

Committee: Personnel Committee
Date: Wednesday 6 June 2012
Time: 6.30 pm
Venue: Bodicote House, Bodicote, Banbury, OX15 4AA

Membership

Councillor Lynn Pratt (Chairman)	Councillor Melanie Magee (Vice-Chairman)
Councillor Ken Atack	Councillor Norman Bolster
Councillor Surinder Dhesi	Councillor Mike Kerford-Byrnes
Councillor G A Reynolds	Councillor Alaric Rose
Councillor Lawrie Stratford	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 Committee held on 4 April 2012 and 16 May 2012.

6. **Employment Statistics Quarter 4 - 2011/2012** (Pages 7 - 16)

Report of Head of Transformation

Summary

The purpose of this report is to detail employment statistics, by Directorate, for information and monitoring purposes and to compare the Cherwell District Council position against the wider employment market.

Recommendations

The Personnel Committee is recommended to:

- (1) Note the contents of this report

7. **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.

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 items 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, 2 and 4 of Schedule 12A of that Act.”

8. **Performance and Research Team Business Case** (Pages 17 - 52)

Exempt report of Corporate Performance Manager.

9. **Joint Management Team (JMT) Support Business Case** (Pages 53 - 126)

Exempt Report of Director of Resources

Pay Grades April 2012 - March 2013 - 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@cherwellandsouthnorthants.gov.uk or 01295 221589 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 Natasha Clark, Democratic and Elections
natasha.clark@cherwellandsouthnorthants.gov.uk, 01295 221589

Sue Smith
Chief Executive

Published on Friday 25 May 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 4 April 2012 at 6.30 pm

Present: Councillor Victoria Irvine (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 Lynda Thirzie Smart
Councillor Barry Wood

Apologies for absence: Councillor Lawrie Stratford
Councillor Rose Stratford

Officers: Martin Henry, Director of Resources / Section 151 Officer
Karen Curtin, Head of Finance and Procurement
Deborah Emery, Interim Head of Human Resources
Paula Goodwin, Projects & Policy Manager
Natasha Clark, Team Leader, Democratic and Elections

31 **Declarations of Interest**

Members declared the following general interests:

Councillor Alaric Rose, Personal, as an employee of MidCounties Co-operative who may have contracts with the Council

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

There were no petitions or requests to address the meeting.

33 **Urgent Business**

There was no urgent business.

34 **Minutes**

The minutes of the meeting held on 18 January 2012 were agreed as a correct record and signed by the Chairman.

35 **Employment Statistics Quarter 3 - 2011/2012**

The Interim Head of Human Resources submitted a report detailing the employment statistics, by Directorate, for information and monitoring purposes.

Resolved

(1) That the report be noted.

36 **Exclusion of the Public and Press**

Resolved

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.

37 **Finance and Procurement Business Case**

The Head of Finance and Procurement submitted a report which sought support for the staffing aspects of the business case to implement some shared finance functions across Cherwell District Council (CDC) and South Northamptonshire Council (SNC).

In introducing the report, the Committee was advised that a number of options had been considered in relation to finance and procurement functions at both Councils. The joining of services and locations was pursued as the preferred option that would best support the Joint Management Team in a timely manner, deliver the required savings and permit further review once the impact of the Local Government Resources Review, welfare reform and Localism Act 2011 became clear.

The Committee was advised that staff consultation on the business case had concluded on 26 March 2012. This process had included individual meetings with affected staff and joint meetings with staff and unions at both Councils. The Head of Finance and Procurement reported that the business case had been endorsed by the CDC Resources and Performance Scrutiny Board and the SNC Community and Resources Review and Development Committee. Additionally, the Council's Internal Auditors had reviewed the business case. The Internal Auditors supported the rationale and had suggested some additional areas for implementation officers may wish to consider.

In response to Members' questions, the Head of Finance and Procurement assured the Committee that the proposal supported the ongoing cycle of work of the service with the structure providing resilience and supporting succession planning.

Resolved

- (1) That the consultation comments and responses contained in the log be noted.
- (2) That the staffing aspects of the Business Case to implement some shared finance and procurement functions across CDC and SNC be endorsed and that authority be delegated to the Head of Finance and Procurement to take all necessary steps to implement the team in compliance with the Organisation Change Policy and in consultation with the HR Managers at both Councils.

The meeting ended at 6.55 pm

Chairman:

Date:

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Cherwell District Council

Personnel Committee

Minutes of a meeting of the Personnel Committee held at Bodicote House, Bodicote, Banbury, OX15 4AA, on 16 May 2012 at 7.40pm

Present: Councillor Lynn Pratt (Chairman)
Councillor Melanie Magee (Vice-Chairman)

Councillor Ken Atack
Councillor Norman Bolster
Councillor Surinder Dhesi
Councillor Mike Kerford-Byrnes
Councillor G A Reynolds
Councillor Alaric Rose
Councillor Lawrie Stratford
Councillor Rose Stratford
Councillor Lynda Thirzie Smart
Councillor Barry Wood

1 Appointment of Chairman

Resolved

That Councillor Lynn Pratt be appointed Chairman of Personnel Committee for the municipal year 2012/13.

2 Appointment of Vice-Chairman

Resolved

That Councillor Melanie Magee be appointed Vice-Chairman of Personnel Committee for the municipal year 2012/13.

The meeting ended at 7.45 pm

Chairman:

Date:

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Personnel Committee

Employment Statistics Qtr 4 – 2011/2012

6 June 2012

Report of Head of Transformation

PURPOSE OF REPORT

The purpose of this report is to detail employment statistics, by Directorate, for information and monitoring purposes and to compare the Cherwell District Council position against the wider employment market.

This report is public

Recommendations

The Personnel Committee is recommended to:

- (1) Note the contents of this report

Executive Summary

Introduction

1.1 Labour turnover

According to the 2011 XpertHR staff turnover rates and costs survey, labour turnover rates in the public sector stood at an average of 12.6% of employees at each organisation, compared with 17.4% of workers in the private sector. The staff turnover rate for Cherwell District Council for year ending 31 March 2012 was 10.0% of workers; of this figure 5.4% were voluntary leavers.

1.2 Employment Statistics April 2010 to March 2012

Table 1 illustrates the quarterly changes that took place in respect of individual employment across the whole organisation during the period April 2010 to March 2012.

Staff who were transferred to other employers under the Transfer of Undertakings (Protection of Employment) Regulations (TUPE) are excluded

from the statistics shown in this report.

Table 1

Corporate								
	2010/2011				2011/2012			
	Q1 April to June 2010	Q2 July to Sept 2010	Q3 Oct to Dec 2010	Q4 Jan to March 2011	Q1 April to June 2011	Q2 July to Sept 2011	Q3 Oct to Dec 2011	Q4 Jan to March 2012
Permanent/Fixed Term Employees (more than 1 year FTC)								
New starters	5	4	2	1	3	2	6	4
Internal transfers	5	0	2	7	2	4	11	17
All leavers	9	5	9	17	9	9	19	11
Voluntary leavers *	8	3	4	9	4	6	8	8
Temporary Employees (less than 1 year FTC)								
Temporary starters	5	3	1	0	5	5	8	3
Temporary leavers	5	4	3	0	1	6	4	4
Casual Workers **								
Casual starters	5	4	4	2	1	16	2	3
Casual leavers	4	11	7	3	4	14	9	7

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

** The phrase 'casual worker' is used to describe workers who are not part of the permanent workforce, but who supply services on an irregular or flexible basis, often to meet a fluctuating demand for work.

The corporate turnover rates for permanent and fixed term staff for this quarter and the previous 2 years are illustrated in the graph at Appendix 1. The graph in Appendix 2 shows the number of leavers broken down by Directorate.

The table attached at Appendix 3 contains details of numbers of permanent and fixed term employees at Cherwell District Council as at 31 March 2012 by Directorate and Service area, and details staff movement and corporate capacity for the quarter.

Implications

Financial: All financial effects of changes have been 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 Jo Pitman, Head of Transformation, 0300 0030 0108

Wards Affected

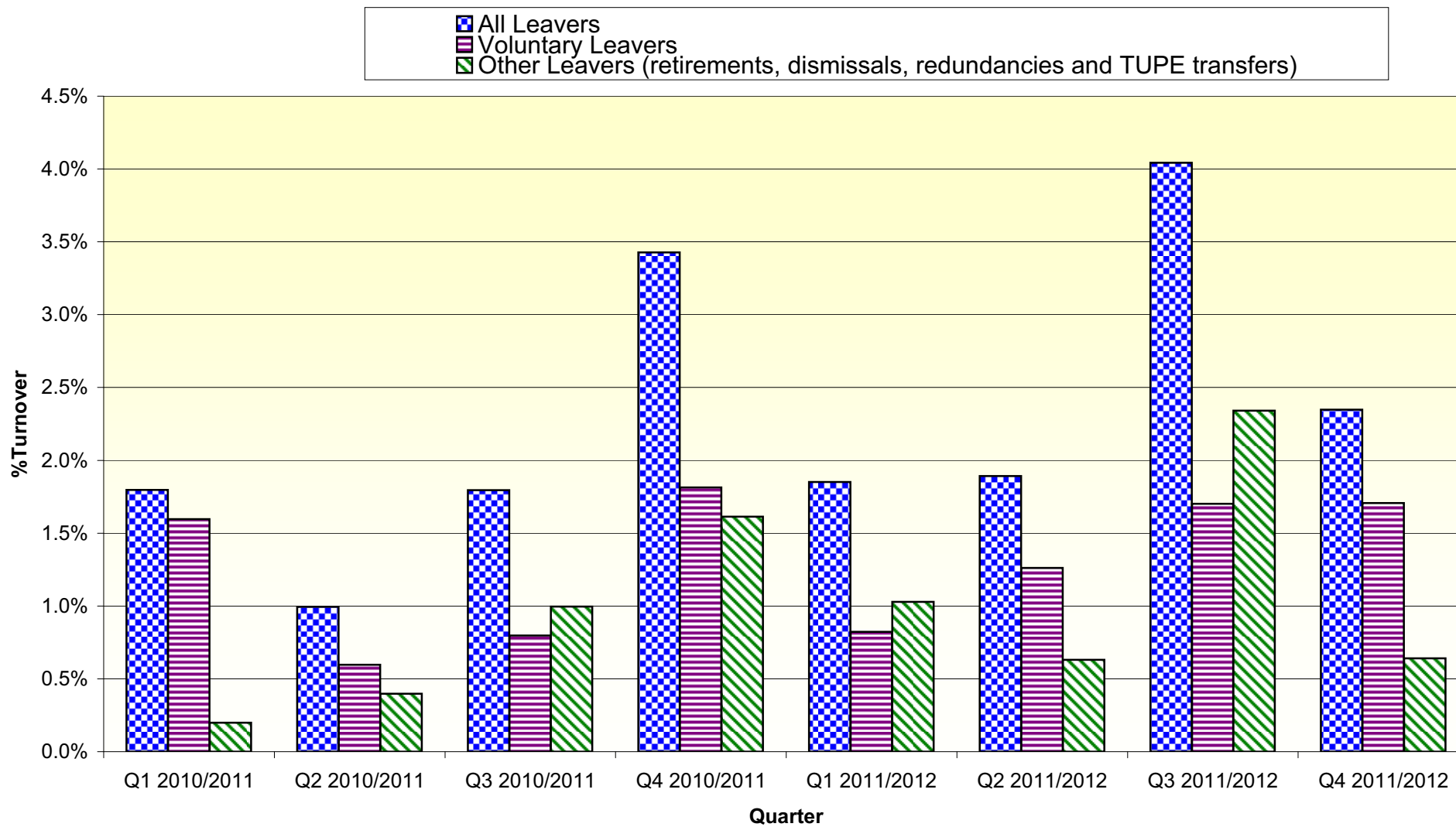
Not applicable

Document Information

Appendix No	Title
Appendix 1	Corporate quarterly staff turnover
Appendix 2	Quarterly leavers by Directorate
Appendix 3	Establishment/turnover at end of Quarter 4 – 31/03/12
Background Papers	
None	
Report Author	Jo Pitman, Head of Transformation
Contact Information	0300 0030108 jo.pitman@cherwellandsouthnorthants.gov.uk

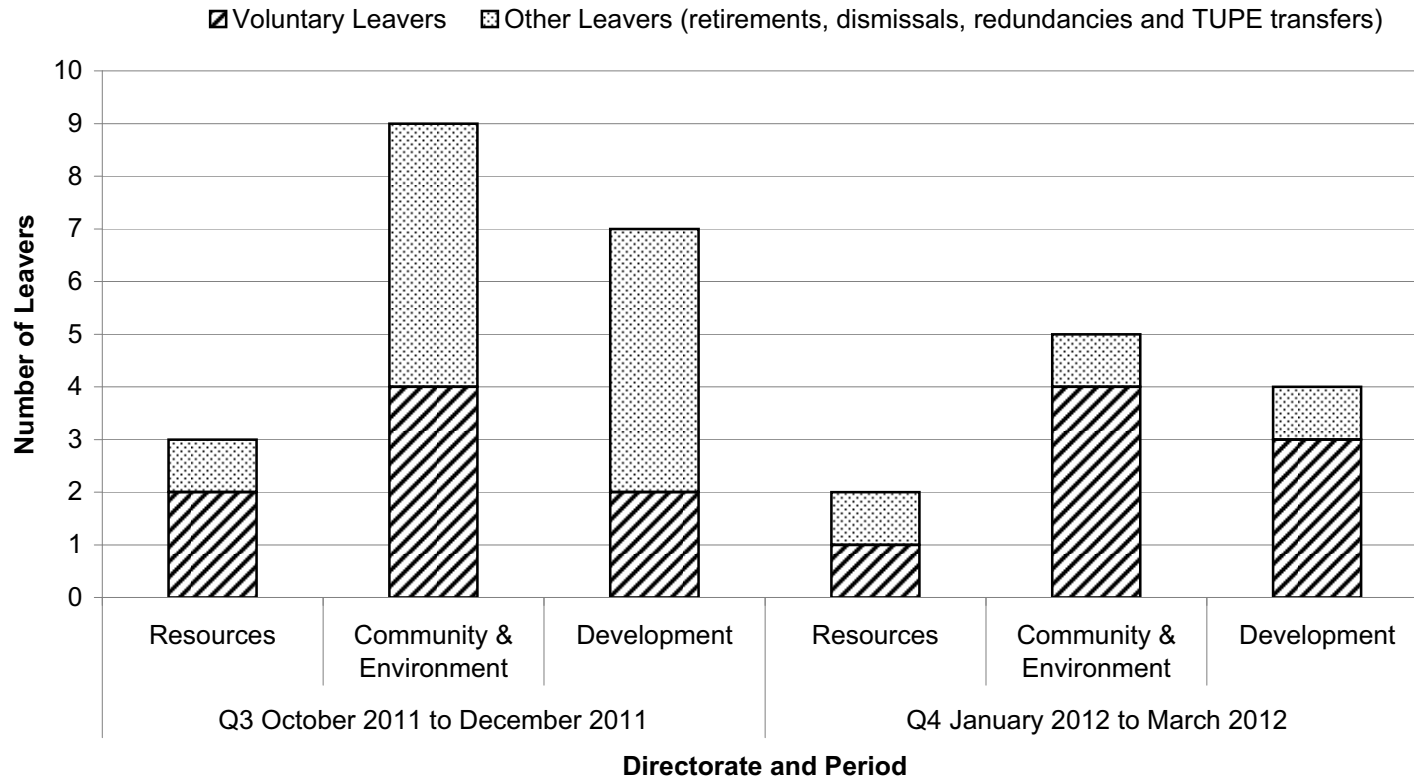
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Corporate Quarterly Staff Turnover



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Quarterly Leavers by Directorate



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ESTABLISHMENT 31/03/2012		Established		Filled		Vacant		All Including Internal Transfers				Leaving CDC		Voluntary Leavers		Staff in post at 31/12/2011	
Directorate	Service	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	0	0.00	76.92	0	0.00	0	0.00	10	8.97
	Finance & Procurement	36	33.96	35	30.49	1	3.46	0	1	2.86	97.22	1	2.86	0	0.00	35	30.82
	Law & Governance	19	17.75	18	16.51	1	1.24	2	0	0.00	94.74	0	0.00	0	0.00	16	14.51
	Transformation	45	43.35	41	39.18	4	4.17	12	10	25.64	91.11	1	2.56	1	2.56	39	37.18
Totals		113	106.66	104	95.15	9	11.52	14	11	11.00	92.04	2	2.00	1	1.00	100	91.47
Community & Environment	C&E Directorate Support Unit	12	10.40	12	10.21	0	0.19	0	0	0.00	100.00	0	0.00	0	0.00	12	10.26
	Community Services	101	84.95	92	76.01	9	8.94	0	4	4.12	91.09	4	4.12	4	4.12	97	79.86
	Environmental Services	126	120.65	119	115.84	7	4.81	6	3	2.59	94.44	1	0.86	0	0.00	116	112.45
	Totals	239	216.00	223	202.06	16	13.94	6	7	3.11	93.31	5	2.22	4	1.78	225	202.57
Development	Development Directorate Support Unit	24	22.66	23	20.80	1	1.86	0	1	4.35	95.83	0	0.00	0	0.00	23	20.80
	Public Protection & Dev Management	53	51.30	50	45.91	3	5.39	0	0	0.00	94.34	0	0.00	0	0.00	50	45.91
	Strategic Planning & the Economy	17	16.08	17	14.99	0	1.09	0	0	0.00	100.00	0	0.00	0	0.00	17	14.99
	Regeneration & Housing	54	47.43	51	44.32	3	3.11	1	4	7.41	94.44	4	7.41	3	5.56	54	48.17
Totals		148	137.48	141	126.02	7	11.46	1	5	3.47	95.27	4	2.78	3	2.08	144	129.87
TOTAL	Resources	113	106.66	104	95.15	9	11.52	14	11	11.00	92.04	2	2.00	1	1.00	100	91.47
	Community & Environment	239	216.00	223	202.06	16	13.94	6	7	3.11	93.31	5	2.22	4	1.78	225	202.57
	Development	148	137.48	141	126.02	7	11.46	1	5	3.47	95.27	4	2.78	3	2.08	144	129.87
	Totals	500	460.14	468	423.23	32	36.91	21	23	4.90	93.60	11	2.35	8	1.71	469	423.92

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 is one completely vacant post (1.0FTE) plus post LD0106 has 9 vacant hours (0.24FTE) (established post is 37 hours but employee works 28 hours leaving 9 hours vacant).

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Pay grades and rates from 1 April 2012

Grade	Band	Salary
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Grade 1	a	£13,448.75
	b	£13,956.25
	c	£14,463.75
	d	£14,971.25

Grade 2	a	£14,971.25
	b	£15,478.75
	c	£15,986.25
	d	£16,493.75
	e	£17,001.25

Grade 3	a	£17,001.25
	b	£17,508.75
	c	£18,016.25
	d	£18,523.75
	e	£19,031.25

Grade 4	a	£19,031.25
	b	£19,538.75
	c	£20,046.25
	d	£20,553.75
	e	£21,061.25

Grade	Band	Salary
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Grade 5	a	£21,061.25
	b	£21,568.75
	c	£22,076.25
	d	£22,583.75
	e	£23,091.25

Grade 6	a	£23,091.25
	b	£24,106.25
	c	£25,121.25
	d	£25,882.50
	e	£26,897.50

Grade 7	a	£26,897.50
	b	£27,912.50
	c	£28,927.50
	d	£29,942.50
	e	£30,957.50

Grade 8	a	£30,957.50
	b	£31,972.50
	c	£32,987.50
	d	£34,002.50
	e	£35,017.50

Grade	Band	Salary
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Grade 9	a	£35,017.50
	b	£36,032.50
	c	£37,047.50
	d	£38,062.50
	e	£39,077.50

Grade 10	a	£39,077.50
	b	£40,092.50
	c	£41,107.50
	d	£42,122.50
	e	£43,137.50

Grade 11	a	£43,137.50
	b	£44,152.50
	c	£45,167.50
	d	£46,182.50
	e	£47,197.50

Apprentice	
APP £5,091.40 to £8,170.75	

Pay grades and rates from 1 April 2012

Grade	Salary
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Chief Executive	
LS0009	£125,000

Director	
DIR001	£79,000
DIR002	£81,500
DIR003	£84,000
DIR004	£86,500
DIR005	£88,000

Grade	Salary
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Head of Service	
HS0001	£52,000
HS0002	£53,000
HS0003	£54,000
HS0004	£55,000
HS0005	£56,000
HS0006	£57,000
HS0007	£58,000
HS0008	£59,000
HS0009	£60,000
HS0010	£61,000
HS0011	£62,000
HS0012	£63,000
HS0013	£64,000
HS0014	£65,000
HS0015	£66,000
HS0016	£67,000
HS0017	£68,000
HS0018	£69,000
HS0019	£70,000
HS0020	£71,000
HS0021	£72,000
HS0022	£73,000

Grade	Salary
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Shared Managers	
MNR001	£35,000
MNR002	£36,000
MNR003	£37,000
MNR004	£38,000
MNR005	£39,000
MNR006	£40,000
MNR007	£41,000
MNR008	£42,000
MNR009	£43,000
MNR010	£44,000
MNR011	£45,000
MNR012	£46,000
MNR013	£47,000