

## **Cherwell District Council**

### **Personnel Committee**

Minutes of a meeting of the Personnel Committee held at Bodicote House, Bodicote, Banbury, OX15 4AA, on 17 November 2022 at 2.00 pm

Present:

Councillor Jason Slaymaker (Chairman)  
Councillor Simon Holland (Vice-Chairman)  
Councillor Andrew Beere  
Councillor Ian Corkin  
Councillor Fiona Mawson  
Councillor Lynn Pratt  
Councillor Chris Pruden  
Councillor Les Sibley  
Councillor Amanda Watkins  
Councillor Douglas Webb  
Councillor Barry Wood

Apologies for absence:

Councillor Gemma Coton

Officers:

Claire Cox, Assistant Director Human Resources  
Susan Blunsden, HR Manager  
Natasha Clark, Governance and Elections Manager  
Matt Swinford, Democratic and Elections Officer

Officers attending virtually:

Yvonne Rees, Chief Executive

#### **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 Urgent Business**

There were no items of urgent business.

24 **Minutes**

The Minutes of the meeting of the Committee held on 17 October 2022 were agreed as a correct record and signed by the Chairman

25 **Chairman's Announcements**

The Chairman asked the Committee for volunteers to join a Councillor working group with Members of the Overview and Scrutiny Committee. The working group's role would be to help shape and oversee the work the Council is doing to deliver on its equality, diversity and inclusion commitments which are set out in the Council's Equalities Framework 'Including Everyone'.

26 **Policy Updates**

The Chief Executive submitted a report to seek approval on proposed changes to existing HR policies.

In introducing the report, the Assistant Director Human Resources explained that the policies brought to the Committee were the second set tranche of policies officers are bringing to Personnel Committee for approval as HR systematically work through and refresh all HR-related policies.

The Assistant Director Human Resources advised that the time off for dependents policy has been reviewed since the last Committee meeting due to a situation that arose since the policy was implemented.

In response to Members' comments regarding if the policies were compliant with national legislation, the Assistant Director Human Resources confirmed that the policies were compliant with national legislation. External legal advice had been sought to ensure the Council was fulfilling its legal obligations and that the policies were sound.

**Resolved**

(1) That, having given due consideration, the following policies be approved and implemented:

- Time off for Dependents
- Capability Policy
- Disciplinary and Dismissal Policy
- Grievance Policy
- Organisational Change Policy
- Sickness Absence Policy

## **Workforce Profile Statistics**

The Chief Executive submitted a report to provide an update on the Council's workforce including Key Performance Indicators for measuring staff well-being and to highlight the actions officers were taking to address any issues.

In introducing the report, the Assistant Director Human Resources advised the Committee that further to the quarter one statistics highlighting that a significant amount of sensitive information was missing, officers had been encouraging staff to complete this information. HR Officers had been supporting depot staff, who weren't regular users of the HR system, to provide this information. The Assistant Director Human Resources reminded the Committee that it was not mandatory for staff to provide sensitive data but as a result of the concerted encouragement, the collection rate for sensitive information had increased from 48.75% to 68.73%.

In response to Members' comments regarding if there were any links between staff resignations and stress, the Assistant Director Human Resources advised that the reasons provided by staff for leaving did not indicate any links. Staff were encouraged to complete an exit interview and the processes were being reviewed. The Assistant Director Human Resources advised that information gained from employee exit questionnaires and interviews would be reported to the Committee in future statistics.

### **Resolved**

- (1) That, having given due consideration, the workforce date for Quarter 2 of 2022/23 be noted.

The meeting ended at 2.30 pm

Chairman:

Date: