



Committee: Personnel Committee

Date: Wednesday 3 December 2025

Time: 6.30 pm

Venue 39 Castle Quay, Banbury, OX16 5FD

Membership

**Councillor Amanda Watkins
(Chair)**

Councillor Rebecca Biegel
Councillor Phil Chapman
Councillor Nicholas Mawer
Councillor Lynne Parsons
Councillor Chris Pruden

Councillor Gemma Coton (Vice-Chair)

Councillor Chris Brant
Councillor Harry Knight
Councillor Fiona Mawson
Councillor Rob Pattenden
Councillor Barry Wood

Substitutes Any member of the relevant political group, except members of the Appeals Panel

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. Minutes (Pages 5 - 6)

To confirm as a correct record the Minutes of the meeting of the Committee held on 17 September 2025.

4. Chair's Announcements

To receive communications from the Chair.

5. Requests to Address the Meeting

The Chair to report on any requests to address the meeting.

6. Urgent Business

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

7. Policy Review Updates (Pages 7 - 126)

Report of the Assistant Director Human Resources.

Purpose of report

To seek approval from the Personnel Committee on proposed changes to existing HR policies.

Recommendations

The Personnel Committee resolves:

1.1 To review and approve the following policies for implementation:

- a. Grievance Policy
- b. Sickness Absence Policy and Procedure
- c. Maternity Leave Policy
- d. Adoption Leave Policy
- e. Parental Leave Policy
- f. Shared Parental Leave Policy
- g. Time off for Dependents
- h. Domestic Abuse Policy

8. Workforce Profile Statistics - Quarter 2 of 2025-26 (Pages 127 - 156)

Report of the Assistant Director Human Resources.

Purpose of report

To provide the Personnel Committee with an update on Cherwell District Council's workforce including measuring staff well-being and to highlight the actions officers are taking to address any issues.

Recommendations

The Personnel Committee resolves:

- 1.1 To review and note the workforce data for quarter 2 of 2025/26 provided in appendix one, devised to provide insight that will enable officers of CDC to address challenges and efficiencies in the workforce more efficiently.

Councillors are requested to collect any post from their pigeon hole in the Members' Lounge at the end of the meeting.

Information about this Meeting

Apologies for Absence

Apologies for absence should be notified to democracy@cherwell-dc.gov.uk or 01295 221534 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.

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Queries Regarding this Agenda

Please contact Martyn Surfleet, Democratic and Elections democracy@cherwell-dc.gov.uk, 01295 221534

Shiraz Sheikh
Monitoring Officer

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