

Committee: Personnel and General Committee
Date: Wednesday 29 April 2009
Time: 6.30 pm
Venue: Bodicote House, Bodicote, Banbury, OX15 4AA

Membership

Councillor Lynda Thirzie Smart (Chairman)	Councillor Rose Stratford (Vice-Chairman)	
Councillor Ken Atack	Councillor Russell Hurle	Councillor Lawrie Stratford
Councillor Norman Bolster	Councillor G A Reynolds	Councillor Barry Wood
Councillor Timothy Hallchurch MBE	Councillor Chris Smithson	Councillor David Hughes

Substitutes Any member from the relevant political group

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 - 4)

To confirm as a correct record the Minutes of the meeting of the Committee held on 10 December 2008.

6. **Update to Council Change Policies** (Pages 5 - 7)

Report of the Head of Human Resources

Summary

This report seeks early views from the Committee for a number of amendments to the Change Management Policies and some interim approaches to support staff affected by recent Executive decisions to reduce and/or outsource services.

These changes are proposed to ensure that the Council is able to manage change efficiently, fairly and provide maximum protection for permanent staff who are affected by changes in service delivery whilst achieving the savings required to balance the Council's budget.

Recommendations

The Committee is **RECOMMENDED** to resolve to:

- 1) Note/comment on the proposed measures outlined in 5.7
- 2) Comment on the proposed changes outlined in 5.8
- 3) Endorse the classification of 'exceptional circumstances' in relation to external recruitment outlined in 5.9

7. **Investors in People** (Pages 8 - 44)

Report of the Head of Human Resources

Summary

This report provides an update on the Council's Investors in People status following the external assessment in January 2009.

Recommendations

The Committee is **RECOMMENDED** to resolve to note the return to standard and the comments in the assessors report.

8. **Update on Job Evaluation Project** (Pages 45 - 50)

Report of the Head of Human Resources

Summary

The purpose of this report is to provide an update on the current Job Evaluation project.

Recommendations

The Committee is **RECOMMENDED** to resolve to take note of the progress of the project and the issues that have been raised.

9. **Employment Statistics QTRS 3 & 4 2008-09** (Pages 51 - 54)

Report of the Head of Human Resources

Summary

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

Recommendations

The Committee is **RECOMMENDED** to resolve to note the contents of this report.

10. Updated Right to Request Flexible Working Policy (Pages 55 - 77)

Report of the Head of Human Resources

Summary

The purpose of this report is to seek approval for the attached updated Right to Request Flexible Working policy.

Recommendations

The Committee is **RECOMMENDED** to resolve to approve

The attached updated Right to Request Flexible Working policy for implementation.

11. Exclusion of Public and Press

The following items of business 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 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 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.”

12. Business Services (Pages 78 - 82)

Report of the Strategic Director of Customer Services and Resources and the Head of Human Resources

13. Finance Team (Pages 83 - 85)

Report of the Strategic Director Customer Service and Resources

** Please note Appendices 1 & 2 are to follow**

14. Waste Services Manual Staff - Terms and Conditions of Employment (Pages 86 - 120)

Report of Head of Human Resources and Head of Environmental Services

Information about this Agenda

Apologies for Absence

Apologies for absence should be notified to James Doble Legal and Democratic Services james.doble@cherwell-dc.gov.uk (01295) 221554 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 (01295) 221554

Mary Harpley
Chief Executive

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