

Cherwell District Council

Personnel Committee

Minutes of a meeting of the Personnel Committee held at 39 Castle Quay, Banbury, OX16 5FD, on 24 June 2026 at 6.30 pm

Present:

Councillor Rebecca Biegel (Chair)
Councillor Julius Parker (Vice-Chair)
Councillor Dr Faltermeyer
Councillor Paul Jeffreys
Councillor Kieron Mallon
Councillor Fiona Mawson
Councillor G.A. Popescu
Councillor Chris Pruden
Councillor Bryonie Wells

Substitute Members:

Councillor David Rogers (In place of Councillor Nigel Simpson)
Councillor Simon Lytton (In place of Councillor Frank Ideh)
Councillor Besmira Brasha (In place of Councillor Dr Isabel Creed)

Apologies for absence:

Councillor Dr Isabel Creed
Councillor Frank Ideh
Councillor Nigel Simpson

Officers:

Claire Cox, Assistant Director Human Resources
Susan Blunsden, HR Manager
Emma Faulkner, Principal Officer - Scrutiny and Democratic Lead

3 Declarations of Interest

There were no declarations of interests.

4 Minutes

The Minutes of the meetings of the Committee held on 4 March and 20 May 2026 were agreed as correct records and signed by the Chair.

5 **Chair's Announcements**

There were no Chair's announcements.

6 **Requests to Address the Meeting**

There were no requests to address the meeting.

7 **Policy Review Updates**

The Committee considered a report from the Assistant Director Human Resources, which presented proposed updates to six policies.

The Assistant Director Human Resources explained that changes to three of the policies – Probation, Standby and on call, and bereavement and compassionate leave – had been required due to legislative changes. Following a change in the HMRC approved mileage rate, the travel and subsistence policy had been updated to reflect the increased rate.

The market supplement and capability policies had had additional clarity added regarding definitions, authorisation steps and formal stages.

In response to questions from the Committee, the Assistant Director Human Resources explained that the use of market supplements was not widespread, and benchmarking was undertaken against neighbouring authorities with similar vacancies to ensure the CDC offer was competitive.

Resolved

- (1) That the following policies be reviewed and approved for implementation:
 - a. Probation Policy
 - b. Travel and Subsistence Policy
 - c. Standby and On Call Policy
 - d. Bereavement and Compassionate Leave Policy
 - e. Market Supplement Policy
 - f. Capability Policy

8 **Workforce Profile Statistics - Quarter 4, 2025-2026**

The Committee considered a report from the Assistant Director Human Resources, which detailed workforce data for quarter four of 2025/26, including measuring staff well-being and action required from officers to address any issues.

With regard to apprenticeships and the associated levy, the Assistant Director Human Resources explained that recent reform of the scheme had seen 16

apprenticeships defunded. This would mean that levy funding for higher level standards such as team leader, operations manager and chartered manager could no longer be used.

In response to a question from the Committee regarding detailed apprenticeship data, the Assistant Director Human Resources advised that some data was available, which could be included in future workforce data reports.

Following a question in relation to measures taken to help attract applicants to hard to fill vacancies, the Assistant Director Human Resources confirmed that flexible working and flexible retirement options were available.

With regard to data relating to applications from Armed Forces Personnel and the Armed Forces Covenant, the Assistant Director Human Resources confirmed that data was available and would look to include relevant information in future reports.

Resolved

- (1) That the workforce data for quarter 4 of 2025/26, provided in appendix one to the report, devised to provide insight that will enable officers of CDC to address challenges and efficiencies in the workforce more efficiently, be noted.

9 Urgent Business

There were no items of urgent business.

The meeting ended at 7.23 pm

Chair:

Date: