

**Summary of the Decisions Taken at the Meeting  
of Personnel Committee held on 11 March 2015**

<b>Agenda Item No.</b>	<b>Agenda Item</b>	<b>Decision</b>
<p align="center"><b>6</b></p>	<p><b>Draft Drugs and Alcohol Policy</b></p> <p>Report of Head of Transformation</p> <p><b>Purpose of Report</b></p> <p>To seek Member approval of a revised Drugs and Alcohol Policy, that can be used across both Cherwell District Council and South Northamptonshire Council.</p> <p><b>Recommendations</b></p> <p>The meeting is recommended to:</p> <ol style="list-style-type: none"> <li>1. Approve the revised shared Drugs and Alcohol Policy.</li> </ol>	<p><b>Resolved</b></p> <p>(1) That the revised shared Drugs and Alcohol Policy be approved.</p>
<p align="center"><b>7</b></p>	<p><b>Draft Shared Capability Policy</b></p> <p>Report of Head of Transformation</p> <p><b>Purpose of Report</b></p> <p>To seek Member approval for a revised Capability Policy that can be used for South Northamptonshire Council and Cherwell District Council.</p> <p><b>Recommendations</b></p> <p>The meeting is recommended to:</p> <ol style="list-style-type: none"> <li>1. Approve the draft two-way shared Capability Policy.</li> </ol>	<p><b>Resolved</b></p> <p>(1) That the draft two-way shared Capability Policy be approved.</p>
<p align="center"><b>8</b></p>	<p><b>Draft Sickness Absence Policy &amp; Procedure</b></p> <p>Report of Head of Transformation</p>	<p><b>Resolved</b></p> <p>(1) That the draft Sickness Absence Policy and Procedure be approved.</p>

<b>Agenda Item No.</b>	<b>Agenda Item</b>	<b>Decision</b>
	<p><b>Purpose of Report</b></p> <p>To seek member approval to implement a shared and revised Sickness Absence Policy for Cherwell District Council and South Northamptonshire Council.</p> <p><b>Recommendations</b></p> <p>The meeting is recommended to:</p> <ol style="list-style-type: none"> <li>1. Approve the draft Sickness Absence Policy and Procedure.</li> </ol>	
9	<p><b>Family Friendly Policy</b></p> <p>Report of Head of Transformation</p> <p><b>Purpose of Report</b></p> <p>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.</p> <p><b>Recommendations</b></p> <p>The meeting is recommended to:</p> <ol style="list-style-type: none"> <li>1. Approve the revised policy guidance documents appended to this report.</li> </ol>	<p><b>Resolved</b></p> <p>(1) That the revised Family Friendly policy guidance documents be approved.</p>
10	<p><b>Draft Flexi-time Policy</b></p> <p>Report of Head of Transformation.</p> <p><b>Purpose of Report</b></p> <p>To seek member approval to implement a shared Flexi-time Policy for Cherwell District Council and South Northamptonshire Council.</p> <p><b>Recommendations</b></p> <p>The meeting is recommended to:</p> <ol style="list-style-type: none"> <li>1. Approve the revised two-way Flexi-time Policy.</li> </ol>	<p><b>Resolved</b></p> <p>(1) That the revised two-way Flexi-time policy be approved.</p>

<b>Agenda Item No.</b>	<b>Agenda Item</b>	<b>Decision</b>
11	<p><b>Employment Statistics Quarter 3: 01 October 2014 to 31 December 2014</b></p> <p>Report of Head of Transformation</p> <p><b>Purpose of Report</b></p> <p>The purpose of this report is to detail employment statistics for information and monitoring purposes.</p> <p><b>Recommendations</b></p> <p>The meeting is recommended to:</p> <ol style="list-style-type: none"> <li>1. Note the contents of the report.</li> </ol>	<p><b>Resolved</b></p> <p>(1) That the contents of the report be noted.</p>
13	<p><b>Exempt Appendices of Employment Statistics Quarter 3: 01 October 2014 to 31 December 2014</b></p> <p>Exempt appendices of report of Head of Transformation.</p>	<p><b>Resolved</b></p> <p>(1) That the contents of the exempt appendices be noted.</p>