



Committee: Personnel Committee
Date: Tuesday 12 September 2023
Time: 6.30 pm
Venue: Bodicote House, Bodicote, Banbury, OX15 4AA

Membership

Councillor Gemma Coton	Councillor Lynn Pratt (Vice-Chairman)
Councillor Fiona Mawson	Councillor David Hingley
Councillor Lynne Parsons	Councillor Dr Chukwudi Okeke
Councillor George Reynolds	Councillor Chris Pruden
Councillor Douglas Webb	Councillor Amanda Watkins
Councillor Barry Wood	Councillor Bryn Williams

AGENDA

1. Appointment of Chairman

To appoint a Chairman for the remainder of the 2023/24 municipal year.

2. Appointment of Vice-Chairman (if required)

In the event of the Vice-Chairman being appointed as Chairman, the committee will be required to appoint a new Vice-Chairman.

3. Apologies for Absence and Notification of Substitute Members

4. 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.

5. Petitions and Requests to Address the Meeting

The Chairman to report on any requests to submit petitions or to address the meeting.

6. Urgent Business

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

7. Minutes (Pages 5 - 8)

To confirm as a correct record the Minutes of the meeting of the Committee held on 13 June 2023.

8. Chairman's Announcements

To receive communications from the Chairman.

9. Workforce Profile Statistics (Pages 9 - 28)

Report of Chief Executive

Purpose of report

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

Recommendations

The meeting is recommended:

- 1.1 To review and note the workforce data for Quarter 1 of 2023/24 provided in Appendix one.

10. Policy Updates (Pages 29 - 74)

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:
 - Exit Interview Policy
 - Criminal Record Checking Policy and Procedure
 - Politically Restricted and Politically Sensitive Posts Policy
 - Lone Working Policy

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

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