

Committee: Personnel Committee
Date: Wednesday 10 June 2009
Time: 4.00 pm
Venue: Bodicote House, Bodicote, Banbury, OX15 4AA

Membership

Councillor Victoria Irvine (Chairman)	Councillor Rick Atkinson (Vice-Chairman)	
Councillor Ken Atack	Councillor G A Reynolds	Councillor Lynda Thirzie Smart
Councillor Norman Bolster	Councillor Chris Smithson	
Councillor Russell Hurle	Councillor Lawrie Stratford	Councillor Barry Wood
Councillor George Parish	Councillor Rose Stratford	

Substitutes Any member from the relevant political group except Members of the Appeals Panel.

AGENDA

1. **Apologies for Absence and Notification of Substitute Members**

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 1 - 7)

To confirm as a correct record the Minutes of the meeting of the Committee held on 29 April 2009 and 20 May 2009.

6. Exclusion of the Public and Press

The following reports contain exempt information as defined in the following paragraphs of Part 1, Schedule 12A of Local Government Act 1972.

1 – Information relating to any individual.

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 items have been marked as exempt, it is for the meeting to decide whether or not to consider each of them 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 Local Government Act 1972, the press and public be excluded from the meeting for the following item(s) of business, on the grounds that they could involve the likely disclosure of exempt information as defined in paragraphs 1 and 4 of Schedule 12A of that Act.”

7. Appointment of the Head of Finance (Pages 8 - 17)

Interview for the post of Head of Finance.

Copies of documents related to the post are attached.

Members are reminded of the Council’s policy that only those who are present throughout the entire interviewing process may participate in the selection procedure and voting.

Information about this Agenda

Apologies for Absence

Apologies for absence should be notified to Alexa Coates, Legal and Democratic Services alexa.coates@cherwell-dc.gov.uk (01295) 221591 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. The definition of personal and prejudicial interests is set out in Part 5 Section A of the constitution. The Democratic Support Officer will have a copy available for inspection at all meetings.

Personal Interest: Members must declare the interest but may stay in the room, debate and vote on the issue.

Prejudicial Interest: Member must withdraw from the meeting room and should inform the Chairman accordingly.

With the exception of the some very specific circumstances, a Member with a personal interest also has a prejudicial interest if it is one which a Member of the public with knowledge of the relevant facts would reasonably regard as so significant that it is likely to prejudice the Member's judgement of the public interest.

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.

Queries Regarding this Agenda

Please contact Alexa Coates, Legal and Democratic Services alexa.coates@cherwell-dc.gov.uk (01295) 221591

Mary Harpley
Chief Executive

Published on Tuesday 2 June 2009

Agenda Item 5

Cherwell District Council

Personnel Committee

Minutes of a meeting of the Personnel Committee held at Bodicote House, Bodicote, Banbury, OX15 4AA, on 29 April 2009 at 6.30 pm

Present: Councillor Lynda Thirzie Smart (Chairman)

Councillor Rose Stratford
Councillor Ken Attack
Councillor Timothy Hallchurch MBE
Councillor Russell Hurle

Apologies for absence: Councillor Norman Bolster
Councillor G A Reynolds
Councillor Chris Smithson
Councillor Lawrie Stratford
Councillor Barry Wood
Councillor David Hughes

Officers: Mary Harpley, Chief Executive and Head of Paid Service
AnneMarie Scott, Head of Human Resources
Ed Potter, Head of Environmental Services
Stephanie Rew, HR Manager
Paula Goodwin, Projects & Policy Manager
Alexa Coates, Senior Democratic and Scrutiny Officer
Michael Sands, Trainee Democratic and Scrutiny Officer

50 **Declarations of Interest**

There were no declarations of interest.

51 **Petitions and Requests to Address the Meeting**

There were no petitions or requests to address the meeting.

52 **Urgent Business**

There was no urgent business.

53 **Minutes**

The minutes of the meeting held on 10 December 2008 were agreed as a correct record and signed by the Chairman.

54 **Update to Council Change Policies**

The Committee considered a report of the Head of Human Resources which sought Members views on a number of amendments to the Change Management Policies and interim arrangements to support staff affected by decisions of the Executive to reduce and/or outsource services.

The Committee commented that any freeze on external recruitment should be reviewed periodically and suggested that this be done annually.

Resolved

- 1) That the proposed measures in relation to supporting staff and seeking alternative opportunities for staff be noted.
- 2) That the proposed amendments to change policies be noted.
- 3) That the classification of 'exceptional circumstances' in relation to external recruitment be endorsed.

55 **Investors in People**

The Committee considered a report of the Head of Human Resources which updated Members on the Council's Investor in People status following an external assessment in January 2009.

The Committee congratulated staff for their efforts in returning to standard. Members were advised that the Investor in People standard was beneficial to the Council in terms of providing a framework for good practice and encouraging a process of continuous development in the Council. The process was resource intensive and the Committee were advised it was valuable to challenge the benefits of the Investors in People scheme.

Resolved

That the return to standard and the comments in the assessor's report be noted.

56 **Update on Job Evaluation Project**

The Committee considered a report of the Head of Human Resources updating Members on the job evaluation project. Members were advised that the project was expected to be completed on time and on budget. Members were also alerted to the significant resource required to deliver the project and the need for Unison approval which presents the greatest risk to the 1st April implementation date.

Resolved

That the progress of the job evaluation project and issues raised be noted.

57 **Employment Statistics QTRS 3 & 4 2008-09**

The Committee considered a report of the Head of Human Resources detailing employment statistics for Quarters 3 and 4, 2008/09.

The Committee queried the number of posts vacant for 6 months and whether these posts could be deleted in light of the extent of time they had been vacant. The Committee were advised that a number of these posts had deliberately been left open in anticipation of certain Executive decisions to reduce or outsource services. Officers agreed that this should be reviewed in 6 months time and that a policy relating to the deletion of vacant posts should be considered.

Resolved

That the employment statistics be noted.

58 **Updated Right to Request Flexible Working Policy**

The Committee considered a report of the Head of Human Resources seeking approval for the updated Right to Request Flexible Working policy. Members requested that Officers consider a more appropriate title for the policy.

Resolved

That the updated Right to Request Flexible Working policy be approved for implementation.

59 **Exclusion of Public and Press**

Resolved

That, in accordance with Section 100A(4) of Local Government Act 1972, the press and public be excluded from the meeting for the following items of business, on the grounds that they could involve the likely disclosure of exempt information as defined in paragraphs 1 and 4 of Schedule 12A of that Act.

60 **Business Services**

The Strategic Director Customer Service and Resources and Head of Human Resources submitted an exempt report.

Resolved

That the resolutions as set out in the exempt minute be agreed.

61 **Finance Team**

The Strategic Director Customer Service and Resources submitted an exempt report.

Resolved

That the resolutions as set out in the exempt minute be agreed.

62 **Waste Services Manual Staff - Terms and Conditions of Employment**

The Head of Human Resources and Head of Environmental Services submitted an exempt report.

Resolved

That the resolutions as set out in the exempt minute be agreed.

The meeting ended at 7.20 pm

Chairman:

Date:

By virtue of paragraph(s) 1, 4 of Part 1 of Schedule 12A
of the Local Government Act 1972.

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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 20 May 2009 at 7.20 pm

Present: Councillor Victoria Irvine (Chairman)
Councillor Rick Atkinson (Vice-Chairman)
Councillor Ken Atack
Councillor George Parish
Councillor Chris Smithson
Councillor Lawrie Stratford
Councillor Rose Stratford
Councillor Barry Wood

Apologies for absence: Councillor Lynda Thirzie Smart
Councillor G A Reynolds

1 **Appointment of Chairman**

Resolved that Councillor Victoria Irvine be elected Chairman of the Personnel Committee for the 2009/10 Council year.

2 **Appointment of Vice-Chairman**

Resolved that Councillor Rick Atkinson be elected Vice-Chairman of the Personnel Committee for the 2009/10 Council year.

The meeting ended at 7.30 pm

Chairman:

Date:

By virtue of paragraph(s) 1, 4 of Part 1 of Schedule 12A of the Local Government Act 1972.

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