



**Committee:** Personnel Committee  
**Date:** Wednesday 1 November 2023  
**Time:** 6.30 pm  
**Venue:** Bodicote House, Bodicote, Banbury, OX15 4AA

## Membership

<b>Councillor Lynn Pratt (Chairman)</b>	<b>Councillor Amanda Watkins (Vice-Chairman)</b>
Councillor Gemma Coton	Councillor David Hingley
Councillor Fiona Mawson	Councillor Lynne Parsons
Councillor Chris Pruden	Councillor George Reynolds
Councillor Douglas Webb	Councillor Bryn Williams
Councillor Barry Wood	Councillor Sean Woodcock

## 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 - 8)

To confirm as a correct record the Minutes of the meeting of the Committee held on 12 September 2023.

5. **Chairman's Announcements**

To receive communications from the Chairman.

## **6. Exclusion of the Public and Press**

The following item contains 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).

Members are reminded that whilst the following item has been marked as exempt, it is for the meeting to decide whether or not to consider it 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 item of business, on the grounds that it could involve the likely disclosure of exempt information as defined in paragraphs 1, 2 and 3 of Schedule 12A of that Act.”

## **7. Shortlisting for the Post of Chief Executive**

\*\* The papers for the item will be circulated under separate cover to Personnel Committee members and appointed substitutes who have confirmed attendance at the meeting only. The contents should not be discussed with others and no copies should not be made. \*\*

## **8. Readmittance of the Press and Public**

The Personnel Committee is recommended to resolve to readmit the press and public to the meeting

## **9. Workforce Profile Statistics (Pages 9 - 28)**

Report of Chief Executive

### **Purpose of report**

To provide the PC 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 2 of 2023/24 (Appendix one).

## 10. **Policy Updates** (Pages 29 - 54)

Report of Chief Executive

### **Purpose of report**

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

### **Recommendations**

The meeting is recommended:

- 1.1 To review and approves the following policies for implementation:

- Recruitment and Selection Policy
- Armed Forces and Reservist Policy

## 11. **Urgent Business**

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

**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](mailto: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 Natasha Clark, Democratic and Elections [democracy@cherwell-dc.gov.uk](mailto:democracy@cherwell-dc.gov.uk), 01295 221534

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

Published on Tuesday 24 October 2023