

## **Cherwell District Council**

### **Personnel Committee**

Minutes of a meeting of the Personnel Committee held at Bodicote House, Bodicote, Banbury, OX15 4AA, on 1 November 2023 at 6.30 pm

#### Present:

Councillor Lynn Pratt (Chairman)  
Councillor Amanda Watkins (Vice-Chairman)  
Councillor Gemma Coton  
Councillor David Hingley  
Councillor Lynne Parsons  
Councillor Chris Pruden  
Councillor George Reynolds  
Councillor Douglas Webb  
Councillor Barry Wood  
Councillor Sean Woodcock

#### Substitute Members:

Councillor Rob Pattenden (In place of Councillor Fiona Mawson)  
Councillor Nigel Simpson (In place of Councillor Bryn Williams)

#### Apologies for absence:

Councillor Fiona Mawson  
Councillor Bryn Williams

#### Officers:

Claire Cox, Assistant Director Human Resources  
Natasha Clark, Governance and Elections Manager

#### 21 **Declarations of Interest**

There were no declarations of interests.

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

There were no petitions or requests to address the meeting.

#### 23 **Minutes**

The Minutes of the meeting of the Committee held on 12 September 2023 were agreed as a correct record and signed by the Chairman.

24 **Chairman's Announcements**

There were no Chairman's announcements.

25 **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 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.

26 **Shortlisting for the Post of Chief Executive**

Julie Towers, Penna, the external recruiter running the recruitment process and the Assistant Director Human Resources gave an exempt update on the outcomes of the longlisting for the post of Chief Executive to enable the Committee to identify the candidates who would be on the shortlist.

Having considered the exempt update, based on their merit, Members agreed the candidates who should proceed to the interview stage.

Members subsequently considered and confirmed the process for the shortlist and interview stage.

**Resolved**

- (1) That the exempt update from Penna Consulting and the Assistant Director Human Resources on the outcome of the longlist process be noted.
- (2) That based on their merit, the candidates to proceed to the interview stage be agreed.

(The Governance and Elections Manager and the Webcast Operative left the meeting for the duration of this item)

27 **Readmittance of the Press and Public**

**Resolved**

That the press and public be readmitted to the meeting.

28 **Workforce Profile Statistics**

The Chief Executive submitted a report to provide the 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.

### **Resolved**

- (1) That, having given due consideration, the workforce data for Quarter 2 of 2023/24 be noted.

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### **Policy Updates**

The Chief Executive submitted a report to seek approval of new HR policies and on proposed changes to existing HR policies.

In response to Members' questions on the Recruitment and Selection Policy, the Assistant Director Human Resources explained that at a number of additional techniques could be used but, at present, there was no alternative to interviews as part of the recruitment process.

In relation to advertising vacancies, the Assistant Director Human Resources advised that, as set out in the Policy, all vacancies were advertised on the website and, where appropriate, online job boards and relevant specialist publications. The new Recruitment training module would capture how new employees came across roles which would inform how the reach of vacancies could be expanded.

### **Resolved**

- (1) That, having given due consideration, the following policies be approved for implementation:
  - Recruitment and Selection Policy
  - Armed Forces and Reservist Policy

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### **Urgent Business**

There were no items of urgent business.

The meeting ended at 7.45 pm

Chairman:

Date: