

# Public Document Pack



**Cherwell**

DISTRICT COUNCIL  
NORTH OXFORDSHIRE

**Committee:** Personnel Committee  
**Date:** Friday 9 October 2020  
**Time:** 10.30 am  
**Venue:** Virtual Meeting

## Membership

### **Councillor Jason Slaymaker (Chairman)**

Councillor Andrew Beere  
Councillor Simon Holland  
Councillor George Reynolds  
Councillor Les Sibley  
Councillor Douglas Webb

### **Councillor Mike Bishop (Vice-Chairman)**

Councillor Sean Gaul  
Councillor Lynn Pratt  
Councillor Barry Richards  
Councillor Katherine Tyson  
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. **Minutes** (Pages 5 - 10)

To confirm as a correct record the Minutes of the meeting of the Committee held on 11 June 2019.

### 5. **Chairman's Announcements**

To receive communications from the Chairman.

## **6. Urgent Business**

The Chairman to advise whether they have agreed to any item of urgent business being admitted to the agenda.

## **7. Exclusion of Press and Public**

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. Establishment Changes Business Case (Pages 11 - 16)**

Exempt report of Assistant Director Property Investment and Contract Management.

## **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 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.

## **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  
democracy@cherwellandsouthnorthants.gov.uk, 01295 221589

**Yvonne Rees**  
**Chief Executive**

Published on Thursday 1 October 2020

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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 11 June 2019 at 5.00 pm

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

Councillor Andrew Beere  
Councillor Lynn Pratt  
Councillor George Reynolds  
Councillor Douglas Webb  
Councillor Barry Wood

Substitute Members: Councillor Ian Middleton (In place of Councillor Katherine Tyson)

Apologies for absence: Councillor Sean Gaul  
Councillor Barry Richards  
Councillor Sandra Rhodes  
Councillor Les Sibley  
Councillor Katherine Tyson

Officers: Yvonne Rees, Chief Executive  
Graeme Kane, Chief Operating Officer  
Claire Taylor, Director Customers and Service Development  
Karen Edwards, Deputy Director Human Resources  
Nicola Riley, Assistant Director: Wellbeing  
Hedd Vaughan Evans, Assistant Director Performance and Transformation  
Richard Webb, Assistant Director: Regulatory Services and Community Safety  
Claire Cox, Manager - Human Resources Business Partner Team  
Natasha Clark, Governance and Elections Manager

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

There were no declarations of interests.

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

There were no petitions or requests to address to meeting.

5 **Urgent Business**

There were no items of urgent business.

6 **Minutes**

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 were agreed as correct records and signed by the Chairman.

7 **Chairman's Announcements**

There were no Chairman's announcements.

8 **Exclusion of the Public and Press**

**Resolved**

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.

9 **Communities and Leisure Separation Proposal**

The Assistant Director: Wellbeing submitted an exempt report which presented final recommendations for the separation of the Joint Communities and Leisure services following the process of formal staff consultation.

**Resolved**

- (1) That the Communities and Leisure management structure be agreed.
- (2) That the findings of the formal staff consultation process be noted.
- (3) As set out in the exempt minutes.
- (4) That it be noted that the current organisational change policies had been used to ensure the fair and effective implementation of the restructure.
- (5) As set out in the exempt minutes.

10 **Environmental Health, Licensing and Community Safety Separation Proposal**

The Assistant Director: Environmental Health, Licensing and Community Safety submitted an exempt report which present final recommendations for the separation of the Joint Environmental Health, Licensing and Community Safety services following the process of formal staff consultation.

**Resolved**

- (1) That the Environmental Health, Licensing and Community Safety structure be agreed.
- (2) As set out in the exempt Minutes.
- (3) That it be noted that current organisational change policies had been used to ensure the fair and effective implementation of the restructure.
- (4) As set out in the exempt Minutes.

(All officers except the Chief Executive, Director Customers and Service Development, Manager - HR Business Partners and OD and Governance and Elections Manager left the meeting at the conclusion of this item)

11 **Senior Management Roles**

The Chief Executive submitted an exempt report which present proposals for the creation of two new senior management roles, Assistant Director Finance and Assistant Director for Planning.

**Resolved**

- (1) That the creation of a new Assistant Director Finance position (s151 Officer / deputy) be approved.
- (2) That the creation of a new Assistant Director for Planning position be approved.
- (3) That it be noted that the proposals will be delivered within existing budgets.

The meeting ended at 6.00 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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