

Cherwell District Council

Personnel Committee

Minutes of a meeting of the Personnel Committee held at Bodicote House, Bodicote, Banbury, OX15 4AA, on 12 September 2023 at 6.30 pm

Present:

Councillor Lynn Pratt (Chairman)
Councillor Amanda Watkins (Vice-Chairman)
Councillor Gemma Coton
Councillor David Hingley
Councillor Fiona Mawson
Councillor George Reynolds
Councillor Douglas Webb
Councillor Bryn Williams
Councillor Barry Wood

Substitute Members:

Councillor Andrew Crichton (In place of Councillor Lynne Parsons)
Councillor Simon Lytton (In place of Councillor Chris Pruden)
Councillor Andrew Beere (In place of Councillor Dr Chukwudi Okeke)

Apologies for absence:

Councillor Dr Chukwudi Okeke
Councillor Lynne Parsons
Councillor Chris Pruden

Officers:

Claire Cox, Assistant Director Human Resources
Susan Blunsden, HR Manager
Aaron Hetherington, Principal Officer - Electoral Services Lead

Officers Attending Virtually:

Yvonne Rees, Chief Executive
Ruth Wooldridge, Health and Safety Manager

Appointment of Chairman

The Chairman of the Personnel Committee having stood down from the Committee, the Principal Officer – Electoral Services Lead opened the meeting and call for nominations for the appointment of Chairman of the Personnel Committee for the remainder of the 2023/2024 municipal year.

It was proposed by Councillor Wood and seconded by Councillor Webb that Councillor Pratt be appointed Chairman of the Personnel Committee for the remainder of the 2023/2024 municipal year.

It was subsequently proposed by Councillor Crichton and seconded by Councillor Beere that Councillor Watkins be appointed Chairman of the Personnel Committee for the remainder of the 2023/2024 municipal year.

There being two nominations for Chairman of the Personnel Committee, it was put to the vote. There were five votes for Councillor Pratt and five votes for Councillor Watkins with no abstentions, resulting in a tie. (Councillor Lytton arrived after the vote had taken place)

Councillor Pratt and Councillor Watkins confirmed they did not wish to withdraw their nomination for Chairman.

The Committee endorsed the suggestion of the Governance and Elections Manager that the Assistant Director of Human Resources, for impartiality, draw a name to appoint the Chairman. The Assistant Director of Human Resources drew Councillor Lynn Pratt's name.

Resolved

- (1) That Councillor Lynn Pratt be appointed Chairman of the Personnel Committee for the remainder of the 2023/2024 municipal year.

13 **Appointment of Vice-Chairman (if required)**

The Vice-Chairman having been appointed Chairman, it was necessary to appoint a new Vice-Chairman for the remainder of the municipal year.

It was proposed by Councillor Crichton and seconded by Councillor Beere that Councillor Watkins be appointed Vice-Chairman of the Personnel Committee for the remainder of the 2023/24 municipal year.

There were no other nominations.

Resolved

- (1) That Councillor Amanda Watkins be appointed Vice-Chairman of Personnel Committee for the remainder of the 2023/2024 municipal year.

14 **Declarations of Interest**

There were no declarations of interests.

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

There were no petitions or requests to address the meeting.

16 **Urgent Business**

There were no items of urgent business.

17 **Minutes**

The Minutes of the meeting of the Committee held on 13 June 2023 were confirmed as a correct record and signed by the Chairman.

18 **Chairman's Announcements**

There were no Chairman's announcements.

19 **Workforce Profile Statistics**

The Chief Executive submitted a report to provide the Personnel Committee with an update on the council's workforce, including measuring staff well-being and to highlight the actions officers were taking to address any issues.

The Assistant Director of Human Resources explained that the workforce profile report provided commentary and data for quarter 1 of 2023/24 and that ongoing work was being undertaken to monitoring workforce data as it helped the council measure how well it is supporting staff.

In response to queries from the Committee, the Assistant Director of Human Resources agreed that future reports would display statistics in a format that captured the data to the best affect.

Resolved

- (1) That, having given due consideration, the workforce date for Quarter 1 of 2023/24 be noted.

20 **Policy Updates**

The Chief Executive submitted a report to seek approval from the Personnel Committee on proposed changes to existing HR policies.

In introducing the report, the Assistant Director of Human Resources explained that the HR team were systematically working through all policies and refreshing them where required, to simply and make them more user friendly.

In response to questions from the Committee, the Health and Safety Manager explained that the Lone Working Policy was being reviewed and updated as there were now more employees lone working.

The Chief Executive assured Councillors that Lone Working was taken very seriously and that the Lone Working policy needed to reflect the modern times. The Chief Executive thanked the Health and Safety Manager for the work undertaken to update the Lone Working Policy.

Resolved

- (1) That, having given due consideration, the following policies be approved for implementation:
- Exit Interview Policy
 - Criminal Record Checking Policy and Procedure
 - Politically Restricted and Politically Sensitive Posts Policy
 - Lone Working Policy

The meeting ended at 7.16 pm

Chairman:

Date: