

Committee: Personnel Committee
Date: Thursday 18 November 2010
Time: 9.30 am
Venue: Bodicote House, Bodicote, Banbury, OX15 4AA

Membership

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 Lawrie Stratford
Councillor Rose Stratford	Councillor Lynda Thirzie Smart
Councillor Douglas Williamson	Councillor Barry Wood

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 30 September 2010.

6. **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.

2- Information which is likely to reveal the identity of an individual.

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.”

7. **Recruitment Interviews for Interim Chief Executive**

Please note application packs will be sent to members of the committee under separate cover

Information about this Agenda

Apologies for Absence

Apologies for absence should be notified to 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 (01295) 221591

Mary Harpley
Chief Executive

Published on Wednesday 10 November 2010

This page is intentionally left blank

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 30 September 2010 at 6.30 pm

Present: Councillor Rick Atkinson (Vice-Chairman, in the Chair)

Councillor Russell Hurle
Councillor George Parish
Councillor G A Reynolds
Councillor Chris Smithson
Councillor Lawrie Stratford
Councillor Rose Stratford
Councillor Lynda Thirzie Smart
Councillor Barry Wood

Substitute Members: Councillor Nicholas Turner (In place of Councillor Ken Atack)
Councillor Luke Annaly (In place of Councillor Norman Bolster)

Apologies for absence: Councillor Victoria Irvine
Councillor Ken Atack
Councillor Norman Bolster

Officers: Mary Harpley, Chief Executive and Head of Paid Service
AnneMarie Scott, Head of People and Improvement
Stephanie Rew, HR Manager
James Doble, Democratic, Scrutiny and Elections Manager

12 **Declarations of Interest**

There were no declarations of interest.

13 **Petitions and Requests to Address the Meeting**

There were no petitions or requests to address the meeting.

14 **Urgent Business**

There was no urgent business.

15 **Minutes**

The minutes of the meetings held on 2 June 2010 were agreed as a correct record and signed by Chairman.

16 **Paternity Leave Policy Update**

The Head of People and Improvement submitted a report to consider the Council's policy in relation to paternity leave.

Resolved

- (1) That the Council's revised paternity leave be approved and the committee receive a further report in 12 months to monitor progress.

17 **Volunteers Policy**

The Head of People and Improvement submitted a report to consider the Council's policy in relation to volunteers.

Resolved

- (1) That the Council's revised volunteer policy be approved subject to the following amendments:
 - That photographic identity documents such as passports are checked when a CRB check is accepted by the council using the 12 month portability rule.
 - That volunteers working with vulnerable people be asked during the application process if they have undertaken a safeguarding and protecting course.
 - That the portability of CRB checks be accepted for 12 months in line with national guidance.

18 **Job Evaluation**

The Head of People and Improvement submitted a report which provided 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 into effect on 1 April 2010. The committee congratulated officers on the successful completion of the project.

Resolved

- (1) That the report be noted and the car user scheme approved subject to the inclusion of the revised HMRC mileage rate for mileage over 10,000 miles per annum.

19 **Staff Satisfaction Survey**

The Head of People and Improvement submitted a report which proposed a corporate action plan as a result of the outcomes of the second full comprehensive staff survey the Council undertook in March 2010.

Resolved

- (1) That the proposed corporate action plan in response to the MORI staff survey be agreed with the amendment that some way should be found of outlining to members which jobs and functions staff carry out.

20 **Employment Statistics Qtr 1 - 2010/2011**

The Head of People and Improvement submitted a report detailing employment statistics, by Directorate, for information and monitoring purposes.

Resolved

- (1) That the contents of the report be noted.

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

The Chief Executive submitted 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, in order to appraise the committee of the human resources implications of the proposal.

Resolved

- (1) That the business case and the human resources implications be noted.

The meeting ended at 8.04 pm

Chairman:

Date:

This page is intentionally left blank