

Cherwell District Council

Personnel Committee

Minutes of a meeting of the Personnel Committee held at Bodicote House, Bodicote, Banbury, OX15 4AA, on 16 December 2009 at 6.30 pm

Present: Councillor Victoria Irvine (Chairman)
Councillor Rick Atkinson (Vice-Chairman)

Councillor Ken Atack
Councillor Norman Bolster
Councillor Russell Hurle
Councillor G A Reynolds
Councillor Chris Smithson
Councillor Lynda Thirzie Smart
Councillor Douglas Williamson
Councillor Barry Wood

Apologies for absence: Councillor Lawrie Stratford □ Councillor Rose Stratford

Officers: Mary Harpley, Chief Executive and Head of Paid Service
AnneMarie Scott, Head of Human Resources
Stephanie Rew, HR Manager
Alexa Coates, Senior Democratic and Scrutiny Officer

34 Declarations of Interest

There were no declarations of interest.

35 Petitions and Requests to Address the Meeting

There were no petitions or requests to address the meeting.

36 Urgent Business

There was no urgent business.

37 Minutes

The minutes of the meeting held on 18 November 2009 were agreed as a correct record and signed by the Chairman.

38 **Staff Satisfaction Survey**

The Head of Human Resources submitted a report which sought the committee's comments on the proposed timing and structure of the staff satisfaction survey. The Committee were advised that the survey would be undertaken in March/April following the completion of job evaluation.

The Committee discussed the contents of the survey and the need for equal opportunities monitoring.

Resolved

That the proposed timing and structure of the staff satisfaction survey is agreed.

39 **Employment Statistics Quarter 2 - 2009/2010**

The Head of Human Resources submitted a report which detailed employment statistics for July to September 2009, by Directorate, for information and monitoring purposes. The committee were advised that staff turnover was low and that there was still a freeze on external recruitment.

Resolved

That the contents of the report is noted.

40 **Apprenticeship Scheme**

The Head of Human Resources submitted a report which proposed an apprenticeship scheme for the Council. The committee were advised that a robust process would be implemented to ensure that staff were prepared and equipped to successfully mentor participants in the scheme.

The committee discussed the qualifications attached to the scheme and the recruitment of participants from areas of deprivation.

Resolved

- 1) That a new position in the Council's pay and grading structure for apprentices is created.
- 2) That recruitment into Business Administration Apprentice scheme during 2010, focusing on recruitment within the Banbury Deprivation area, is approved subject to funding and suitably supported and resourced positions being identified across the Council.

41 **Exclusion of the 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 item of business, on the grounds that it could involve the likely disclosure of exempt information as defined in paragraphs 1, 3 and 4 of Schedule 12A of that Act.

42 **Extend Management Team Review**

The Chief Executive submitted a report which sought approval for the proposed changes to the Extended Management Team.

The committee discussed specifics of the changes including the plans for enforcement and whether the prospect of an enforcement team which dealt with all aspects of enforcement had been considered. The committee were advised that there was no formal plan in place but that that this would be considered in more detail in the future.

The committee also questioned how job evaluation would impact on the proposals and were advised that a small number of jobs had changed responsibilities and that the job evaluation team would consider each of these roles.

The committee requested that Officers circulate a structure chart to the committee which detailed further how the reporting structure of the Extended Management Team would change.

Resolved

- 1) That the changes to the structure of Extended Management Team for implementation between December 2009 and March 2010 is agreed.
- 2) That Head of Safer Communities and Community Development's request to take voluntary redundancy on 31 March 2010 is agreed.

The meeting ended at 7.25 pm

Chairman:

Date: