

## **Cherwell District Council**

### **Personnel Committee**

Minutes of a meeting of the Personnel Committee held at Bodicote House, Bodicote, Banbury, OX15 4AA, on 10 September 2014 at 7.00 pm

Present: Councillor Lynn Pratt (Chairman)  
Councillor Lynda Thirzie Smart (Vice-Chairman)

Councillor Ken Atack  
Councillor Norman Bolster  
Councillor Ann Bonner  
Councillor Mark Cherry  
Councillor Surinder Dhesi  
Councillor Timothy Hallchurch MBE  
Councillor Melanie Magee  
Councillor G A Reynolds  
Councillor Barry Wood

Apologies  
for  
absence: Councillor Simon Holland

Officers: Jo Pitman, Head of Transformation  
Paula Goodwin, Human Resources and Organisational  
Development Manager  
Angela Chisholm, Human Resources Business Partner -  
Development and Bicester  
Claire Cox, HR Business Partner for Community Services  
Chris Stratford, Head of Regeneration and Housing  
Natasha Clark, Team Leader, Democratic and Elections  
Lesley Farrell, Assistant Democratic and Elections Officer

#### **13 Declarations of Interest**

There were no declarations of interests.

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

There were no petitions or requests to address the meeting.

#### **15 Urgent Business**

There were not items of Urgent Business.

16 **Minutes**

The minutes of the meeting held on 2 July 2014 were agreed as a correct record and signed by the Chairman.

17 **Chairman's Announcements**

There were no Chairman's announcements.

18 **Organisational Change Policy**

The Head of Transformation submitted a report which sought approval of proposals to implement a three way (Cherwell District Council (CDC), South Northamptonshire Council (SNC) and Stratford-on-Avon District Council (SDC)) Organisational Change Policy and relating procedures in relation to all elements of employee change management.

In introducing the report, the Human Resources and Organisational Development Manager explained that Stratford-on-Avon District Council had not agreed to the original proposal of 2 years pay protection within the drafted policy. Therefore a new proposal was put forward that meant SDC would be retaining its existing policy, as would SNC and CDC which was currently 2 years. As a result it was proposed that the policy wording should be amended to reflect this. The agreed wording being 'Salary protection, in line with the pay protection policy for the appropriate Council, will be in place for the salaries of employees who are redeployed into roles where the grade for the new role is less than the redundant role'.

The Committee was advised that the policy did cover members of the Joint Management Team. The process for redeployment and dismissals was different although was already recorded as part of the Council's Constitution. There would however be a Guidance Note produced to ensure further clarity.

**Resolved**

- (1) That, subject to an amendment to the pay protection section to reflect that salary protection would be in line with the existing pay protection policy for each council, the implementation of a three way Organisational Change Policy be approved.
- (2) That authority be delegated to the Head of Transformation, in consultation with the Chairman, to finalise the Organisational Change Policy prior to implementation.
- (3) That it be noted that in the opinion of officers it was expedient to implement the proposed policy at Cherwell District Council and South Northamptonshire Council, even in the absence of approval from Stratford-on-Avon District Council.

19 **Employment Statistics - 1st Quarter: 1 April 2014 to 30 June 2014**

The Head of Transformation submitted a report which detailed employment statistics for the first quarter of the financial year (1 April 2014 to 30 June 2014) for information and monitoring purposes and compared the Cherwell District Council (CDC) position against the wider employment market.

The Committee commented on the high number of vacancies, especially in Development, and noted the detailed information included in the exempt appendix.

**Resolved**

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

20 **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 ground that, if the public and press were present, it would be likely that exempt information falling under the provisions of Schedule 12A, Part 1, Paragraphs 1 and 2 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

21 **Employment Statistics - 1st Quarter: 1 April 2014 to 30 June 2014 - exempt appendix**

The committee considered the exempt appendix to the report of the Head of Transformation which detailed employment statistics for the first quarter of the financial year (1 April 2014 to 30 June 2014).

**Resolved**

(1) That the exempt annex be noted.

22 **Housing Restructure**

The Head of Regeneration and Housing submitted an exempt report on the Restructure of the Regeneration and Housing Development Team (previously Delivery Team) and advised of the proposed structural changes to the Regeneration and Housing Delivery Team.

Some Executive members of the Committee raised concern that they were not aware of the report. The Head of Regeneration and Housing clarified that both the Lead Member for Housing and Lead Member for Regeneration and Estates had been fully briefed and informed throughout. It was further clarified

that the decision had not been taken to Executive as the decision, as a personnel matter, was outside their scope and remit.

**Resolved**

- (1) That the proposed revised structure of the team and the change to the title and description of the team now to be known as the Housing Regeneration and Development Team be noted.
- (2) That, subject to the Director of Resources, in consultation with the Lead Member for Financial Management, being satisfied that existing budgets within Regeneration and Housing had been clearly identified and were vired to address the funding shortfall highlighted in the business case, the revised structure and the proposed approach to implementing the structural amendments be approved.

(Councillor Atack requested that his abstention from the vote be recorded.  
Councillor Reynolds asked that his vote against the proposal be recorded.)

The meeting ended at 8.15 pm

Chairman:

Date: