

Committee: Personnel Committee
Date: Wednesday 4 April 2012
Time: 6.30 pm
Venue: Bodicote House, Bodicote, Banbury, OX15 4AA

Membership

Councillor Victoria Irvine (Chairman)	Councillor Lawrie Stratford (Vice-Chairman)
Councillor Ken Atack	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 - 4)

To confirm as a correct record the Minutes of the meeting of the Committee held on 18 January 2012.

6. **Employment Statistics Quarter 3 - 2011/2012** (Pages 5 - 12)

Report of Interim Head of Human Resources

Summary

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

Recommendations

The Personnel Committee is recommended:

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

7. **Exclusion of the Public and Press**

The following report contains exempt information as defined in the following paragraphs of Part 1, Schedule 12A of Local Government Act 1972.

3– Information relating to the financial or business affairs of any particular person (including the authority holding that information).

Members are reminded that whilst the following item has 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 item of business, on the grounds that it could involve the likely disclosure of exempt information as defined in paragraph 3 of Schedule 12A of that Act.”

8. **Finance and Procurement Business Case** (Pages 13 - 18)

** Please note that appendices 1 and 2 will follow as the consultation process closed on 26 March 2012 **

Exempt Report of Head of Finance and Procurement

Pay Grades April 2011 - March 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, Democratic and Elections
james.doble@cherwellandsouthnorthants.gov.uk, 01295 221587

Sue Smith
Chief Executive

Published on Tuesday 27 March 2012

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 18 January 2012 at 6.30 pm

Present: Councillor Victoria Irvine (Chairman)
Councillor Lawrie Stratford (Vice-Chairman)

Councillor Ken Atack
Councillor Norman Bolster
Councillor Russell Hurle
Councillor Mike Kerford-Byrnes
Councillor George Parish
Councillor Rose Stratford
Councillor Lynda Thirzie Smart
Councillor Barry Wood

Apologies for absence: Councillor G A Reynolds
Councillor Alaric Rose

Officers: AnneMarie Scott, Head of Transformation
Stephanie Rew, HR Manager
James Doble, Democratic and Elections Manager

21 **Declarations of Interest**

There were no declarations of interests.

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

There were no petitions or requests to address the meeting.

23 **Urgent Business**

There was no urgent business.

24 **Minutes**

The minutes of the meeting held on 14 December 2011 were agreed as a correct record and signed by the Chairman.

Members thanked Anne-Marie Scott for her service to the Council and wished her every success at the London Borough of Hounslow.

25 **Proposed Joint Local Discipline and Dismissal Policy, Procedures and Guidance for Statutory Officers of Chief Executive/Monitoring Officer/Section 151 Finance Officer and Proposed Joint Disciplinary Policy and Procedures**

The Head of Transformation submitted a report to request approval from the Committee for the new joint Councils policy on Discipline and Dismissal Policy, Procedures and Guidance for Statutory Officers of Chief Executive/Monitoring Officer/Section 151 Finance Officer and the Joint Disciplinary Policy and Procedures for all staff. The two policies would cover all staff employed by both South Northamptonshire Council and Cherwell District Council.

In the course of discussion members noted that whilst damage to council property and reputation was included this should be elevated in the policy and additionally references to Unison should be made generic to trade unions.

Resolved

- (1) That the two disciplinary and dismissal policies and procedures for statutory officers and all staff (set out in the annex to these minutes as set out in the minute book) be approved.

26 **Proposed Joint Home-Working Policy**

The Head of Transformation submitted a report to request approval for the new joint Home Working policy, which would cover all staff employed by both South Northamptonshire Council and Cherwell District Council.

It was noted that the next review of this policy should include information relating to video conferencing.

Resolved

- (1) That the Joint Home-Working Policy (set out in the annex to these minutes as set out in the minute book) be approved.

27 **Pay Policy for Posts within Shared Teams**

The Head of Transformation submitted a report to request approval for the Pay Policy for posts within shared teams. The policy was intended to cover all staff employed in shared posts across both South Northamptonshire Council and Cherwell District Council.

Resolved

- (1) That the Pay Policy for Posts within Shared Teams (set out in the annex to these minutes as set out in the minute book) be approved.

28 **Joint Staff Grievance Policy and Procedure**

The Head of Transformation submitted a report to request approval for the new joint Staff Grievance Policy and Procedure which was intended to cover all staff employed in both organisations.

Resolved

- (1) That the revised Joint Grievance Policy Report of Head of Transformation

29 **Exclusion of the 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, 3 and 4 of Schedule 12A of that Act.

30 **Business Case for Shared ICT Service**

The Head of Transformation submitted a report to seek agreement to the proposed new structure for a shared ICT service between Cherwell District Council and South Northamptonshire Council, which has been consulted on among staff during December 2011.

Resolved

- (1) That the proposed Shared ICT Service, HR Business Case (set out in the annex to these minutes as set out in the minute book) be approved.

The meeting ended at 7.05 pm

Chairman:

Date:

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Personnel Committee

Employment Statistics Quarter 3 – 2011/2012

4 April 2012

Report of Interim Head of Human Resources

PURPOSE OF REPORT

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

This report is public

Recommendations

The Personnel Committee is recommended:

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

Executive Summary

Introduction

1.1 Employment Statistics October 2009 to December 2011

During the above period, the following quarterly changes took place in respect of individual employments.

Staff transferred to other employers under the Transfer of Undertakings (Protection of Employment) Regulations (TUPE) are excluded from the statistics shown in this report.

	Oct to Dec 2009	Jan to March 2010	April to June 2010	July to Sept 2010	Oct to Dec 2010	Jan to March 2011	April to June 2011	July to Sept 2011	Oct to Dec 2011
Permanent – Starters (incl. Internal Transfers)	11	17	10	4	4	8	5	6	17
Permanent – All Leavers	26	40	12	5	12	23	11	19	20
Permanent – Voluntary Leavers (Leaving CDC) *	8	8	8	3	4	9	4	6	8
Temporary and Casual – Starters	8	13	10	7	5	2	6	21	10
Temporary and Casual – Leavers	6	41	9	15	10	3	5	20	13

* excludes internal transfers, age retirements, early retirements and redundancies, ill-health dismissals and retirements, other dismissals and TUPE transfers.

The turnover rates for permanent and fixed term staff for this quarter and the previous 2 years, are illustrated in the graph at Appendix 1.

- 1.2 The table attached at Appendix 2 contains details of numbers of permanent and fixed term employees at Cherwell District Council as at 31 December 2011 by Directorate and Service area, and details staff movement and corporate capacity for the quarter.

Implications

Financial: All financial effects of changes can be contained within existing approved budgets.

Comments checked by Karen Muir, Corporate System Accountant 01295 221559

Risk Management: There are no risks associated with the contents of this report.

Comments checked by Karen Muir, Corporate System Accountant 01295 221559

Wards Affected

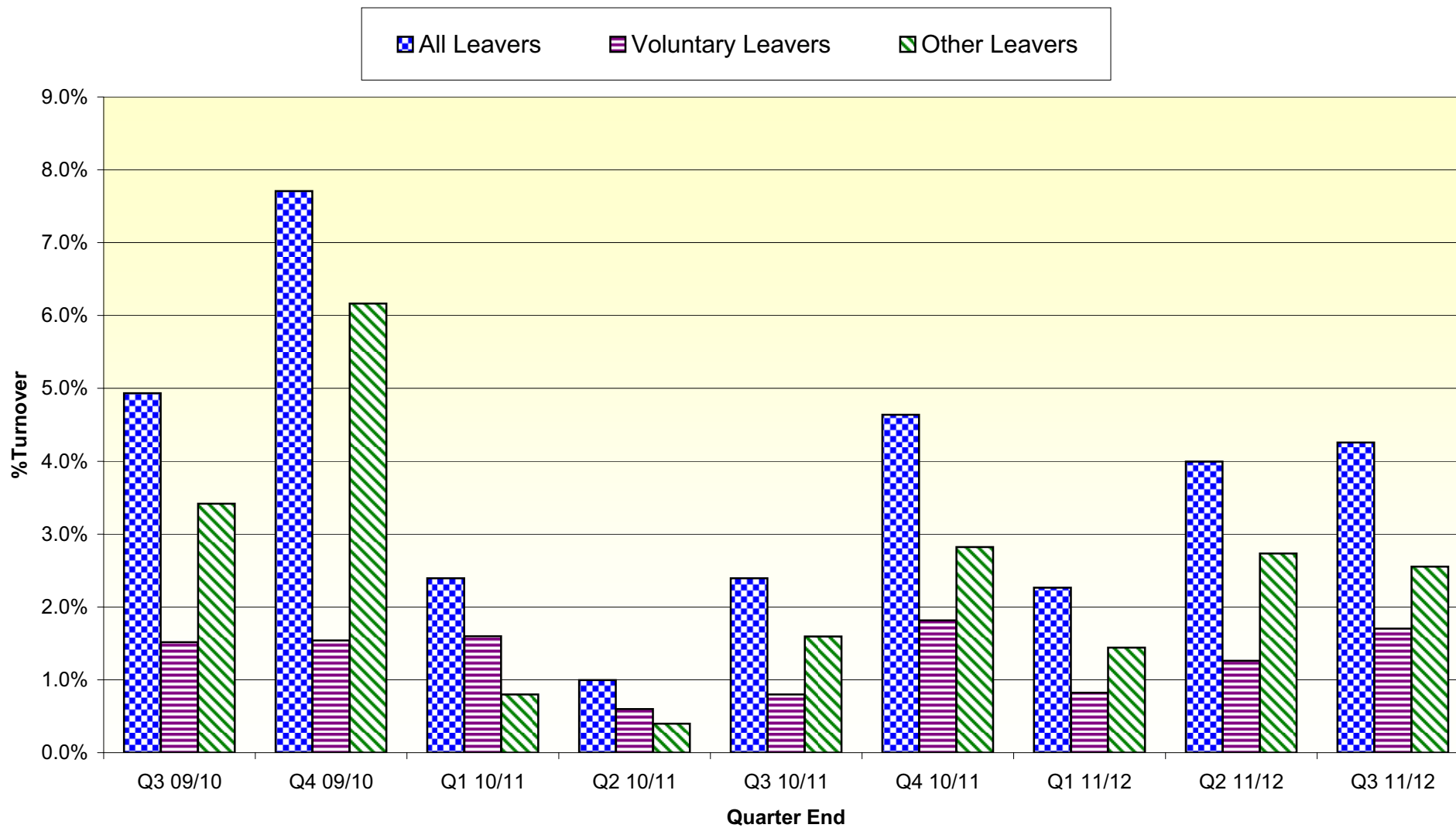
Not applicable

Document Information

Appendix No	Title
Appendix 1	Quarterly Staff Turnover
Appendix 2	Establishment/Turnover at end of Quarter 3 – 31/12/11
Background Papers	
None	
Report Author	Deborah Emery, Interim Head of Human Resources
Contact Information	01295 221731 deborah.emery@cherwellandsouthnorthants.gov.uk

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Quarterly Staff Turnover



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ESTABLISHMENT 31/12/2011		Established		Filled		Vacant		All Including Internal Transfers				Leaving CDC		Voluntary Leavers		Staff in post at 30/09/2011 #	
Directorate	Department	Posts	FTE	Posts	FTE	Posts	FTE*	Starters	Leavers	Turnover	Corp Cap	Leavers	Turnover	Leavers	Turnover	Posts	FTE
Resources	Resources Directorate Support Unit	13	11.61	10	8.97	3	2.64	0	1		76.92	1		1		0	0.00
	Finance & Procurement	36	33.96	35	30.82	1	3.14	2	1		97.22	1		1		0	0.00
	Law & Governance	18	16.75	16	14.51	2	2.24	0	0		88.89	0		0		0	0.00
	Transformation	40	38.35	39	37.18	1	1.17	4	1		97.50	1		0		0	0.00
Totals		107	100.66	100	91.47	7	9.19	6	3		93.46	3		2			
Community & Environment	C&E Directorate Support Unit	12	10.40	12	10.26	0	0.14	1	0		100.00	0		0		0	0.00
	Community Services	102	86.00	97	79.86	5	6.14	3	3		95.10	2		0		0	0.00
	Environmental Services	126	120.65	116	112.45	10	8.21	5	7		92.06	7		4		0	0.00
	Totals	240	217.06	225	202.57	15	14.48	9	10		93.75	9		4		0	0.00
Development	Development Directorate Support Unit	24	22.66	23	20.80	1	1.86	1	1		95.83	1		0		0	0
	Public Protection & Dev Management	53	51.30	50	45.91	3	5.39	0	0		94.34	0		0		0	0.00
	Strategic Planning & the Economy	17	16.08	17	14.99	0	1.09	0	1		100.00	1		0		0	0.00
	Regeneration & Housing	56	49.43	54	48.17	2	1.26	1	5		96.43	5		2		0	0.00
Totals		150	139.48	144	129.87	6	9.60	2	7		96.00	7		2		0	0.00
TOTAL	Directorate	Posts	FTE	Posts	FTE	Posts	FTE	All Including Internal Transfers				Leaving CDC		Leaving CDC Vol		Filled	
	Resources	107	100.66	100	91.47	7	9.19	6	3	0.00	93.46	3	0.00	2	0.00	0	0.00
	Community & Environment	240	217.06	225	202.57	15	14.48	9	10	0.00	93.75	9	0.00	4	0.00	0	0.00
	Development	150	139.48	144	129.87	6	9.60	2	7	0.00	96.00	7	0.00	2	0.00	0	0.00
	Totals	497	457.20	469	423.92	28	33.28	17	20	4.25	94.37	19	4.03	8	1.70	471	425.82

Note: Turnover is calculated on numbers of leavers as a percentage of staff in post as at end of previous quarter

* Vacant FTE comprises completely vacant posts plus vacant hours where established hours are greater than those worked by the employee, e.g. in Law & Governance there are two completely vacant posts (2.0FTE) plus post LD0106 has 9 vacant hours (0.24FTE) (established post is 37 hours but employee works 28 hours leaving 9 hours vacant).

Due to changes in Directorates/Departments following the creation of the Joint Management Team, figures for staff in post at 30/09/2011 are not comparable.

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By virtue of paragraph(s) 3 of Part 1 of Schedule 12A of the Local Government Act 1972.

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Pay grades and rates from 1 April 2011

Grade	Band	Salary
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Apprentice		£ 8,050
Grade 1	a	£13,250
	b	£13,750
	c	£14,250
	d	£14,750

Grade 2	a	£14,750
	b	£15,250
	c	£15,750
	d	£16,250
	e	£16,750

Grade 3	a	£16,750
	b	£17,250
	c	£17,750
	d	£18,250
	e	£18,750

Grade 4	a	£18,750
	b	£19,250
	c	£19,750
	d	£20,250
	e	£20,750

Grade	Band	Salary
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Grade 5	a	£20,750
	b	£21,250
	c	£21,750
	d	£22,250
	e	£22,750

Grade 6	a	£22,750
	b	£23,750
	c	£24,750
	d	£25,500
	e	£26,500

Grade 7	a	£26,500
	b	£27,500
	c	£28,500
	d	£29,500
	e	£30,500

Grade 8	a	£30,500
	b	£31,500
	c	£32,500
	d	£33,500
	e	£34,500

Grade	Band	Salary
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Grade 9	a	£34,500
	b	£35,500
	c	£36,500
	d	£37,500
	e	£38,500

Grade 10	a	£38,500
	b	£39,500
	c	£40,500
	d	£41,500
	e	£42,500

Grade 11	a	£42,500
	b	£43,500
	c	£44,500
	d	£45,500
	e	£46,500

Head of Service		
	a	£55,000
	b	£60,000
	c	£65,000

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