

## **Cherwell District Council**

### **Personnel Committee**

Minutes of a meeting of the Personnel Committee held at Bodicote House,  
Bodicote, Banbury, OX15 4AA, on 4 December 2014 at 7.15 pm

Present: Councillor Barry Wood (Chairman for the meeting)

Councillor Ken Atack  
Councillor Norman Bolster  
Councillor Mark Cherry  
Councillor Surinder Dhesi  
Councillor G A Reynolds

Substitute Members: Councillor Nicholas Turner (In place of Councillor Timothy Hallchurch MBE)

Apologies for absence: Councillor Lynn Pratt  
Councillor Lynda Thirzie Smart  
Councillor Ann Bonner  
Councillor Timothy Hallchurch MBE  
Councillor Simon Holland  
Councillor Melanie Magee

Officers: Jo Pitman, Head of Transformation  
Balvinder Heran, Joint Head of ICT Business Services  
Claire Cox, HR Business Partner for Community Services  
Mandy Targett, HR Business Partner for Resources  
Belinda Green, Benefits Manager  
Natasha Clark, Team Leader, Democratic and Elections  
Lesley Farrell, Assistant Democratic and Elections Officer

#### 23 **Appointment of Chairman for the Meeting**

##### **Resolved**

- (1) That in the absence of the Chairman and the Vice-Chairman, Councillor Barry Wood be appointed Chairman for the duration of this meeting.

#### 24 **Declarations of Interest**

There were no declarations of interests.

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

There were no petitions or requests to address the meeting.

26 **Urgent Business**

There were no matters of urgent business.

27 **Minutes**

The minutes of the meeting held on 10 September 2014 were agreed as a correct record and signed by the Chairman.

28 **Chairman's Announcements**

There were no Chairman's Announcements.

29 **Probation policy**

The Head of Transformation submitted a report which sought approval of a 3-way Probation Policy for Cherwell District Council, South Northamptonshire Council and Stratford-on-Avon District Council.

In introducing the report, the Human Recourses Business Partner for Recourses explained that each of the three partner Councils currently had their own specific probation policy. With the continued increase of shared teams it was essential to have a single probation policy which was applied consistently regardless of which Council was the employer. The policy would only apply to new employees.

The Committee was advised that the policy had already been approved at South Northamptonshire Council and Stratford-on-Avon District Councils.

**Resolved**

- (1) That the 3-way probation policy be approved.

30 **Draft Partnership Organisational Development Strategy**

The Head of Transformation submitted a report on the development of a draft Partnership Organisational Development Strategy to provide a framework to support the partnership work of Cherwell District Council, South Northamptonshire Council and Stratford-on-Avon District Council

In introducing the report, the Human Recourses Business Partner for Development and Bicester Directorates explained that Strategy had been developed to provide a mechanism for setting out the Councils commitment to

supporting change and to identify how the support should be delivered. The Strategy would be underpinned by an action plan.

The Committee was advised that feedback from Senior Managers had not yet been incorporated and the draft Partnership Organisational Development Strategy would be reviewed when all feedback had been received.

**Resolved**

- (1) That the Draft Partnership Organisational Development Strategy be approved.

31 **Employment Statistics Quarter 2: 01 July 2014 to 30 September 2014**

The Head of Transformation submitted a report which detailed employment statistics for information and monitoring purposes and compared the South Northamptonshire Council position against the wider employment market.

The Committee requested that future reports include more information about why people leave the organisation and commented that the use of Agency Workers should be minimised due to the extra cost involved.

**Resolved**

- (1) That the contents of the report be noted.

32 **Exclusion of the Public and Press**

**Resolved**

That under Section 100A of the Local Government Act 1972, the public and press be excluded from the meeting for the following item of business on the ground that, if the public and press were present, it would be likely that exempt information falling under the provisions of Schedule 12A, Part 1, Paragraphs 1, 2, 3 and 4 would be disclosed to them, and that in all the circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information.

33 **Employment statistics - exempt appendices**

The Committee considered the exempt appendices to the report of the Head of Transformation which detailed employment statistics for the first quarter of the financial year (1 July 2014 to 30 September 2014).

**Resolved**

- (1) That the exempt appendices be noted.

34

### **Joint Fraud Investigation Team Business Case**

The Head of Finance and Procurement submitted an exempt report which provided an update on the Single Fraud Investigation Service and sought approval to create a Joint Fraud Investigation team initially for South Northamptonshire Council and Cherwell District Council (phase 1) and incorporating Stratford-On-Avon District Council at a later date (phase 2).

The committee congratulated the Benefits Manager on the report and the securing of £147,000 funding towards the project.

#### **Resolved**

- (1) That the contents of the report be noted.
- (2) That the creation of a new Joint Fraud team and recruitment to the posts within the team on a permanent basis be approved.

35

### **Joint ICT Business Service - Staffing Structure**

The Head of Joint ICT Business Service presented an exempt report which sought endorsement from the committee on the staffing re-structure within the Joint ICT Business Service.

#### **Resolved**

- (1) That the consultation log be noted.
- (2) That the revised staffing structure proposed for the Joint ICT Business Service be approved and Officers be instructed to complete the necessary assimilation and recruitments as soon as possible.
- (3) That authority be delegated to the Director of Resources for Cherwell District Council and South Northamptonshire Council in consultation with the Chairman to make any minor alterations to the proposed structure.

The meeting ended at 8.10 pm

Chairman:

Date: