

## **Cherwell District Council**

### **Personnel Committee**

Minutes of a meeting of the Personnel Committee held at Bodicote House, Bodicote, Banbury, OX15 4AA, on 11 March 2015 at 7.15 pm

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

Councillor Norman Bolster  
Councillor Mark Cherry  
Councillor Surinder Dhesi  
Councillor Melanie Magee  
Councillor Barry Wood

Apologies for absence: Councillor Ken Atack  
Councillor Ann Bonner  
Councillor Timothy Hallchurch MBE  
Councillor Simon Holland  
Councillor G A Reynolds

Officers: Jo Pitman, Head of Transformation  
Ed Potter, Head of Environmental Services  
Paula Goodwin, Human Resources and Organisational Development Manager  
Claire Cox, HR Business Partner for Community Services  
Janine Dean, HR Business Partner - Environmental Services  
Lana Holman, Interim HR Business Partner  
Natasha Clark, Team Leader, Democratic and Elections  
Lesley Farrell, Assistant Democratic and Elections Officer

#### **36 Declarations of Interest**

There were no declarations of interests.

#### **37 Petitions and Requests to Address the Meeting**

There were no petitions or requests to address the meeting.

#### **38 Urgent Business**

There were no items of urgent business.

39 **Minutes**

Subject to the correction of typographical errors, the minutes of the meeting held on 4 December 2014 were agreed as a correct record and signed by the Chairman.

40 **Chairman's Announcements**

There were no Chairman's announcements

41 **Draft Drugs and Alcohol Policy**

The Human Resources Business Partner for Environmental Services presented a report of the Head of Transformation which sought approval of a revised Drugs and Alcohol Policy to be used across both Cherwell District Council and South Northamptonshire Council.

In response to Member's concerns that random drugs and alcohol testing was not included in the policy, the Human Resources Business Partner for Environmental Services explained that a business case was being prepared to go before the Joint Management Team requesting approval of random testing.

**Resolved**

(1) That the revised shared Drugs and Alcohol Policy be approved.

42 **Draft Shared Capability Policy**

The Interim Human Resources Business Partner presented a report of the Head of Transformation which sought approval of a revised Capability Policy to be used across both Cherwell District Council and South Northamptonshire Council.

**Resolved**

(1) That the draft two-way shared Capability Policy be approved.

43 **Draft Sickness Absence Policy & Procedure**

The Human Resources and Organisational Development Manager presented a report of Head of Transformation which sought approval to implement a shared and revised Sickness Absence Policy for Cherwell District Council and South Northamptonshire Council.

**Resolved**

(1) That the draft Sickness Absence Policy and Procedure be approved.

44 **Family Friendly Policy**

The Interim Human Resources Business Partner presented a report of Head of Transformation which sought approval of a revised Family Friendly Policy which brought together a number of policies from across Cherwell District Council and South Northamptonshire Council which related to maternity, paternity, adoption leave, time off for dependants and parental leave. The revised policy also incorporated recent changes in regulations.

**Resolved**

- (1) That the revised Family Friendly policy guidance documents be approved.

45 **Draft Flexi-time Policy**

The Interim Human Resources Business Partner presented a report of the Head of Transformation which sought approval to implement a shared Flexi-time Policy for Cherwell District Council and South Northamptonshire Council.

**Resolved**

- (1) That the revised two-way Flexi-time policy be approved.

46 **Employment Statistics Quarter 3: 01 October 2014 to 31 December 2014**

The Head of Transformation submitted a report which detailed employment statistics for information and monitoring purposes.

In presenting the report, the Human Resources Business Partner for Environmental Services explained that data on why staff leave the council's employ, was currently being compiled and would be available for the next meeting of the committee.

**Resolved**

- (1) That the contents of the report be noted.

47 **Exclusion of the Public and Press**

**Resolved**

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.

48 **Exempt Appendices of Employment Statistics Quarter 3: 01 October 2014 to 31 December 2014**

The Committee considered the exempt appendices to the report of the Head of Transformation which detailed employment statistics for the third quarter of the financial year (1 October 2014 to 31 December 2014).

**Resolved**

- (1) That the contents of the exempt appendices be noted.

The meeting ended at 8.15 pm

Chairman:

Date: