



Committee: Personnel Committee
Date: Wednesday 7 February 2024
Time: 6.30 pm
Venue: Bodicote House, Bodicote, Banbury, OX15 4AA

Membership

**Councillor Lynn Pratt
(Chairman)**

Councillor Gemma Coton
Councillor Fiona Mawson
Councillor Chris Pruden
Councillor Douglas Webb
Councillor Barry Wood

Councillor Amanda Watkins (Vice-Chairman)

Councillor David Hingley
Councillor Lynne Parsons
Councillor George Reynolds
Councillor Bryn Williams
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 - 10)

To confirm as a correct records the Minutes of the meeting of the Committee held on 20 November 2023 and the reconvened meeting held on 27 November 2023.

5. **Chairman's Announcements**

To receive communications from the Chairman.

6. **Equalities, Diversity and Inclusion (EDI) Action Plans - Inclusive Workplace** (Pages 11 - 26)

Report of Assistant Director – Customer Focus

Purpose of report

To seek the committee's approval of the draft action plan for delivering the council's equality, diversity and inclusion commitments for creating an inclusive workplace, which are set out in its Equalities Framework, Including Everyone.

Recommendations

The Personnel Committee resolves:

- 1.1 To consider, endorse and recommend to Executive the action plan for an Inclusive Workplace for 2024/25 (Appendix 1).
- 1.2 To delegate authority to the Assistant Director for Customer Focus to make minor amendments to the agreed action plans in consultation with the Portfolio Holder for Corporate Services and Chair of the Equalities Diversity and Inclusion (EDI) Working Group.

7. **Gender Pay Gap Report** (Pages 27 - 38)

Report of Assistant Director Human Resources

Purpose of report

To provide the Personnel Committee with the latest Gender Pay Gap report for information

Recommendations

The Personnel Committee resolves:

- 1.1 To review the latest Gender Pay Gap report provided for information.

8. **Policy Updates** (Pages 39 - 76)

Report of Assistant Director Human Resources

Purpose of report

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

Recommendations

The Personnel Committee resolves:

1.1 To Review and approve the following policies for implementation:

- Learning and Development Policy
- Smoke Free Policy
- Use of E-Cigarettes at Work Policy

9. **Workforce Statistics for Quarter 3 2023-24** (Pages 77 - 96)

Report of Assistant Director Human Resources

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 Personnel Committee resolves:

1.1 To review and note the workforce data for Quarter 3 of 2023/24 provided in Appendix one.

10. **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 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.

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Queries Regarding this Agenda

Please contact Natasha Clark, Democratic and Elections democracy@cherwell-dc.gov.uk, 01295 221534

Shiraz Sheikh
Monitoring Officer

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