

Cherwell District Council

Personnel Committee

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

Present: Councillor Lynn Pratt (Chairman)

Councillor Ken Atack
Councillor Ann Bonner
Councillor Norman Bolster
Councillor Mark Cherry
Councillor G A Reynolds
Councillor Alaric Rose
Councillor Lynda Thirzie Smart
Councillor Barry Wood

Apologies
for
absence: Councillor Melanie Magee
Councillor Lawrie Stratford
Councillor Rose Stratford

Officers: Jo Pitman, Head of Transformation
Ed Potter, Head of Environmental Services
Paula Goodwin, Human Resources and Organisational
Development Manager
Lesley Shore, HR Business Partner - Development and
Bicester
Claire Taylor, Corporate Performance Manager
Denise Taylor, Corporate Accountant
Mandy Targett, HR Business Partner for Resources
Natasha Clark, Team Leader, Democratic and Elections
Lesley Farrell, Assistant Democratic and Elections Officer

22 Declarations of Interest

There were no declarations of interests.

23 Petitions and Requests to Address the Meeting

There were no petitions or requests to address the meeting.

24 Urgent Business

There were no matters of Urgent Business.

25 **Minutes**

The Minutes of the meeting held on 11 September 2013 were agreed as a correct record and signed by the Chairman.

26 **Chairman's Announcements**

The Chairman announced that there would be a special meeting of the committee on 30 January 2014 at 7.30pm.

27 **Staff Survey Results**

The Head of Transformation submitted a report on the Staff Survey Results.

In introducing the report, the Corporate Performance Manager explained that this was the first joint staff survey. The response rate for CDC had been 75% which was down slightly on previous responses. There were some positive results; line management and team working but also areas for improvement.

The Joint Management Team had reviewed the results twice and asked a Managers Group to draft an Action Plan. A staff suggestion scheme had also been launched.

In considering the report, Members commented that it was good practice to carry out staff surveys. Councillors were committed to ensuring CDC was a good employer and requested that the action plan be submitted to a future meeting.

Resolved

- (1) That the Staff Survey Results and the proposed approach to action planning be noted.
- (2) That the following issues be identified to be addressed through the action planning process: results relating to JMT and Councillors; job security and change management.

28 **Auto Enrolment into the Local Government Pension Scheme**

The Interim Head of Finance and Procurement and the Head of Transformation submitted a report on Auto Enrolment into the Local Government Pension Scheme.

The Corporate Accountant explained that the change was due to government legislation. Staff who opted-out of the Local Government Pension Scheme would be re-invited to join every three years. Staff would still be entitled to join the scheme at any time.

All Eligible Jobholders would be contacted with information about the scheme.

Resolved

- (1) That the implementation date of the 30 September 2017 for eligible employees be agreed instead of applying the current proposed date of 1 February 2014.

29 **Employment Statistics Second Quarter - July to September 2013**

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

Resolved

- (1) That the contents of the report be noted.

30 **Exclusion of the Public and Press**

Resolved

That under Section 100A of the Local Government Act 1972, the public and press be excluded from the meeting for the following items of business on the grounds that, if the public and press were present, it would be likely that exempt information falling under the provisions of Paragraphs 1, 2, 3 and 4 would be disclosed to them, and that in all the circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information.

31 **Business Case for Implementing Phase Two of a Shared Service for Environmental Services**

The Head of Environmental Services submitted an exempt report on the Business Case for Implementing Phase Two for a Shared Service for Environmental Services.

Resolved

- (1) That the consultation comments received during the consultation period 21 October to 8 November 2013 and responses be noted.
- (2) That the staffing aspects of the Business Case for implementing Phase Two for a Shared Service for Environmental Services be approved.
- (3) That authority be delegated to the Director of the Community and Environment in consultation with the Head of Environmental Services and Head of Transformation to implement the staffing aspects of the business case.

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The meeting ended at 7.15 pm

Chairman:

Date: