

Committee: Personnel Committee
Date: Wednesday 11 September 2013
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 Ann Bonner
Councillor Norman Bolster	Councillor G A Reynolds
Councillor Alaric Rose	Councillor Lawrie Stratford
Councillor Rose Stratford	Councillor Lynda Thirzie Smart
Councillor Barry Wood	Labour vacancy

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 - 8)

To confirm as a correct record the Minutes of the meeting of the Committee held on 6 June 2013 and the Special Personnel Committee held on 23 July 2013.

6. **Disciplinary and Dismissal Policy** (Pages 9 - 38)

Report of the Head of Transformation.

Summary

To consider the Council policy in relation to the revised Joint Staff Disciplinary and Dismissal Policy, specifically in relation to the Joint Management Team.

Recommendations

The Personnel Committee is recommended:

- (1) To consider the views and recommendations of Council and Employee Joint Committee.
- (2) To approve the revised Joint Staff Disciplinary and Dismissal Policy and delegate authority to the Head of Law and Governance to make any consequential changes to the Constitution.

7. **Employment Statistic - Quarter 1 2013/2014** (Pages 39 - 46)

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.

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 221601 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.

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 Louise Aston, Democratic and Elections
louise.aston@cherwellandsouthnorthants.gov.uk, 01295 221601

Sue Smith
Chief Executive

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