

Committee: Personnel Committee
Date: Wednesday 12 September 2018
Time: 5.30 pm
Venue: Bodicote House, Bodicote, Banbury, OX15 4AA

Membership

Councillor Jason Slaymaker (Chairman)	Councillor Dan Sames (Vice-Chairman)
Councillor Claire Bell	Councillor Mike Bishop
Councillor Cassi Perry	Councillor Lynn Pratt
Councillor G A Reynolds	Councillor Sandra Rhodes
Councillor Alaric Rose	Councillor Douglas Webb
Councillor Bryn Williams	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. Minutes (Pages 1 - 10)

To confirm as correct records the Minutes of the meetings of the Committee held on 9 March 2016, 17 May 2016, 16 May 2017 and 15 May 2018.

5. Chairman's Announcements

To receive communications from the Chairman.

6. Urgent Business

The Chairman to advise whether they have agreed to any item of urgent business being admitted to the agenda.

7. Exclusion of the Public and Press

The following item of business contains 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
- 3 Information relating to the financial or business affairs of any particular person (including the authority holding that information)
- 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 item has been marked as exempt, it is for the meeting to decide whether or not to consider it 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 Local Government Act 1972, the press and public be excluded from the meeting for the following item of business, on the grounds that they could involve the likely disclosure of exempt information as defined in paragraphs 1, 2, 3 and 4 of Schedule 12A of that Act and that in all the circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information.”

8. A Single Management Structure for Cherwell District Council

** Please note this report will follow as it is currently being reviewed and finalised **

Exempt report of Chief Executive

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.

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

Yvonne Rees
Chief Executive

Published on Tuesday 4 September 2018

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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 9 March 2016 at 6.30 pm

Present: Councillor Lynn Pratt (Chairman)

Councillor Ken Atack
Councillor Andrew Beere
Councillor Mark Cherry
Councillor Melanie Magee
Councillor G A Reynolds
Councillor Bryn Williams

Apologies for absence: Councillor Lynda Thirzie Smart
Councillor Norman Bolster
Councillor Ian Corkin
Councillor James Porter
Councillor Barry Wood

Officers: Paula Goodwin, Human Resources and Organisational Development Manager
Janine Dean, HR Business Partner - Environmental Services
Lesley Farrell, Democratic and Elections Officer

12 **Declarations of Interest**

There were no declarations of interests.

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

There were no Petitions or requests to address the meeting

14 **Urgent Business**

There we no items of urgent business.

15 **Minutes**

The minutes of the meeting of the Committee held on 9 December 2015 were agreed as a correct record and signed by the Chairman.

16 **Chairman's Announcements**

There were no Chairman's announcements.

17 **Employment Statistics Quarter 3: 01 October to 31 December 2015**

The Head of Transformation submitted a report on Employment Statistics for quarter 3, 1 October 2015 to 31 December 2015 which detailed employment statistics for information and monitoring purposes.

The Human Resources and Organisational Development Manager explained that the high numbers of vacancies were due to the departmental restructures taking place and vacant posts were being filled by temporary and agency staff. There were no targets for numbers of agency staff but it was anticipated that the number would be greatly reduced once the reorganisation had been completed.

Resolved

(1) That the report be noted

18 **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 grounds 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 and 2 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.

19 **Employment Statistics Quarter 3: 01 October to 31 December 2015 exempt appendices**

The Committee considered the exempt appendices to the report of the Head of Transformation which detailed employment statistics for quarter 3, 1 October 2015 to 31 December 2015.

Resolved

(1) That the exempt appendices be noted.

20 **CDC Sickness Absence Monitoring Committee Report - Quarter 3 2015-16**

The Head of Transformation submitted an exempt report on Sickness Absence Monitoring for quarter 3, 1 October 2015 to 31 December 2015 which set of sickness data and compared performance with previous years.

Resolved

(1) That the exempt report be noted.

The meeting ended at 7.00 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 17 May 2016 at 7.30pm

Present: Councillor Maurice Billington (Chairman)
Councillor Barry Wood (Vice-Chairman)

Councillor Ken Atack
Councillor Andrew Beere
Councillor Jolanta Lis
Councillor G A Reynolds
Councillor Dan Sames
Councillor Nigel Simpson
Councillor Jason Slaymaker
Councillor Bryn Williams

Apologies for absence: Councillor Simon Holland

1 **Appointment of Chairman for the Municipal Year 2016-2017**

Resolved

That Councillor Maurice Billington be appointed Chairman of the Personnel Committee for the municipal year 2016-2017.

2 **Appointment of Vice-Chairman for the Municipal Year 2016-2017**

Resolved

That Councillor Barry Wood be appointed Vice-Chairman of the Personnel Committee for the municipal year 2016-2017.

The meeting ended at 7.32 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 2017 at 19.59 pm

Present: Councillor Maurice Billington (Chairman)
Councillor Barry Wood (Vice-Chairman)

Councillor Ken Atack
Councillor Andrew Beere
Councillor Jolanta Lis
Councillor G A Reynolds
Councillor Dan Sames
Councillor Nigel Simpson
Councillor Jason Slaymaker
Councillor Nicholas Turner
Councillor Bryn Williams

1 Appointment of Chairman for the Municipal Year 2017-2018

Resolved

That Councillor Maurice Billington be appointed Chairman of the Personnel Committee for the Municipal Year 2017-2018.

2 Appointment of Vice-Chairman for the Municipal Year 2017-2018

Resolved

That Councillor Barry Wood be appointed Vice-Chairman of the Personnel Committee for the Municipal Year 2017-2018.

The meeting ended at 8.01 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 15 May 2018 at 7.32 pm

Present: Councillor Jason Slaymaker (Chairman)
Councillor Dan Sames (Vice-Chairman)

Councillor Claire Bell
Councillor Mike Bishop
Councillor Cassi Perry
Councillor Lynn Pratt
Councillor G A Reynolds
Councillor Douglas Webb
Councillor Bryn Williams
Councillor Barry Wood

Apologies for absence: Councillor Sandra Rhodes

Officers: Natasha Clark, Governance and Elections Manager

1 **Appointment of Chairman for the Municipal Year 2018-2019**

Resolved

That Councillor Jason Slaymaker be appointed Chairman of the Personnel Committee for the Municipal Year 2018-2019.

2 **Appointment of Vice-Chairman for the Municipal Year 2018-2019**

Resolved

That Councillor Dan Sames be appointed Vice-Chairman of the Personnel Committee for the Municipal Year 2018-2019.

The meeting ended at 7.34 pm

Chairman:

Date:

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