

**Committee:** Personnel Committee

**Date:** Wednesday 11 March 2015

**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 Ken Atack**

**Councillor Ann Bonner**

**Councillor Surinder Dhesi**

**Councillor Simon Holland**

**Councillor G A Reynolds**

**Councillor Lynda Thirzie Smart (Vice-Chairman)**

**Councillor Norman Bolster**

**Councillor Mark Cherry**

**Councillor Timothy Hallchurch MBE**

**Councillor Melanie Magee**

**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 4 December 2014.

6. **Chairman's Announcements**

To receive communications from the Chairman.

7. **Draft Drugs and Alcohol Policy** (Pages 5 - 24)

Report of Head of Transformation

**Purpose of Report**

To seek Member approval of a revised Drugs and Alcohol Policy, that can be used across both Cherwell District Council and South Northamptonshire Council.

**Recommendations**

The meeting is recommended to:

1. Approve the revised shared Drugs and Alcohol Policy.

8. **Draft Shared Capability Policy** (Pages 25 - 38)

Report of Head of Transformation

**Purpose of Report**

To seek Member approval for a revised Capability Policy that can be used for South Northamptonshire Council and Cherwell District Council.

**Recommendations**

The meeting is recommended to:

1. Approve the draft two-way shared Capability Policy.

9. **Draft Sickness Absence Policy & Procedure** (Pages 39 - 58)

Report of Head of Transformation

**Purpose of Report**

To seek member approval to implement a shared and revised Sickness Absence Policy for Cherwell District Council and South Northamptonshire Council.

## **Recommendations**

The meeting is recommended to:

1. Approve the draft Sickness Absence Policy and Procedure.

### **10. Family Friendly Policy (Pages 59 - 120)**

Report of Head of Transformation

#### **Purpose of Report**

To seek Member approval for a revised Family Friendly Policy that has been brought together in one guidance document, from a number of policies across both Councils that relate to maternity, paternity, adoption leave, time off for dependants and parental leave.

#### **Recommendations**

The meeting is recommended to:

1. Approve the revised policy guidance documents appended to this report.

### **11. Draft Flexi-time Policy (Pages 121 - 128)**

Report of Head of Transformation.

#### **Purpose of Report**

To seek member approval to implement a shared Flexi-time Policy for Cherwell District Council and South Northamptonshire Council.

#### **Recommendations**

The meeting is recommended to:

1. Approve the revised two-way Flexi-time Policy.

### **12. Employment Statistics Quarter 3: 01 October 2014 to 31 December 2014 (Pages 129 - 136)**

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. Note the contents of the report.

### **13. 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.

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.”

### **14. Exempt Appendices of Employment Statistics Quarter 3: 01 October 2014 to 31 December 2014 (Pages 137 - 142)**

Exempt appendices of report of Head of Transformation.

## **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](mailto: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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