

# Public Document Pack



**Committee:** Personnel Committee  
**Date:** Wednesday 9 March 2016  
**Time:** 6.30 pm  
**Venue:** Bodicote House, Bodicote, Banbury, OX15 4AA

## Membership

<b>Councillor Lynn Pratt (Chairman)</b>	<b>Councillor Lynda Thirzie Smart (Vice-Chairman)</b>
<b>Councillor Ken Atack</b>	<b>Councillor Andrew Beere</b>
<b>Councillor Norman Bolster</b>	<b>Councillor Mark Cherry</b>
<b>Councillor Ian Corkin</b>	<b>Councillor Melanie Magee</b>
<b>Councillor James Porter</b>	<b>Councillor G A Reynolds</b>
<b>Councillor Bryn Williams</b>	<b>Councillor Barry Wood</b>

## 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 9 December 2015.

6. **Chairman's Announcements**

To receive communications from the Chairman.

7. **Employment Statistics Quarter 3: 01 October to 31 December 2015** (Pages 5 - 10)

Report of the 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.

8. **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 paragraph 1 of Schedule 12A of that Act.”

9. **Employment Statistics Quarter 3: 01 October to 31 December 2015 exempt appendices** (Pages 11 - 18)

Exempt appendices.

10. **CDC Sickness Absence Monitoring Committee Report - Quarter 3 2015-16** (Pages 19 - 30)

Exempt report of the Head of Transformation

**Pay Grades April 2015 - March 2016 - 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**

Published on Tuesday 1 March 2016

# Agenda Item 5

## 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:



## Cherwell District Council

### Personnel Committee

9 March 2016

#### Employment Statistics Quarter 3: 01 October to 31 December 2015

### Report of Head of Transformation

This report is public  
(with the exception of the Appendices which are exempt from publication by virtue of paragraph 1 of Schedule 12A of Local Government Act 1972)

#### Purpose of report

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

#### 1.0 Recommendations

The meeting is recommended to:

- 1.1 Note the contents of the report.

#### 2.0 Introduction

- 2.1 National benchmarking indicators for labour turnover have been published for 2014 by XpertHR. Table 1 below captures these with comparison against 2012 and 2013.

**Table 1**

		2012	2013	2014	2015
All Leavers	Private	18%	19.1%	23.2%	Awaiting data
Voluntary Leavers	Private	6.7%	12.2%	14.2%	Awaiting data
All Leavers	Public	13%	13.9%	11.4%	Awaiting data
Voluntary Leavers	Public	11%	8.1%	n/a*	Awaiting data

*\*unfortunately the survey sample size was not sufficient to accurately indicate an average percentage of voluntary leavers within the public sector.*

- 2.2 Labour turnover figures above do not distinguish the reasons why individuals leave an organisation. It covers all types of employee departures including voluntary resignations, redundancies, dismissals and retirements.

2.3 Figures are calculated by taking the total number of leavers in a specified period and expressing the number as a percentage of the number of people employed during that period.

### 3.0 Report Details

#### 3.1 Quarter 3 - 01 October to 31 December 2015

3.2 As shown in table 1, the turnover rate for all leavers as at quarter three 2015/16 is 2.4%. This shows that there has been a decrease in turnover from quarter two.

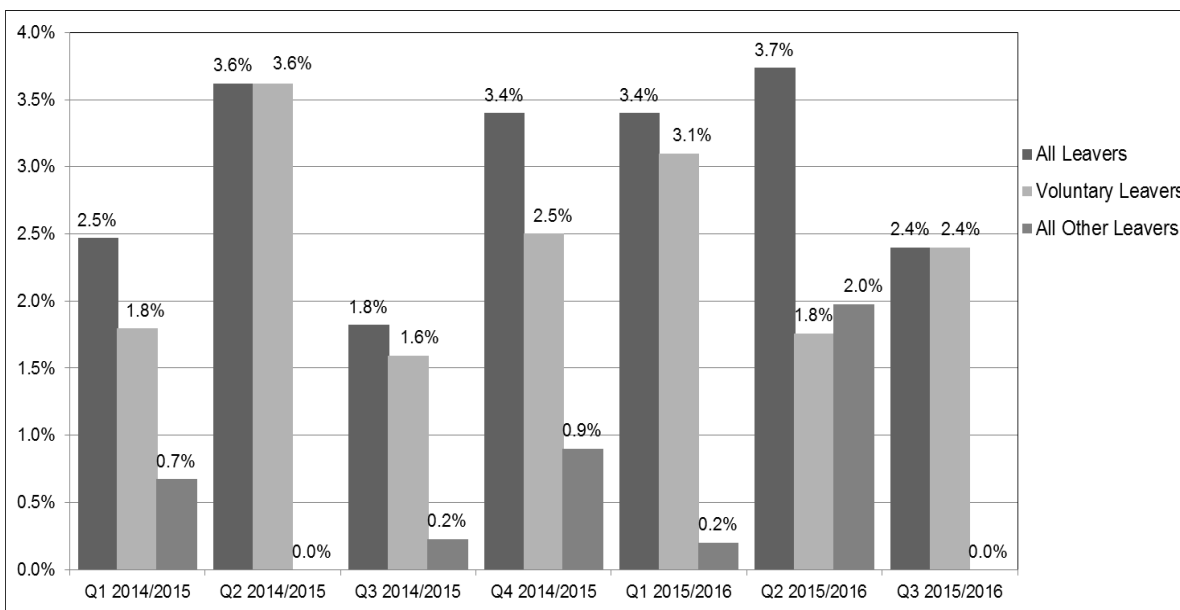
**Table 1**

Quarter	All Leavers	Voluntary Leavers	All Other Leavers
Q1 2014/2015	2.5%	1.8%	0.7%
Q2 2014/2015	3.6%	3.6%	0.0%
Q3 2014/2015	1.8%	1.6%	0.2%
Q4 2014/2015	3.4%	2.5%	0.9%
Q1 2015/2016	3.4%	3.1%	0.2%
Q2 2015/2016	3.7%	1.8%	2.0%
Q3 2015/2016	2.4%	2.4%	0.0%

\* excludes early retirements, redundancies, ill-health dismissals and retirements, other dismissals and TUPE transfers.

3.3 The labour turnover rates for permanent and fixed term staff for 2014/15 up to quarter three 2015/16 is illustrated in Graph 3.

**Graph 3**



3.4 As shown in table 2, the number of permanent and fixed term employees employed by Cherwell District Council as at 31 December 2015 were 461 and there were 96 vacant posts.

**Table 2**

CDC Directorate	Established		Filled		Vacant	
	Posts	FTE	Posts	FTE	Posts	FTE
Chief Executive's Office	10	9.00	10	8.97	0	0.03
Bicester	6	6.00	6	6.00	0	0.00
Resources	143	125.08	91	85.30	52	39.77
Community & Environment	250	228.84	229	210.54	21	18.30
Development	148	135.51	125	108.92	23	26.59
<b>Totals</b>	<b>557</b>	<b>504.43</b>	<b>461</b>	<b>419.74</b>	<b>96</b>	<b>84.69</b>

3.5 Table 3 shows that as at 31 December 2015, the total number of permanent and fixed term employees employed by South Northamptonshire Council was 221 and there were 51 vacant posts.

**Table 3**

SNC Directorate	Established		Filled		Vacant	
	Posts	FTE	Posts	FTE	Posts	FTE
Chief Executive's Office	1	1.00	1	1.00	0	0.00
Resources	72	63.64	59	46.43	20	17.20
Community & Environment	107	100.82	96	93.24	11	7.59
Development	85	74.86	65	63.96	20	10.91
<b>Totals</b>	<b>265</b>	<b>240.32</b>	<b>221</b>	<b>204.63</b>	<b>51</b>	<b>35.70</b>

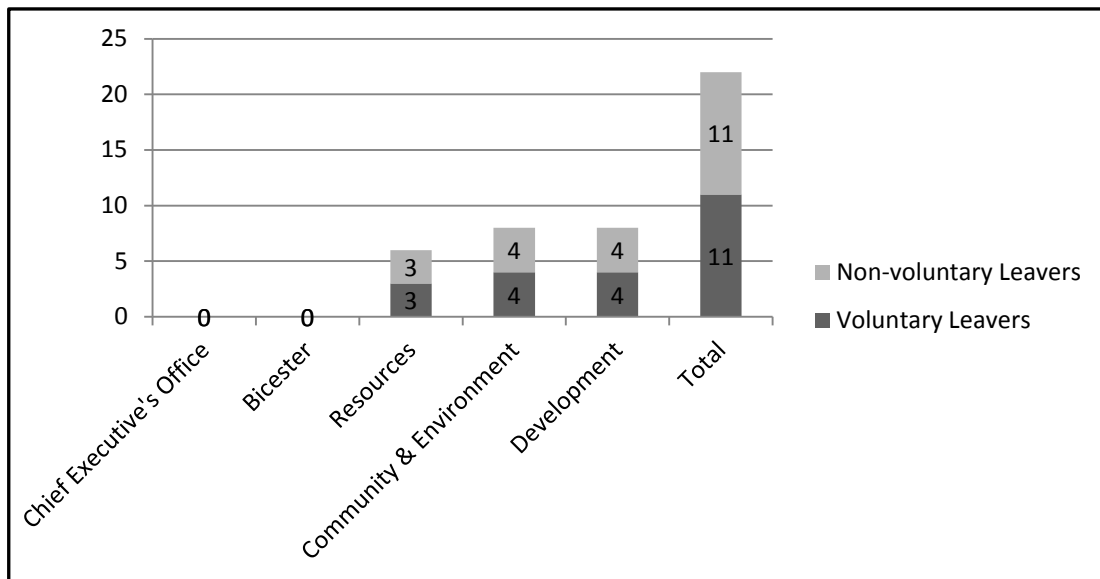
- 3.6 Some of the vacant posts have now been recruited to and some have been back filled with agency staff. A list of the vacant posts at 25 February 2016 is shown at Appendix B. There are 16 truly vacant posts with no agency staff or other cover.
- 3.7 Table 4 illustrates staffing changes for the whole organisation for quarter three in comparison to the previous quarters and previous financial year.
- 3.8 Quarter three shows a slight increase in leavers (11) compared to quarter one and two.

Table 5

	1 April 2014 to 31 March 2015					01 April 2015 to 31 March 2016				
	Q1 Apr to June	Q2 July to Sept	Q3 Oct to Dec	Q4 Jan to March	Full Year Total 2014/ 2015	Q1 Apr to June	Q2 July to Sept	Q3 Oct to Dec	Q4 Jan to March	Full Year Total 2015 / 2016
<b>Permanent / Fixed Term Employees</b>										
<b>New starters (A)</b>	5	9	10	18	<b>42</b>	26	20	16		
<b>Internal transfers (B)</b>	4	9	6	13	<b>51</b>	16	3	19		
<b>All leavers (C)</b>	11	16	8	15	<b>50</b>	15	9	11		
<b>Voluntary leavers (D)</b>	8	16	7	11	<b>42</b>	14	8	11		

3.9 The total number of permanent / fixed term voluntary leavers, by Directorate, for quarter three is illustrated in Graph 4. There were no non voluntary leavers in quarter three.

Graph 4



3.10 Out of the eleven voluntary leavers for the last quarter, seven completed the exit questionnaire and have given the main reason for leaving as follows:

- Retirement (2)
- Relocation abroad (1)
- Another job in Local Authority (1)
- Another job in the private sector (2)
- Resignation but no subsequent employment (1)

3.11 Table 5 outlines the total number of temporary and fixed term contracts (any contract that has an expiry date), by Directorate and Division, in place at the end of quarter three. It also provides equivalent information for SNC for comparison.

**Table 5**

Directorate	Fixed & Temporary Posts		
	Division	CDC	SNC
Chief Executive's Office	Chief Executive's Office	1	0
	<b>Sub Total</b>	<b>1</b>	<b>1</b>
Bicester	Bicester	2	0
	<b>Sub Total</b>	<b>0</b>	<b>0</b>
Community & Environment	Community Services	8	5
	Environmental Services	2	1
	<b>Sub Total</b>	<b>6</b>	<b>6</b>
Development	Development Management	7	5
	Regeneration & Housing	4	1
	Strategic Planning & the Economy	2	1
	<b>Sub Total</b>	<b>7</b>	<b>7</b>
Resources	Finance & Procurement	0	2
	Law & Governance	3	0
	Information Services	7	0
	Transformation	2	1
	<b>Sub Total</b>	<b>1</b>	<b>2</b>
<b>Total</b>		<b>15</b>	<b>16</b>

## 4.0 Conclusion and Reasons for Recommendations

- 4.1 The turnover rate for quarter three 2015/16 for all leavers (2.4%) compared with quarter two 2015/16 (3.7%) has seen a decrease. If the decrease is maintained throughout the year, it will result in an annual labour turnover rate slightly above the national average for the public sector (11.4%).
- 4.2 Overall, the reasons given for leaving are not too concerning and seven out of the eleven leavers have completed a leaver's questionnaire. There was one person that left their position voluntarily with no subsequent employment to go to within Facilities.
- 4.3 All fixed term and temporary roles are now kept to a minimum and have been reduced over the past year.
- 4.4 There are 16 truly vacant posts. Backfill cover is from a mixture of agency and temporary staffing arrangements and these figures are not included within this data. Recruitment campaigns are on-going.

## 5.0 Consultation

None

## 6.0 Alternative Options and Reasons for Rejection

This report is submitted for monitoring and information purposes therefore there are no alternative options. The Committee can request further information.

## 7.0 Implications

### Financial and Resource Implications

7.1 There are no financial implications in this report.

Comments checked by:  
Paul Sutton, Head of Finance and Procurement  
0300 0030106  
paul.sutton@cherwellandsouthnorthants.gov.uk

### Legal Implications

7.2 There are no legal implications associated with the contents of this report.

Comments checked by:  
Kevin Lane, Head of Law and Governance  
0300 0030107  
kevin.lane@cherwellandsouthnorthants.gov.uk

## 8.0 Decision Information

### Wards Affected

N/A

### Links to Corporate Plan and Policy Framework

N/A

### Lead Councillor

N/A

### Document Information

Appendix No	Title
Appendix 1	Quarter three 2015/16 Establishment data for CDC
Appendix 2	Vacant posts as @ 25 February 2016
<b>Report Author</b>	Janine Dean, HR Business Partner for Environmental Services
<b>Contact Information</b>	01295 221733 <a href="mailto:janine.dean@cherwellandsouthnorthants.gov.uk">janine.dean@cherwellandsouthnorthants.gov.uk</a>

By virtue of paragraph(s) 1 of Part 1 of Schedule 12A  
of the Local Government Act 1972.

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## PAY GRADES AS AT 1ST APRIL 2015

Grade	Annual	Hourly
APP001	£8,552.32	£4.4329
APP002	£5,329.17	£2.7622
GRD01A	£14,822.12	£7.6827
GRD01B	£15,139.21	£7.8471
GRD01C	£15,670.41	£8.1224
GRD02A	£15,670.41	£8.1224
GRD02B	£16,201.61	£8.3977
GRD02C	£16,732.80	£8.6731
GRD02D	£17,264.00	£8.9484
GRD02E	£17,795.20	£9.2237
GRD03A	£17,795.20	£9.2237
GRD03B	£18,326.40	£9.4991
GRD03C	£18,857.60	£9.7744
GRD03D	£19,388.81	£10.0497
GRD03E	£19,920.01	£10.3251
GRD04A	£19,920.01	£10.3251
GRD04B	£20,451.21	£10.6004
GRD04C	£20,982.40	£10.8757
GRD04D	£21,513.61	£11.1511
GRD04E	£22,044.80	£11.4264
GRD05A	£22,044.80	£11.4264
GRD05B	£22,576.00	£11.7017
GRD05C	£23,107.20	£11.9771
GRD05D	£23,638.41	£12.2524
GRD05E	£24,169.61	£12.5277
GRD06A	£24,169.61	£12.5277
GRD06B	£25,232.00	£13.0784
GRD06C	£26,294.41	£13.6291
GRD06D	£27,091.20	£14.0421
GRD06E	£28,153.60	£14.5928
GRD07A	£28,153.60	£14.5928
GRD07B	£29,216.01	£15.1434
GRD07C	£30,278.41	£15.6941
GRD07D	£31,340.81	£16.2448
GRD07E	£32,403.20	£16.7954
GRD08A	£32,403.20	£16.7954
GRD08B	£33,465.61	£17.3461
GRD08C	£34,528.01	£17.8968
GRD08D	£35,590.41	£18.4475
GRD08E	£36,652.80	£18.9981
GRD09A	£36,652.80	£18.9981
GRD09B	£37,715.21	£19.5488
GRD09C	£38,777.61	£20.0995
GRD09D	£39,840.01	£20.6501
GRD09E	£40,902.41	£21.2008
GRD10A	£40,902.41	£21.2008
GRD10B	£41,964.81	£21.7515
GRD10C	£43,027.20	£22.3021
GRD10D	£44,089.61	£22.8528
GRD10E	£45,152.01	£23.4035
GRD11A	£45,152.01	£23.4035
GRD11B	£46,214.41	£23.9542
GRD11C	£47,276.80	£24.5048
GRD11D	£48,339.21	£25.0555
GRD11E	£49,401.61	£25.6062

## Joint Management Team Grades

Grade	Annual	Hourly
MNR001	£36,328.31	£18.8299
MNR002	£37,366.26	£19.3679
MNR003	£38,404.21	£19.9059
MNR004	£39,442.17	£20.4439
MNR005	£40,480.12	£20.9819
MNR006	£41,518.07	£21.5199
MNR007	£42,556.02	£22.0579
MNR008	£43,593.97	£22.5959
MNR009	£44,631.93	£23.1339
MNR010	£45,669.88	£23.6719
MNR011	£46,707.83	£24.2099
MNR012	£47,745.78	£24.7479
MNR013	£48,783.73	£25.2859
HS001	Not in use	
HS002	Not in use	
HS003	Not in use	
HS004	Not in use	
HS005	Not in use	
HS006	Not in use	
HS007	Not in use	
HS008	Not in use	
HS009	£62,277.11	£32.2799
HS0010	£63,315.06	£32.8179
HS0011	£64,353.01	£33.3559
HS0012	£65,390.96	£33.8939
HS0013	£66,428.91	£34.4319
HS0014	£67,466.86	£34.9699
HS0015	£68,504.82	£35.5079
HS0016	£69,542.77	£36.0459
HS0017	£70,580.72	£36.5839
HS0018	£71,618.67	£37.1219
HS0019	£72,656.62	£37.6599
HS0020	£73,694.57	£38.1979
HS0021	£74,732.53	£38.7359
HS0022	£75,770.48	£39.2739
DIR001	£81,998.19	£42.5018
DIR002	£84,593.07	£43.8468
DIR003	£87,187.95	£45.1918
DIR004	£89,782.83	£46.5368
DIR005	£91,339.75	£47.3438
LS0009	£129,743.97	£67.2497

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