

Cherwell District Council

Personnel Committee

Minutes of a meeting of the Personnel Committee held at Bodicote House, Bodicote, Banbury, OX15 4AA, on 5 June 2013 at 6.30 pm

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

Councillor Ann Bonner
Councillor G A Reynolds
Councillor Alaric Rose
Councillor Lawrie Stratford
Councillor Rose Stratford
Councillor Lynda Thirzie Smart
Councillor Barry Wood

Substitute Members: Councillor Nigel Randall (In place of Councillor Norman Bolster)
Councillor Mike Kerford-Byrnes (In place of Councillor Ken Atack)

Also Present: Lesley Shore, HR Project Co-ordinator, West Midlands HR Services (for agenda item 11)

Apologies for absence: Councillor Ken Atack
Councillor Norman Bolster
Councillor Patrick Cartledge

Officers: Jo Pitman, Head of Transformation
Stephanie Rew, HR Manager (agenda items 1-8 only)
Gina Thomas, HR Manager (agenda items 1-8 only)
Louise Aston, Team Leader, Democratic and Elections

3 Declarations of Interest

There were no declarations of interests.

4 Petitions and Requests to Address the Meeting

There were no petitions or requests to address the meeting.

5 Urgent Business

There was no urgent business.

6 **Minutes**

The minutes of the meetings held on 6 February 2013 and 15 May 2013 were agreed as a correct record and signed by the Chairman.

7 **Joint Homeworking Policy**

The HR Manager (South Northamptonshire Council) presented a report on the revised Joint Home-Working policy.

The policy would cover all staff at Cherwell District Council and South Northamptonshire Council and provided guidance for working at home and mobile working. The revised policy provided clearer definitions on the management of home working and the way in which an employee could apply for home working and the definition of the types of home working. It was anticipated that this policy would help develop a more flexible workforce.

Four teams representing a cross section of council services would be piloting the policy between September and December 2013.

The Committee agreed that carrying out a pilot scheme would be useful to establish the aspects which do and do not work well. The Committee commented that the policy would be of benefit to the organisation.

In response to the Committee's concerns regarding potential issues of trust, the HR Manager explained that policies would be in place to reverse homeworking if it was misused by an individual.

It was noted that the Council and Employee Joint Committee had supported the revised policy.

Resolved

(1) That the revised Joint Home-Working policy be approved.

8 **Employment Statistics Quarter 4 - 2012-2013**

The HR Manager presented a report which detailed the employment statistics, by Directorate, for information and monitoring purposes.

Resolved

(1) That the report be noted.

9 **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 items of business, on the grounds that it could involve the likely disclosure of exempt information as defined in paragraphs 1, 2 and 4 of Schedule 12A of that Act.

10 **Proposed Business Case for Implementing Phase One of a Shared Service for Cherwell District and South Northamptonshire Council's Environmental Services**

The Head of Environmental Services submitted a report which sought support for the staffing aspects of the business case to implement Phase 1 of the Environmental Services team across Cherwell District Council (CDC) and South Northamptonshire Council (SNC).

In introducing the report the Head of Environmental Services outlined the current service and how it operated at both CDC and SNC for waste and recycling, street cleansing, vehicle and fleet management across both sites.

The committee was advised that staff consultation on Phase 1 of the business case had concluded on 29 May 2012. This process had included numerous meetings with affected staff and unions at both councils.

Resolved

- (1) That the consultation comments and responses tabled at the meeting be noted.
- (2) That the staffing aspects of the Business Case to implement Phase 1 of the Environmental Services Business Case between South Northamptonshire Council and Cherwell District Council be endorsed, and authority delegated to the Head of Environmental Services to take all necessary steps to implement the structure in compliance with the Organisational Change policy and in consultation with the HR Manager for both Councils.

11 **Proposal for a Shared Human Resources Service with South Northamptonshire Council and a collaborative approach to the Delivery of HR Services with Stratford on Avon District Council**

The Head of Transformation submitted a report which outlined the proposals for a shared HR service between Cherwell District Council (CDC) and South Northamptonshire Council (SNC), and a collaborative approach to the delivery of HR services with Stratford on Avon District Council (SDC) and sought support for the proposed new structure.

In introducing the report the Head of Transformation outlined the current HR service and how it operated at CDC, SNC and SDC, along with the anticipated benefits of a shared service, which would come in the form of improvements to the service, greater consistency in support and advice to managers across both councils, greater service resilience, employee development (for those within the proposed new service) and £97k savings for CDC.

The Committee commended the Head of Transformation on the consultation process, the report and the structure.

Resolved

- (3) That the consultation comments in the consultation log be noted.
- (4) That the Human Resource elements of the proposed business case to share an HR service between CDC and SNC be agreed and the non-HR elements recommended to the Executive for approval on 1 July 2013.
- (5) That the proposal to work in collaboration with SDC in relation to the delivery of HR services be supported and that the Executive be recommended to approve the collaborative approach.
- (6) That it be noted that the proposals must be supported by both CDC and SNC Councils in order to be implemented.

12 **Resourcing - Major Development Projects**

The Director of Resources submitted a report on the resourcing of Major Development Projects.

It was proposed that a permanent new Director post for Cherwell District Council be established to deal with the major regeneration projects that were taking place across the District with the initial emphasis being placed upon Bicester Regeneration.

In considering the report, the Committee recognised the importance of regeneration across the whole district and that this post would support this work.

Resolved

- (1) That a permanent new Director post with specific responsibility for regeneration activity across the District of Cherwell and an initial focus on regeneration in Bicester be established and the Director of Resources be requested to carry out all actions to enact this decision.
- (2) That the Director of Resources be requested to run an internal appointment process in the first instance.
- (3) That the Director of Resources be requested to commence recruitment to the role as quickly as practicable.
- (4) That the Committee delegate authority to the Chief Executive to finalise all other arrangements in relation to the establishment, terms and conditions and recruitment of this post.

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The meeting ended at 8.04 pm

Chairman:

Date: