



Committee: Personnel Committee
Date: Tuesday 13 June 2023
Time: 7.30 pm
Venue Bodicote House, Bodicote, Banbury, OX15 4AA

Membership

**Councillor Ian Harwood
(Chairman)**

Councillor Gemma Coton
Councillor Fiona Mawson
Councillor Lynne Parsons
Councillor George Reynolds
Councillor Douglas Webb

Councillor Lynn Pratt (Vice-Chairman)

Councillor David Hingley
Councillor Dr Chukwudi Okeke
Councillor Chris Pruden
Councillor Amanda Watkins
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 5 - 10)

To confirm as correct records the Minutes of the meetings of the Committee held on 15 March 2023 and 23 May 2023.

6. **Chairman's Announcements**

To receive communications from the Chairman.

7. **Policy Review** (Pages 11 - 132)

Report of Chief Executive

Purpose of report

To seek approval from the Personnel Committee on proposed changes to existing HR policies.

Recommendations

The meeting is recommended:

1.1 to review and approve the following policies for implementation:

- Sickness Absence Policy
- Organisational Change Policy
- Disciplinary Policy and Procedure
- Capability Policy
- Stand-by and on-call Policy
- Market Supplement Policy
- Car User Policy

8. **Workforce Profile Statistics** (Pages 133 - 150)

Report of Chief Executive

Purpose of report

To provide the Personnel Committee with an update on Cherwell District Council's workforce including measuring staff well-being and to highlight the actions officers are taking to address any issues.

Recommendations

Officers recommend the committee:

1.1 to review and note the workforce data for Quarter 4 of 2022/23 as set out in Appendix 1.

9. Equalities, Diversity and Inclusion (EDI) Working Group

In autumn 2022, a joint Equalities Diversity and Inclusion (EDI) Working Group was established comprising members of the Personnel Committee and the Overview and Scrutiny Committee.

The Working Group is informal and support by officers from the Performance and Insight Team. Its role is to help shape and oversee the work the Council is doing to deliver on its equality, diversity and inclusion commitments which are set out in the Council's Equalities Framework 'Including Everyone'. The Working Group reviewed the three Action Plans, Inclusive Communities, Inclusive Services and Inclusive Workforce, and provided feedback to Executive (via the Personnel and Overview and Scrutiny Committees) when it considered and adopted the Plans in April 2023.

Once appointed, the Working Group will review its Terms of Reference to focus on monitoring progress against the Action Plans.

The Personnel Committee is requested to nominate three Personnel Committee members to join the EDI Working Group. The Overview and Scrutiny Committee (OSC) will nominate three OSC members to the EDI Working Group at its 27 June meeting.

10. Work Programme 2023/2024 (Pages 151 - 152)

The Committee to note the work programme for 2023/2024.

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@cherwell-dc.gov.uk or 01295 221534 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 Aaron Hetherington, Democratic and Elections democracy@cherwell-dc.gov.uk, 01295 221534

Yvonne Rees
Chief Executive

Published on Monday 5 June 2023