

## **Cherwell District Council**

### **Personnel Committee**

Minutes of a meeting of the Personnel Committee held at Bodicote House, Bodicote, Banbury, OX15 4AA, on 11 September 2013 at 6.30 pm

Present: Councillor Lynn Pratt (Chairman)

Councillor Ken Atack  
Councillor Ann Bonner  
Councillor Norman Bolster  
Councillor Alaric Rose  
Councillor Lawrie Stratford  
Councillor Rose Stratford  
Councillor Lynda Thirzie Smart  
Councillor Barry Wood  
Councillor Gordon Ross

Apologies for absence: Councillor Melanie Magee  
Councillor G A Reynolds

Officers: Jo Pitman, Head of Transformation  
Paula Goodwin, Human Resources and Organisational Development Manager  
Louise Aston, Team Leader, Democratic and Elections

#### **16 Declarations of Interest**

There were no declarations of interests.

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

There were no petitions or requests to address the meeting.

#### **18 Urgent Business**

There was no urgent business.

#### **19 Minutes**

The minutes of the meeting held on 5 June 2013 and the Special Personnel Committee held on 23 July 2013 were agreed as correct records and signed by the Chairman.

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## **Disciplinary and Dismissal Policy**

The Head of Transformation submitted a report on the revised Joint Staff Disciplinary and Dismissal Policy.

In introducing the report the Human Resources and Organisational Development Manager advised the committee that the Council and Employee Joint Committee had also considered and endorsed the revised policy at their meeting of 4 September 2013. The SNC equivalent Committees had also considered and endorsed the report on 10 September 2013 with the policy being taken to Council at SNC on 23 October 2013.

The Joint Staff Disciplinary and Dismissal Policy had been revised due to the single council position at Cherwell District Council not being covered by the old policy and whilst these changes were being made, it was decided that it was an opportunity to create greater resilience.

### **Resolved**

- (1) That the views and recommendations of the Council and Employee Joint Committee be noted.
- (2) That the revised Joint Staff Disciplinary and Dismissal Policy be approved authority delegated to the Head of Law and Governance to make any consequential changes to the Constitution.

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## **Employment Statistic - Quarter 1 2013/2014**

The Human Resources and Organisational Development Manager presented the report of the Head of Transformation which detailed the employment statistics, by Directorate, for information and monitoring purposes.

The committee requested that future reports for vacancies include a column showing when they became vacant and a commentary column.

### **Resolved**

- (1) That the report be noted.

The meeting ended at 7.03 pm

Chairman:

Date: