1	2	3	8	6	10	10	8	34
Internal transfers (B)	1	12	9	12	34	11	4	3	1	19
All leavers (C)	3	5	7	13	28	6	9	8	14	37
Voluntary leavers (D)	2	2	5	10	19	4	7	8	13	32
Temporary Employees (less than 1 year fixed term contract)										
Temporary starters (E)	5	2	4	8	19	0	10	4	0	14
Temporary leavers (F)	2	7	7	4	20	3	4	0	0	7
Casual Workers **										
Casual starters (G)	5	12	5	2	24	3	12	1	0	16
Casual leavers (H)	6	6	9	8	29	3	5	1	1	10
Total starters (A + E + G)	12	15	11	13	51	9	32	15	8	64
Total leavers (C + F + H)	11	18	23	25	77	12	18	9	15	54

** The phrase 'casual worker' is used to describe workers who are not part of the permanent workforce, but who supply services on an irregular or flexible basis, often to meet a fluctuating demand for work.

3.2 The total number of leavers, by Directorate, for the period 1 September 2013 to 31 March 2014 are illustrated in Graph 2.

Graph 2



- 3.3 The table at Appendix 1 contains details of the total number of permanent and fixed term employees at CDC as at 31 March 2014.
- 3.4 Appendix 2 (exempt from publication) provides details of the vacant posts as at mid-June 2014 with details of the status of these posts.

4.0 Conclusion and Reasons for Recommendations

- 4.1 The employment statistics are presented to the Committee for information and noting.

5.0 Consultation

None

6.0 Alternative Options and Reasons for Rejection

- 6.1 This report is for information only

7.0 Implications

Financial and Resource Implications

- 7.1 There are no financial implications in this report.

Comments checked by:

Tim Madden, Head of Finance and Procurement, 0300 0030106
tim.madden@cherwellandsouthnorthants.gov.uk

Legal Implications

7.2 There are no legal implications associated with the contents of this report.

Comments checked by: Kevin Lane, Head of Law and Governance
0300 0030107, kevin.lane@cherwellandsouthnorthants.gov.uk

8.0 Decision Information

Wards Affected

None

Links to Corporate Plan and Policy Framework

All

Lead Councillor

None

Document Information

Appendix No	Title
Appendix 1	Total numbers of permanent and fixed term employees
Appendix 2 - EXEMPT	Vacant posts
Background Papers	
None	
Report Author	Mandy Targett, HR Business Partner for Resources
Contact Information	01295 221520 mandy.targett@cherwellandsouthnorthants.gov.uk

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ESTABLISHMENT 31/03/2014		Established		Filled		Vacant		All Including Internal Transfers				Leaving CDC		Voluntary Leavers	
Directorate	Service	Posts	FTE	Posts	FTE	Posts	FTE	Starters	Leavers	Turnover	Corp Cap	Leavers	Turnover	Leavers	Turnover
Chief Executive's Office	Chief Executive's Office	4	3.50	4	3.47	0	0.03	1	0	0.00	100.00	0	0.00	0	0.00
	Totals	4	3.50	4	3.47	0	0.03	1	0	0.00	100.00	0	0.00	0	0.00
Directorate	Service	Established		Filled		Vacant		All Including Internal Transfers				Leaving CDC		Voluntary Leavers	
		Posts	FTE	Posts	FTE	Posts	FTE	Starters	Leavers	Turnover	Corp Cap	Leavers	Turnover	Leavers	Turnover
Bicester	Director	1	1.00	1	1.00	0	0.00	0	0	0.00	100.00	0	0.00	0	0.00
	Bicester	0	0.00	0	0.00	0	0.00	0	0	0.00	0.00	0	0.00	0	0.00
	Totals	1	1.00	1	1.00	0	0.00	0	0	0.00	100.00	0	0.00	0	0.00
Directorate	Service	Established		Filled		Vacant		All Including Internal Transfers				Leaving CDC		Voluntary Leavers	
		Posts	FTE	Posts	FTE	Posts	FTE	Starters	Leavers	Turnover	Corp Cap	Leavers	Turnover	Leavers	Turnover
Resources	Director	0	0.00	0	0.00	0	0.00	0	0	0.00	N/A	0	0.00	0	0.00
	Finance & Procurement	38	30.28	35	26.17	3	4.11	0	2	5.13	92.11	2	5.13	1	2.56
	Law & Governance	24	21.55	22	19.37	2	2.18	0	0	0.00	91.67	0	0.00	0	0.00
	Transformation	54	50.36	47	43.30	7	7.06	8	8	17.39	87.04	4	8.70	4	8.70
	Totals	116	102.19	104	88.84	12	13.35	8	10	22.52	89.66	6	13.82	5	11.26
Directorate	Service	Established		Filled		Vacant		All Including Internal Transfers				Leaving CDC		Voluntary Leavers	
		Posts	FTE	Posts	FTE	Posts	FTE	Starters	Leavers	Turnover	Corp Cap	Leavers	Turnover	Leavers	Turnover
Community & Environment	Director	1	1.00	1	1.00	0	0.00	0	0	0.00	100.00	0	0.00	0	0.00
	C&E Directorate Support Unit	12	9.81	10	7.85	2	1.96	0	0	0.00	83.33	0	0.00	0	0.00
	Community Services	102	89.78	91	77.26	11	12.52	6	5	5.95	89.22	5	5.95	5	5.95
	Environmental Services	125	122.50	117	115.00	8	7.50	6	6	4.96	93.60	6	4.96	6	4.96
	Totals	240	223.09	219	201.11	21	21.98	12	11	10.91	91.25	11	5.05	11	5.05
Directorate	Service	Established		Filled		Vacant		All Including Internal Transfers				Leaving CDC		Voluntary Leavers	
		Posts	FTE	Posts	FTE	Posts	FTE	Starters	Leavers	Turnover	Corp Cap	Leavers	Turnover	Leavers	Turnover
Development	Director	0	0.00	0	0.00	0	0.00	0	0	0.00	N/A	0	0.00	0	0.00
	Development Management	58	56.66	52	47.44	6	9.22	3	4	5.56	89.66	4	5.56	4	5.56
	Strategic Planning & the Economy	13	12.08	9	7.75	4	4.33	1	1	7.14	69.23	1	7.14	1	7.14
	Regeneration & Housing	67	57.42	58	49.70	9	7.72	1	0	0.00	86.57	0	0.00	0	0.00
	Totals	138	126.16	119	104.89	19	21.27	5	5	12.6984	245.4531	5	3.68	5	12.70
TOTAL	Directorate	Established		Filled		Vacant		All Including Internal Transfers				Leaving CDC		Leaving CDC Vol	
		Posts	FTE	Posts	FTE	Posts	FTE	Starters	Leavers	Turnover	CorpCap	Leavers	Turnover	Leavers	Turnover
	Chief Executive's Office	4	3.50	4	3.47	0	0.03	1	0	0.00	100.00	0	0.00	0	0.00
	Bicester	1	1.00	1	1.00	0	0.00	0	0	0.00	100.00	0	0.00	0	0.00
	Resources	116	102.19	104	88.84	12	13.35	8	10	22.52	89.66	6	13.82	5	11.26
	Community & Environment	240	223.09	219	201.11	21	21.98	12	11	10.91	91.25	11	5.05	11	5.05
	Development	138	126.16	119	104.89	19	21.27	5	5	12.70	245.45	5	3.68	5	12.70
Totals	499	455.94	447	399.31	52	56.63	26	26	5.62	89.58	22	4.75	21	4.54	

Note: Turnover is calculated on numbers of leavers as a percentage of staff in post as at 30/09/2013.

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Pay grades and rates from 1 April 2014

Grade	Band	Salary
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Grade 1	a	£14,552.89
	b	£14,864.22
	c	£15,385.77

Grade 2	a	£15,385.77
	b	£15,907.32
	c	£16,428.87
	d	£16,950.42
	e	£17,471.97

Grade 3	a	£17,471.97
	b	£17,993.52
	c	£18,515.07
	d	£19,036.63
	e	£19,558.18

Grade 4	a	£19,558.18
	b	£20,079.73
	c	£20,601.28
	d	£21,122.84
	e	£21,644.38

Grade	Band	Salary
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Grade 5	a	£21,644.38
	b	£22,165.93
	c	£22,687.48
	d	£23,209.04
	e	£23,730.59

Grade 6	a	£23,730.59
	b	£24,773.69
	c	£25,816.80
	d	£26,599.12
	e	£27,642.22

Grade 7	a	£27,642.22
	b	£28,685.33
	c	£29,728.43
	d	£30,771.54
	e	£31,814.63

Grade 8	a	£31,814.63
	b	£32,857.74
	c	£33,900.84
	d	£34,943.95
	e	£35,987.04

Grade	Band	Salary
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Grade 9	a	£35,987.04
	b	£37,030.15
	c	£38,073.25
	d	£39,116.36
	e	£40,159.46

Grade 10	a	£40,159.46
	b	£41,202.56
	c	£42,245.66
	d	£43,288.77
	e	£44,381.87

Grade 11	a	£44,381.87
	b	£45,374.97
	c	£46,418.07
	d	£47,461.18
	e	£48,504.28

Apprentice		£8,396.98
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