

**Committee:** Personnel Committee  
**Date:** Wednesday 2 June 2010  
**Time:** 6.30 pm  
**Venue** Bodicote House, Bodicote, Banbury, OX15 4AA

### **Membership**

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

## **AGENDA**

### ***Pay Grades***

*Pay Grades are provided at the request of the committee for reference.*

- 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 3 - 6)**

To confirm as a correct record the Minutes of the meeting of the Committee held on 10 March and 19 May 2010.

**6. Employment Statistics (Pages 7 - 14)**

Report of Head of People and Improvement

**Summary**

This report details employment statistics, by Directorate, for information and monitoring purposes.

**Recommendations**

The meeting is recommended:

To resolve to note the contents of this report

**7. MORI Survey**

The Head of People and Improvement will provide a verbal update.

**8. 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.

3— Information relating to the financial or business affairs of any particular person (including the authority holding that information).

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 item(s) 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 the 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, 3 and 4 of Schedule 12A of that Act.”

9. **Extended Management Team Restructure** (to follow)

10. **Redundancy/Re-deployment Policy** (to follow)

## **Information about this Agenda**

### **Apologies for Absence**

Apologies for absence should be notified to [democracy@cherwell-dc.gov.uk](mailto:democracy@cherwell-dc.gov.uk) or (01295) 221587 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 James Doble, Legal and Democratic Services [james.doble@cherwell-dc.gov.uk](mailto:james.doble@cherwell-dc.gov.uk) (01295) 221591

**Mary Harpley**  
**Chief Executive**

Published on Monday 24 May 2010

This page is intentionally left blank

## Pay grades and rates from 1 April 2010

Grade	Band	Salary
-------	------	--------

Apprentice		£ 7,800
Grade 1	a	£13,000
	b	£13,500
	c	£14,000
	d	£14,500

Grade 2	a	£14,500
	b	£15,000
	c	£15,500
	d	£16,000
	e	£16,500

Grade 3	a	£16,500
	b	£17,000
	c	£17,500
	d	£18,000
	e	£18,500

Grade 4	a	£18,500
	b	£19,000
	c	£19,500
	d	£20,000
	e	£20,500

Grade	Band	Salary
-------	------	--------

Grade 5	a	£20,500
	b	£21,000
	c	£21,500
	d	£22,000
	e	£22,500

Grade 6	a	£22,500
	b	£23,500
	c	£24,500
	d	£25,500
	e	£26,500

Grade 7	a	£26,500
	b	£27,500
	c	£28,500
	d	£29,500
	e	£30,500

Grade 8	a	£30,500
	b	£31,500
	c	£32,500
	d	£33,500
	e	£34,500

Grade	Band	Salary
-------	------	--------

Grade 9	a	£34,500
	b	£35,500
	c	£36,500
	d	£37,500
	e	£38,500

Grade 10	a	£38,500
	b	£39,500
	c	£40,500
	d	£41,500
	e	£42,500

Grade 11	a	£42,500
	b	£43,500
	c	£44,500
	d	£45,500
	e	£46,500

Head of Service		
	a	£55,000
	b	£60,000
	c	£65,000

This page is intentionally left blank

# Public Document Pack 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 10 March 2010 at 6.30 pm

Present: Councillor Victoria Irvine (Chairman)

Councillor Rick Atkinson  
Councillor Ken Attack  
Councillor Norman Bolster  
Councillor Russell Hurle  
Councillor G A Reynolds  
Councillor Chris Smithson  
Councillor Lynda Thirzie Smart  
Councillor Barry Wood  
Councillor Tony Ilott

Apologies for absence: Councillor Rose Stratford  
Councillor Douglas Williamson

Officers: Mary Harpley, Chief Executive and Head of Paid Service  
AnneMarie Scott, Head of Human Resources  
Stephanie Rew, HR Manager  
Michael Sands, Trainee Democratic and Scrutiny Officer

#### 43 **Declarations of Interest**

There were no declarations of interest.

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

There were no petitions or requests to address the meeting.

#### 45 **Urgent Business**

There was no urgent business.

#### 46 **Minutes**

The Minutes of the meeting held on 16 December 2009 were agreed as a correct record and signed by the Chairman.

47 **Employment Statistics**

The Head of Human Resources submitted a report which detailed employment statistics for October to December 2009, by Directorate, for information and monitoring purposes. The Committee were advised that there had been a rise in the number of leavers and that the increase was due to retirements following the expressions of interest process.

**Resolved**

That the contents of the report be noted.

48 **Job Evaluation and Pay Structure**

The Head of Human Resources submitted a report which provided information on the final changes, the process for implementation and the role of the Committee in pay and grading going forward. The Committee were advised that implementation of the new scheme was still on target for 1 April 2010 and that the Council were now in final negotiations with Trade Unions. The Head of Human Resources also advised that there had been varied reactions from staff to their indicative pay grades and that a key area of concern was the issue around progression on an incremental scale.

The Committee expressed their thanks to Officers for steering the authority through the job evaluation process and discussed the importance of ensuring that the new scheme was fair, affordable and capable of meeting the authorities needs.

The Committee requested that a table detailing the number of staff in each pay grade be included in the agenda of the next meeting. The Committee also requested that the Pay and Grading Structure Table be included in all future agenda's.

**Resolved**

That the new pay and grading structure be noted.

The meeting ended at 6:50 pm

Chairman:

Date:



## **Cherwell District Council**

### **Personnel Committee**

Minutes of a meeting of the Personnel Committee held at Bodicote House,  
Bodicote, Banbury, OX15 4AA, on 19 May 2010 at 7.30 pm

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

Councillor Ken Atack  
Councillor Norman Bolster  
Councillor Russell Hurle  
Councillor George Parish  
Councillor Chris Smithson  
Councillor Lawrie Stratford  
Councillor Rose Stratford  
Councillor Lynda Thirzie Smart  
Councillor Barry Wood

Apologies for  
absence: Councillor G A Reynolds

#### **1 Appointment of Chairman**

**Resolved** that Councillor Victoria Irvine be elected Chairman of Personnel Committee for the 2010/11 Council year.

#### **2 Appointment of Vice-Chairman**

**Resolved** that Councillor Rick Atkinson be elected Vice-Chairman of Personnel Committee for the 2010/11 Council year.

The meeting ended at 7.40 pm

Chairman:

Date:

This page is intentionally left blank

## PERSONNEL COMMITTEE

### Employment Statistics Qtr 4 – 2009/2010

02 June 2010

#### Report of Head of Human Resources

#### PURPOSE OF REPORT

This report details employment statistics, by Directorate, for information and monitoring purposes.

This report is public
-----------------------

#### **Recommendations**

---

The meeting is recommended:

- (1) To resolve to note the contents of this report

#### **Executive Summary**

---

##### **Introduction**

##### 1.1 Employment Statistics January 2008 to March 2010

During the above period, the following quarterly changes took place in respect of individual employments.

Staff transferred to other employers under the Transfer of Undertakings (Protection of Employment) Regulations (TUPE) are excluded from the statistics shown in this report.

	Jan to March 2008	April to June 2008	July to Sept 2008	Oct to Dec 2008	Jan to March 2009	April to June 2009	July to Sept 2009	Oct to Dec 2009	Jan to March 2010
Permanent – Starters (incl. Internal Transfers)	34	48	41	17	16	19	10	11	17
Permanent – All Leavers	16	46	35	22	18	29	19	26	40
Permanent – Voluntary Leavers (Leaving CDC) *	8	14	22	13	6	8	10	8	8
Temporary and Casual – Starters	8	13	18	8	12	11	9	8	13
Temporary and Casual – Leavers	29	106	7	26	18	9	4	6	41

\* excludes internal transfers, age retirements, early retirements and redundancies, ill-health dismissals and retirements, other dismissals and TUPE transfers.

The turnover rates for permanent and fixed term staff for this quarter and the previous 2 years, are illustrated in the graph at Appendix 1.

- 1.2 The table attached at Appendix 2 contains details of numbers of permanent and fixed term employees at Cherwell District Council as at 31 March 2010 by Directorate and Service area, and details staff movement and corporate capacity for the quarter.

## Implications

---

**Financial:** All financial effects of changes can be contained within existing approved budgets.

Comments checked by Denise Westlake, Service Accountant 01295 221982

**Risk Management:** There are no risks associated with the contents of this report.

**Wards Affected**

---

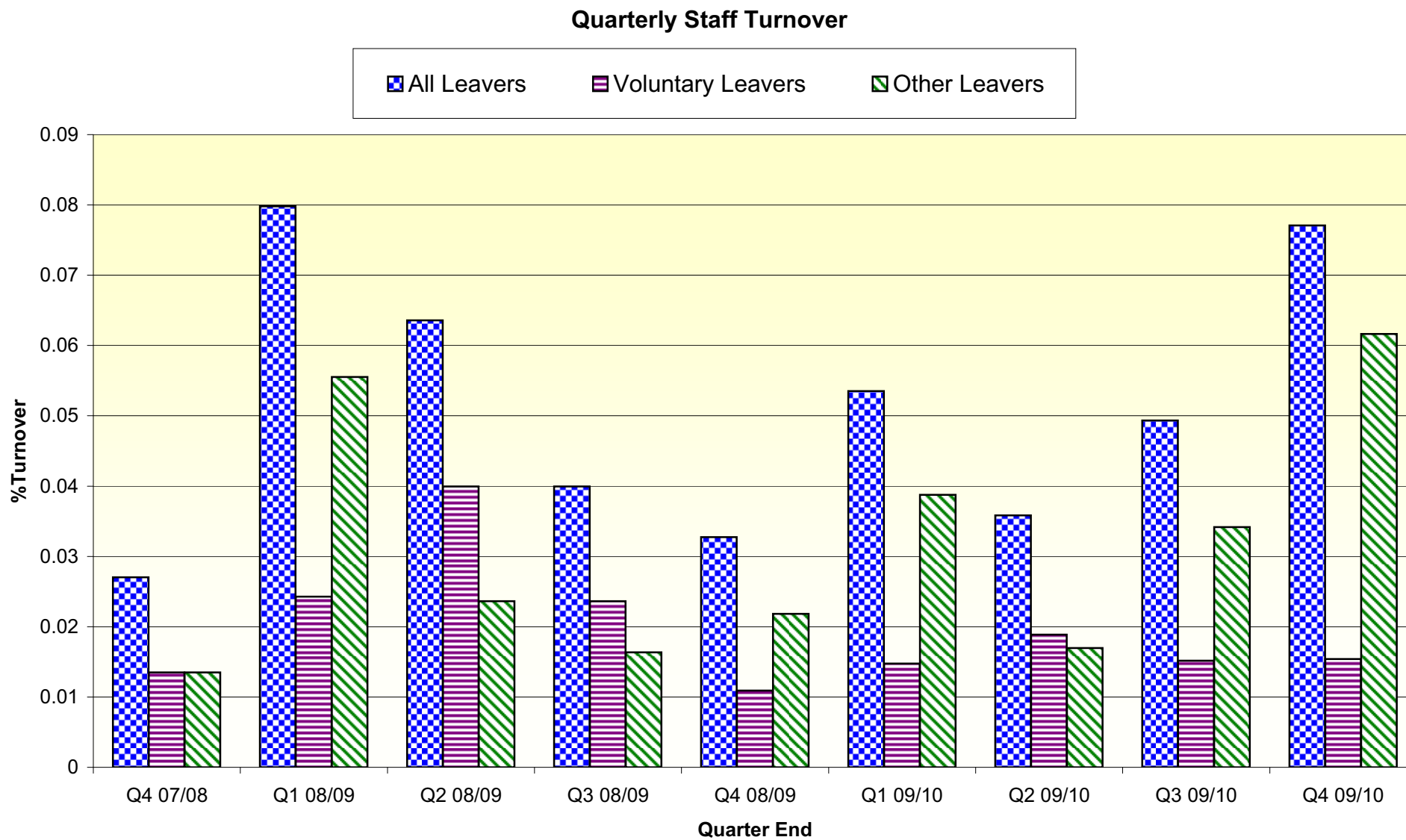
Not applicable

**Document Information**

---

<b>Appendix No</b>	<b>Title</b>
Appendix 1	Quarterly Staff Turnover
Appendix 2	Establishment/Turnover at end Quarter 4 – 31/03/2010
<b>Background Papers</b>	
None	
<b>Report Author</b>	Anne-Marie Scott, Head of Human Resources
<b>Contact Information</b>	01295 221731 annemarie.scott@Cherwell-dc.gov.uk

This page is intentionally left blank



This page is intentionally left blank



ESTABLISHMENT END Q4 31/03/10		Established		Filled		Vacant		All Including Internal Transfers				Leaving CDC		Voluntary Leavers		Staff in post at end Q3 31/12/09	
Directorate	Service	Posts	FTE	Posts	FTE	Posts	FTE	Starters	Leavers	Turnover	Corp Cap	Leavers	Turnover	Leavers	Turnover	Posts	FTE
Chief Executives	Chief Executive's Office	4	4.00	4	3.80	0	0.20	0	0	0.00	100.00	0	0.00	0	0.00	4	4.00
	Communications	5	5.00	5	5.00	0	0.00	0	1	20.00	100.00	1	20.00	1	20.00	5	5.00
	Community Planning	5	4.50	5	4.72	0	-0.22	0	0	0.00	100.00	0	0.00	0	0.00	4	3.72
	Corporate Property Management	10	10.00	8	8.00	2	2.00	0	2	22.22	80.00	2	22.22	1	11.11	9	9.00
	CSR Admin	12	11.07	12	11.06	0	0.01	0	2	22.22	100.00	1	11.11	0	0.00	9	8.22
	Exchequer Services	0	0.00	0	0.00	0	0.00	3	15	0.00	0.00	11	0.00	1	0.00	24	19.23
	Finance	35	33.97	35	32.14	0	1.84	3	0	0.00	100.00	0	0.00	0	0.00	26	23.89
	Human Resources	39	23.32	29	19.30	10	4.01	0	2	6.67	74.36	2	6.67	0	0.00	30	19.63
	Legal & Democratic	26	23.73	24	21.63	2	2.10	2	3	12.00	92.31	3	12.00	1	4.00	25	23.14
Totals		136	115.59	122	105.65	14	9.94	8	25	18.38	89.71	20	14.71	4	2.94	136	115.83
Improvement		4	4.00	4	4.00	0	0.00	0	1	20.00	100.00	1	20.00	1	20.00	5	5.00
Totals		4	4.00	4	4.00	0	0.00	0	1	20.00	100.00	1	20.00	1	20.00	5	5.00
Planning, Housing and Economy	Building Control & Tech Svs	13	13.00	11	11.00	2	2.00	0	2	18.18	84.62	2	18.18	0	0.00	11	11.00
	Development Control & MD	26	26.00	22	19.94	4	6.06	0	1	4.55	84.62	1	4.55	0	0.00	22	19.94
	Economic Development	9	8.08	9	8.08	0	0.00	1	1	11.11	100.00	1	11.11	0	0.00	9	8.08
	Planning & Affordable Housing	14	14.00	13	12.34	1	1.66	2	0	0.00	92.86	0	0.00	0	0.00	12	11.34
	Housing Services	38	37.18	34	33.35	4	3.83	1	2	5.71	89.47	1	2.86	1	2.86	35	33.86
	PHE Admin Inc Mgmt	25	22.66	23	20.81	2	1.85	0	2	8.00	92.00	2	8.00	0	0.00	25	22.12
	Totals	125	120.92	112	105.52	13	15.40	4	8	7.02	89.60	7	6.14	1	0.88	114	106.34
Environment & Community	Customer Services & Info Sys	71	64.97	63	55.10	8	9.87	1	0	0.00	88.73	0	0.00	0	0.00	65	56.99
	ENC Admin Inc Mgmt	14	12.00	12	10.75	2	1.25	0	1	9.09	85.71	1	9.09	1	9.09	11	9.49
	Environmental Services	118	116.05	111	110.19	7	5.86	3	3	2.70	94.07	3	2.70	1	0.90	111	110.39
	Recreation & Health	30	22.44	28	20.15	2	2.29	0	0	0.00	93.33	0	0.00	0	0.00	28	20.15
	Urban and Rural	31	28.00	30	27.65	1	0.35	1	0	0.00	96.77	0	0.00	0	0.00	29	26.65
	Safer Communities & CD	28	27.00	28	27.35	0	-0.35	0	2	6.90	100.00	2	6.90	0	0.00	29	28.35
	Totals	292	270.46	272	251.19	20	19.27	5	6	2.20	93.15	6	2.20	2	0.73	273	252.02
TOTAL	Chief Executive	136	115.59	122	105.65	14	9.94	8	25	18.38	89.71	20	14.71	4	2.94	136	115.83
	Improvement	4	4.00	4	4.00	0	0.00	0	1	20.00	100.00	1	20.00	1	20.00	5	5.00
	Planning Housing & Economy	125	120.92	112	105.52	13	15.40	4	8	7.02	89.60	7	6.14	1	0.88	114	106.34
	Environment & Community	292	270.46	272	251.19	20	19.27	5	6	2.20	93.15	6	2.20	2	0.73	273	252.02
	Totals	557	510.97	510	466.36	47	44.61	17	40	7.58	91.56	34	6.44	8	1.52	528	479.19

Note: Turnover is calculated on numbers of leavers as a percentage of staff in post as at end of previous quarter

This page is intentionally left blank