

Committee: Personnel Committee
Date: Thursday 7 July 2011
Time: 6.30 pm
Venue: Bodicote House, Bodicote, Banbury, OX15 4AA

Membership

Councillor Victoria Irvine (Chairman)	Councillor Lawrie Stratford (Vice-Chairman)
Councillor Ken Attack	Councillor Norman Bolster
Councillor Russell Hurle	Councillor Mike Kerford-Byrnes
Councillor George Parish	Councillor G A Reynolds
Councillor Alaric Rose	Councillor Rose Stratford
Councillor Lynda Thirzie Smart	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 - 6)

To confirm as a correct record the Minutes of the meetings of the Committees held on 15 December 2010 and 18 May 2011.

6. **Review and Implementation of the Joint Senior Management Structure** (Pages 7 - 34)

Report of Chief Executive

Summary

The purpose of this report is to advise the Committee of the proposed structure for the Joint Management Team together with the appropriate job descriptions, person specifications and terms of employment and to outline the timetable for the consultation process. These documents are set out in **(Appendices 1-6)**

At the time of drafting this report, both Councils are currently in the middle of the Consultation process which will end on 28 June. The Committee will be updated on the final consultation responses at the meeting on 6 July.

Recommendations

The Personnel Committee is recommended:

- (1) To consider the proposal within the report and to comment upon the appended report and to take account of the timetable in Section 7 of the report,
- (2) The comments from this Committee will be reported to the next meeting of the Joint Personnel Committee on 13 July before a formal recommendation is taken to both Council Meetings on the 26 July (CDC) and 27 July (SNC).

7. **Organisational Change Policy** (Pages 35 - 76)

Report of Head of People and Improvement

Summary

This report requests approval for the new joint policy on Organisational Change. The policy is intended to cover all staff employed in both Cherwell District Council and South Northamptonshire Council.

Recommendations

The Personnel Committee is recommended:

- (1) To endorse and approve the attached policy for all staff with immediate effect.

8. Car User Policy Update (Pages 77 - 82)

Report of Head of People and Improvement

Summary

To consider the Council's policy in relation to car and mileage allowances.

Recommendations

The Personnel Committee is recommended:

- (1) To approve the changes to the Council's car user policy

9. Age Retirement Policy Update (Pages 83 - 96)

Report of Head of People and Improvement

Summary

To consider the Council's policy in relation to age retirement.

Recommendations

The Personnel Committee is recommended:

- (1) To approve the withdrawal of the Council's age retirement policy.

10. Employment Statistics Quarter 3 - 2010/11 (Pages 97 - 104)

Report of Head of People and Improvement

Summary

This report details employment statistics for Quarter 3 2010/11, by Directorate, for information and monitoring purposes.

Recommendations

The Personnel Committee is recommended:

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

11. Employment Statistics Quarter 4 - 2010/11 (Pages 105 - 112)

Report of Head of People and Improvement

Summary

This report details employment statistics for Quarter 4 2010/11, by Directorate, for information and monitoring purposes.

Recommendations

The Personnel Committee is recommended:

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

Pay Grades April 2011 - April 2012 (For Information)

Councillors are requested to collect any post from their pigeon hole in the Members Room at the end of the meeting.

Information about this Meeting

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 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.

Evacuation Procedure

When the continuous alarm sounds you must evacuate the building by the nearest available fire exit. Members and visitors should proceed to the car park as directed by Democratic Services staff and await further instructions.

Access to Meetings

If you have any special requirements (such as a large print version of these papers or special access facilities) please contact the officer named below, giving as much notice as possible before the meeting.

Mobile Phones

Please ensure that any device is switched to silent operation or switched off.

Queries Regarding this Agenda

Please contact James Doble, Legal and Democratic Services james.doble@cherwell-dc.gov.uk (01295) 221591

Sue Smith
Chief Executive

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