

Committee: Personnel Committee
Date: Thursday 4 December 2014
Time: 7.15 pm or on the rising of the Council and Employee Joint Committee whichever is later.
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 - 4)

To confirm as a correct record the Minutes of the meeting of the Committee held on 10 September 2014.

6. **Chairman's Announcements**

To receive communications from the Chairman.

7. **Probation policy** (Pages 5 - 20)

Report of Head of Transformation

Purpose of Report

To seek member approval of a revised probation policy with the intention that one document can be used across the three partner Councils.

Recommendations

The meeting is recommended:

1.1 To approve the revised 3-way probation policy.

8. **Draft Partnership Organisational Development Strategy** (Pages 21 - 30)

Report of Head of Transformation.

Purpose of Report

To provide a summary of the work undertaken to date on the development of a potential Partnership Organisational Development Strategy to provide a framework to support the partnership work of Cherwell, South Northamptonshire and Stratford-on-Avon Councils. The Strategy will need approval from all three partner authorities in order to be adopted across the partnership.

Recommendations

The meeting is recommended to:

1.1 Approve the Draft Partnership Organisational Development Strategy.

9. **Employment Statistics Quarter 2: 01 July 2014 to 30 September 2014** (Pages 31 - 36)

Report of Head of Transformation.

Purpose of Report

The purpose of this report is to detail employment statistics for information and monitoring purposes.

Recommendations

The meeting is recommended to:

1.1 Note the contents of the report.

10. 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.”

11. Employment statistics - exempt appendices (Pages 37 - 42)

Exempt appendices of Report of Head of Transformation

12. Joint Fraud Investigation Team Business Case (Pages 43 - 74)

Exempt report of Head of Finance and Procurement.

13. Joint ICT Business Service - Staffing Structure (Pages 75 - 124)

Exempt report of Head of Joint ICT Business Services.

Pay Grades April 2014 - March 2015 - 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

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