

**Committee:** Personnel Committee  
**Date:** Wednesday 6 February 2013  
**Time:** 7.00 pm, or on the rising of the Council and Employee Joint Committee, whichever is later  
**Venue:** Bodicote House, Bodicote, Banbury, OX15 4AA

### **Membership**

<b>Councillor Lynn Pratt (Chairman)</b>	<b>Councillor Melanie Magee (Vice-Chairman)</b>
<b>Councillor Ken Atack</b>	<b>Councillor Norman Bolster</b>
<b>Councillor Surinder Dhese</b>	<b>Councillor Mike Kerford-Byrnes</b>
<b>Councillor G A Reynolds</b>	<b>Councillor Alaric Rose</b>
<b>Councillor Lawrie Stratford</b>	<b>Councillor Rose Stratford</b>
<b>Councillor Lynda Thirzie Smart</b>	<b>Councillor Barry Wood</b>

## **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 12 September 2012.

6. **Incremental Pay Progression and Appraisal Policies** (Pages 3 - 76)

Report of Head of Transformation

**Summary**

To recommend Council policy in relation to Incremental Pay Progression and Appraisals, and in doing so, ensure that the Council fulfils its outstanding obligation in respect of a Collective Agreement reached with Unison in 2010.

**Recommendations**

The Personnel Committee is recommended to:

- (1) Approve the new Incremental Pay Progression Policy.
- (2) Approve the updated Appraisal Policy.

7. **Post Entry Training Policy** (Pages 77 - 88)

Report of Head of Transformation

**Summary**

To consider the Council policy in relation to Post Entry Training

**Recommendations**

The Personnel Committee is recommended to:

- (1) Approve the revised Post Entry Training Policy

8. **Employment Statistics Quarters 2 & 3 - 2012/2013** (Pages 89 - 98)

Report of Head of Transformation

**Summary**

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

## **9. Harmonisation Project**

Verbal Update of the Head of Transformation

### **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](mailto: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](mailto:louise.aston@cherwellandsouthnorthants.gov.uk), 01295 221601

**Sue Smith**  
**Chief Executive**

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