

## **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 1<sup>st</sup> 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: