

Committee: Personnel Committee
Date: Wednesday 18 January 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 - 2)

To confirm as a correct record the Minutes of the meeting of the Committee held on 14 December 2011.

6. **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** (Pages 3 - 64)

Report of Head of Transformation

Summary

The purpose of this report is to request approval from the Committee of 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 (Appendix A) and the Joint Disciplinary Policy and Procedures for all staff (Appendix B). These two policies are intended to cover all staff employed by both South Northamptonshire Council and Cherwell District Council.

Recommendations

The Committee is recommended to:

- (1) Approve the two disciplinary and dismissal policies and procedures for statutory officers and all staff in Appendices A and B.

7. **Proposed Joint Home-Working Policy** (Pages 65 - 82)

Report of Head of Transformation

Summary

The purpose of this report is to request approval from the Committee of the new joint Home Working policy. The policy is intended to cover all staff employed in both South Northamptonshire Council and Cherwell District Council.

Recommendations

The Committee is recommended to:

- (1) Endorse the attached Joint Home-Working Policy in Appendix A

8. **Pay Policy for Posts within Shared Teams** (Pages 83 - 88)

Head of Transformation

Summary

The purpose of this report is to request approval from this Committee of the Pay Policy for posts within shared teams. The policy is intended to cover all staff

employed in shared posts across both South Northamptonshire Council and Cherwell District Council.

Recommendations

The Committee is recommended to:

- (1) Approve the attached Pay Policy for Posts within Shared Teams in Appendix A

9. Joint Staff Grievance Policy and Procedure (Pages 89 - 104)

Report of Head of Transformation

Summary

The purpose of this report is to request approval from the Committee for recommendation to full Council of the new joint Staff Grievance Policy and Procedure (Appendix A). This policy is intended to cover all staff employed in both organisations.

Recommendations

The Committee is recommended to:

- (1) Approve the revised Joint Grievance Policy

10. 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.

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

4 – Information relating to any consultations or negotiations, or contemplated consultations or negotiations, in connection with any labour relations matter arising between the authority or a Minister of the Crown and employees of, or office holders under, the authority.

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.”

11. **Business Case for Shared ICT Service** (Pages 105 - 152)

Report of Head of Transformation

Summary

The purpose of this report is to seek this Committee’s endorsement to the proposed new structure for a shared ICT service, which has been consulted on among staff during December 2011. The detailed HR business case for these changes is attached at Appendix 1.

Recommendations

The Committee is recommended to:

- (1) Endorse the proposed Shared ICT Service, HR Business Case.

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, Law and Governance
james.doble@cherwellandsouthnorthants.gov.uk, 01295 221587

Sue Smith
Chief Executive

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