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Cherwell

DISTRICT COUNCIL
NORTH OXFORDSHIRE

Committee: Personnel Committee
Date: Monday 20 November 2023
Time: 9.00 am
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

Apologies have been received from Councillor Fiona Mawson, with Councillor Rob Pattenden appointed as substitute and Councillor Bryn Williams, with Councillor Nigel Simpson appointed as substitute.

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. Urgent Business

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

5. Minutes (Pages 5 - 8)

To confirm as a correct record the Minutes of the meeting of the Committee held on 1 November 2023.

6. Chairman's Announcements

To receive communications from the Chairman.

7. 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).

4 – Information relating to any consultations or negotiations, or contemplated consultations or negotiations, in connection with any labour relations matter arising between the authority or a Minister of the Crown and employees of, or office holders under, the authority.

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, 3 and 4 of Schedule 12A of that Act.”

8. Interviews for the Post of Chief Executive

** The information for this item is private and confidential. It 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 copies should not be made. **

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

Yvonne Rees
Chief Executive

Published on Friday 10 November 2023

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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:

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