

Committee: Personnel Committee
Date: Tuesday 11 June 2019
Time: 5.00 pm
Venue: Bodicote House, Bodicote, Banbury, OX15 4AA

Membership

Councillor Jason Slaymaker (Chairman)	Councillor Mike Bishop (Vice-Chairman)
Councillor Andrew Beere	Councillor Sean Gaul
Councillor Lynn Pratt	Councillor G A Reynolds
Councillor Barry Richards	Councillor Sandra Rhodes
Councillor Les Sibley	Councillor Katherine Tyson
Councillor Douglas Webb	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 - 8)

To confirm as correct records the Minutes of the meetings of the Committee held on Monday 22 October 2018 at 1pm and 2pm and the minutes of the meeting of the Committee held on 14 May 2019.

6. Chairman's Announcements

To receive communications from the Chairman.

7. 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.

2 - Information which is likely to reveal the identity of an individual

3- Information relating to the financial or business affairs of any particular person (including the authority holding that information).

4 – Information relating to any consultations or negotiations, or contemplated consultations or negotiations, in connection with any labour relations matter arising between the authority or a Minister of the Crown and employees of, or office holders under, the authority.

Members are reminded that whilst the following items 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, 2, 3 and 4 of Schedule 12A of that Act.”

8. Communities and Leisure Separation Proposal (Pages 9 - 36)

Exempt report of Assistant Director: Wellbeing

9. Environmental Health, Licensing and Community Safety Separation Proposal (Pages 37 - 54)

Exempt report of Assistant Director: Environmental Health, Licensing and Community Safety

10. Senior Management Roles

****This report will follow as it is being reviewed and finalised****

Exempt report of Chief Executive

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 or 01295 221589 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 Natasha Clark, Democratic and Elections
natasha.clark@cherwellandsouthnorthants.gov.uk

**Yvonne Rees
Chief Executive**

Published on Monday 3 June 2019

Cherwell District Council

Personnel Committee

Minutes of a meeting of the Personnel Committee held at Bodicote House, Bodicote, Banbury, OX15 4AA, on 22 October 2018 at 1.00 pm

Present: Councillor Jason Slaymaker (Chairman)

Councillor Mike Bishop
Councillor Cassi Perry
Councillor Lynn Pratt
Councillor G A Reynolds
Councillor Sandra Rhodes
Councillor Alaric Rose
Councillor Douglas Webb
Councillor Barry Wood

Also Present: David Slatter, Penna

Apologies for absence: Councillor Dan Sames
Councillor Bryn Williams

Officers: Yvonne Rees, Chief Executive
Karen Edwards, Assistant Director: HR, OD and Payroll
Claire Taylor, Director: Customers and Service Development
Natasha Clark, Governance and Elections Manager

10 **Declarations of Interest**

There were no declarations of interests.

11 **Petitions and Requests to Address the Meeting**

There were no petitions or requests to address the meeting.

12 **Urgent Business**

There were no items of urgent business.

13 **Minutes**

The Minutes of the meeting of the Committee held on 12 September 2018 as a correct record and signed by the Chairman.

14 **Chairman's Announcements**

There were no Chairman's announcements.

15 **Exclusion of the Public and Press**

That, in accordance with Section 100A(4) of Local Government Act 1972, the press and public be excluded from the meeting for the following item of business, on the grounds that they could involve the likely disclosure of exempt information as defined in paragraphs 1, 2, 3 and 4 of Schedule 12A of that Act and that in all the circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information.

16 **A Single Management Structure for Cherwell District Council**

The Chief Executive submitted an exempt report which presented final recommendations for the implementation of a single management structure for Cherwell District Council following the process of formal staff consultation.

The Chief Executive introduced David Slatter, Penna, who had been supporting the process.

Resolved

- (1) That the senior management structure (exempt annex to the Minutes as set out in the Minute Book) be agreed.
- (2) As set out in the exempt minutes.
- (3) As set out in the exempt minutes.
- (4) That it be noted that current organisational changes policies had been used to ensure the fair and effective implementation of the restructure.
- (5) As set out in the exempt minutes.

The meeting ended at 1.45 pm

Chairman:

Date:

By virtue of paragraph(s) 1, 2, 3, 4 of Part 1 of Schedule 12A
of the Local Government Act 1972.

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Cherwell District Council

Personnel Committee

Minutes of a meeting of the Personnel Committee held at Bodicote House, Bodicote, Banbury, OX15 4AA, on 22 October 2018 at 2.00 pm

Present: Councillor Jason Slaymaker (Chairman)

Councillor Mike Bishop
Councillor Cassi Perry
Councillor Lynn Pratt
Councillor G A Reynolds
Councillor Sandra Rhodes
Councillor Alaric Rose
Councillor Douglas Webb
Councillor Barry Wood

Substitute Members: Councillor D M Pickford (In place of Councillor Dan Sames)

Also Present: David Slatter, Penna

Apologies for absence: Councillor Dan Sames
Councillor Claire Bell
Councillor Bryn Williams

Officers: Yvonne Rees, Chief Executive
Karen Edwards, Assistant Director: HR, OD and Payroll
Claire Taylor, Director: Customers and Service Development
Natasha Clark, Governance and Elections Manager

17 Declarations of Interest

There were no declarations of interests.

18 Petitions and Requests to Address the Meeting

There were no petitions and requests to address the meeting.

19 Urgent Business

There were no items of urgent business.

20 **Minutes**

There were no minutes submitted to the meeting for agreement by the Committee due to the previous meeting being held at 1pm, which was immediately prior to this meeting.

Both sets of minutes would be submitted to the next meeting of the Personnel Committee.

21 **Chairman's Announcements**

There were no Chairman's announcements.

22 **Exclusion of the Public and Press**

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.

23 **A Single Management Structure for Cherwell District Council**

The Chief Executive submitted an exempt report for the Committee to consider an application for the post of Chief Operating Officer.

Resolved

- (1) That Graeme Kane be appointed Chief Operating Officer.

The meeting ended at 2.20 pm

Chairman:

Date:

Cherwell District Council

Personnel Committee

Minutes of a meeting of the Personnel Committee held at Bodicote House, Bodicote, Banbury, OX15 4AA, on 14 May 2019 at 7.42pm

Present: Councillor Jason Slaymaker (Chairman)
Councillor Mike Bishop (Vice-Chairman)

Councillor Andrew Beere
Councillor Sean Gaul
Councillor Lynn Pratt
Councillor G A Reynolds
Councillor Barry Richards
Councillor Les Sibley
Councillor Katherine Tyson
Councillor Douglas Webb
Councillor Barry Wood

Apologies for absence: Councillor Sandra Rhodes

1 Appointment of Chairman for the Municipal Year 2019/20

Resolved

- (1) That Councillor Jason Slaymaker be appointed Chairman of the Personnel Committee for the municipal year 2019/2020.

2 Appointment of Vice-Chairman for the Municipal Year 2019/20

Resolved

- (1) That Councillor Mike Bishop be appointed Vice-Chairman of the Personnel Committee for the municipal year 2019/2020.

The meeting ended at 7.43 pm

Chairman:

Date:

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By virtue of paragraph(s) 1, 2, 3, 4 of Part 1 of Schedule 12A of the Local Government Act 1972.

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