

## **Cherwell District Council**

### **Personnel Committee**

Minutes of a meeting of the Personnel Committee held at Bodicote House, Bodicote, Banbury, OX15 4AA, on 9 December 2015 at 6.30 pm

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

Councillor Andrew Beere  
Councillor Norman Bolster  
Councillor Mark Cherry  
Councillor Ian Corkin  
Councillor Melanie Magee  
Councillor James Porter  
Councillor G A Reynolds  
Councillor Bryn Williams  
Councillor Barry Wood

Apologies  
for  
absence: Councillor Ken Atack

Officers: Jo Pitman, Head of Transformation  
Paula Goodwin, Human Resources and Organisational  
Development Manager  
Janine Dean, HR Business Partner - Environmental Services  
Lesley Farrell, Democratic and Elections Officer

#### **3 Declarations of Interest**

There were no declarations of interests.

#### **4 Urgent Business**

There were not items of urgent business.

#### **5 Minutes**

The minutes of the meetings of the Committee held on 11 March 2015 and 19 May 2015 were agreed as correct records and signed by the Chairman.

#### **6 Chairman's Announcements**

There were no Chairman's announcements.

## 7 **Investors in People Accreditation**

The Head of Transformation submitted a report on the Investors in People Accreditation which outlined the new Investor in People (IIP) standard and assessment rules and recommended that the Council ceased to subscribe to the standard and associated accreditation.

The Human Resources and Organisational Development Manager explained that the current IIP would be phased out in 2016 and there would be major changes to the IIP process, including additional cost, a mandatory all staff survey and an annual assessment rather than an 18 month review.

Since the introduction of IIP the Council had developed a suite of alternative and duplicate measures to those already offered by IIP had been established and it was therefore proposed that these do the same or a better job of demonstrating how effective the council was at aligning employees and organisational culture to our strategic priorities.

In response to Members' comments regarding the loss of the external audit aspect, the Human Resources and Organisational Development Manager explained that IIP only looked at training and internal audit already undertook a review of policies and processes. Additionally, training was included in the annual governance statement.

### **Resolved**

- (1) That it be agreed that the external IIP assessment and accreditation process no longer be undertaken.
- (2) That it be noted that resources associated with the IIP accreditation process would be reprioritised in light of the Council's strong performance culture, underpinned by a positive and engaging approach to industrial relations and employee development, which was clearly linked to the Council's business priorities, as evidence of the need to continually challenge how the Council represents value for money and added value in all that it does.
- (3) That it be noted that the Appointments and Personnel Committee at South Northamptonshire Council had agreed the recommendation at their meeting of 8 December 2015.

## 8 **Employment Statistics Quarter four: 01 January to 31 March 2015 Quarter one: 01 April to 30 June 2015 Quarter two: 01 July to 30 Sept 2015**

The Head of Transformation submitted a report on Employment Statistics for quarter four: 1 January to 31 March 2015, quarter one: 1 April to 30 June 2015 and quarter two: 1 July to 30 Sept 2015 which detailed employment statistics for information and monitoring purposes.

The Human Resources and Organisational Development Manager explained that because of on-going and forthcoming departmental restructures, temporary and agency staff, were being used to fill some vacancies.

The Committee observed that whilst it was an extremely comprehensive and complex report it may be more useful to include slightly less detail and more in the way of trends. It was also noted that the current vacancies were spread across the council and there were no areas for concern.

**Resolved**

(1) That the report be noted.

9 **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 and 2 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.

10 **Employment Statistics Quarter four: 01 January to 31 March 2015  
Quarter one: 01 April to 30 June 2015 Quarter two: 01 July to 30 Sept  
2015 - Exempt appendices**

The Committee considered the exempt appendices to the report of the Head of Transformation which detailed employment statistics for quarter four: 1 January to 31 March 2015, quarter one: 1 April to 30 June 2015 and quarter two: 1 July to 30 Sept 2015.

**Resolved**

(1) That the exempt appendices be noted.

11 **CDC Sickness Absence Monitoring Committee Report - Qtr 4 2014-15 Qtr  
1 2015-16 Qtr 2 2015-16**

The Head of Transformation submitted an exempt report on Sickness Absence Monitoring for quarter 4 - 1 January to 31 March 2015, quarter 1 – 1 April to 30 June 2015 and quarter 2 - 1 July to 30 September 2015 which set out sickness data and compared performance with previous years.

**Resolved**

(1) That the exempt report be noted.

Personnel Committee - 9 December 2015

The meeting ended at 7.05 pm

Chairman:

Date: