

**Committee:** Personnel Committee  
**Date:** Thursday 30 September 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 Atack</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**

**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 2 June 2010.

6. **Paternity Leave Policy Update** (Pages 7 - 20)

Report of Head of People and Improvement

**Summary**

To consider the Council's policy in relation to paternity leave.

**Recommendations**

The committee is recommended:

- (1) To approve the Council's revised paternity leave

7. **Volunteers Policy** (Pages 21 - 32)

Report of Head of People and Improvement

**Summary**

To consider the Council's policy in relation to volunteers.

**Recommendations**

The committee is recommended:

- (1) To approve the Council's revised volunteer policy

8. **Job Evaluation** (Pages 33 - 42)

Report of Head of People and Improvement

**Summary**

This report provides a detailed update in relation to the completion and implementation of the GLPC job evaluation scheme, and the implementation of a new pay structure and terms and conditions of employment with effect from the 1 April 2010.

**Recommendations**

The Committee is recommended:

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

9. **Staff Satisfaction Survey** (Pages 43 - 48)

Report of Head of People and Improvement

**Summary**

In March 2010 the Council undertook its second full comprehensive staff survey. This report provides an opportunity for Members to comment on the proposed corporate action plan which can be found at appendix A.

**Recommendations**

The Committee is recommended:

- (1) To comment on the proposed corporate action plan in response to the MORI staff survey.

10. **Employment Statistics Qtr 1 - 2010/2011** (Pages 49 - 56)

Report of Head of People and Improvement

**Summary**

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

**Recommendations**

The Committee is recommended:

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

11. **Business Case from the Joint Working Group for a shared senior management team between South Northamptonshire Council and Cherwell District Council** (Pages 57 - 204)

Report of Joint Working Group

**Summary**

To consider the Business Case from the South Northamptonshire Council and Cherwell District Council Joint Working Group for a shared senior management team between South Northamptonshire Council and Cherwell District Council.

**Recommendations**

The committee is recommended to:

- (1) Note the business case.

## **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**

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