

Cherwell District Council

Personnel Committee

Minutes of a meeting of the Personnel Committee held at Bodicote House, Bodicote, Banbury, OX15 4AA, on 18 January 2012 at 6.30 pm

Present: Councillor Victoria Irvine (Chairman)
Councillor Lawrie Stratford (Vice-Chairman)

Councillor Ken Atack
Councillor Norman Bolster
Councillor Russell Hurle
Councillor Mike Kerford-Byrnes
Councillor George Parish
Councillor Rose Stratford
Councillor Lynda Thirzie Smart
Councillor Barry Wood

Apologies for absence: Councillor G A Reynolds
Councillor Alaric Rose

Officers: AnneMarie Scott, Head of Transformation
Stephanie Rew, HR Manager
James Doble, Democratic and Elections Manager

21 Declarations of Interest

There were no declarations of interests.

22 Petitions and Requests to Address the Meeting

There were no petitions or requests to address the meeting.

23 Urgent Business

There was no urgent business.

24 Minutes

The minutes of the meeting held on 14 December 2011 were agreed as a correct record and signed by the Chairman.

Members thanked Anne-Marie Scott for her service to the Council and wished her every success at the London Borough of Hounslow.

25 **Proposed Joint Local Discipline and Dismissal Policy, Procedures and Guidance for Statutory Officers of Chief Executive/Monitoring Officer/Section 151 Finance Officer and Proposed Joint Disciplinary Policy and Procedures**

The Head of Transformation submitted a report to request approval from the Committee for the new joint Councils policy on Discipline and Dismissal Policy, Procedures and Guidance for Statutory Officers of Chief Executive/Monitoring Officer/Section 151 Finance Officer and the Joint Disciplinary Policy and Procedures for all staff. The two policies would cover all staff employed by both South Northamptonshire Council and Cherwell District Council.

In the course of discussion members noted that whilst damage to council property and reputation was included this should be elevated in the policy and additionally references to Unison should be made generic to trade unions.

Resolved

- (1) That the two disciplinary and dismissal policies and procedures for statutory officers and all staff (set out in the annex to these minutes as set out in the minute book) be approved.

26 **Proposed Joint Home-Working Policy**

The Head of Transformation submitted a report to request approval for the new joint Home Working policy, which would cover all staff employed by both South Northamptonshire Council and Cherwell District Council.

It was noted that the next review of this policy should include information relating to video conferencing.

Resolved

- (1) That the Joint Home-Working Policy (set out in the annex to these minutes as set out in the minute book) be approved.

27 **Pay Policy for Posts within Shared Teams**

The Head of Transformation submitted a report to request approval for the Pay Policy for posts within shared teams. The policy was intended to cover all staff employed in shared posts across both South Northamptonshire Council and Cherwell District Council.

Resolved

- (1) That the Pay Policy for Posts within Shared Teams (set out in the annex to these minutes as set out in the minute book) be approved.

28 **Joint Staff Grievance Policy and Procedure**

The Head of Transformation submitted a report to request approval for the new joint Staff Grievance Policy and Procedure which was intended to cover all staff employed in both organisations.

Resolved

- (1) That the revised Joint Grievance Policy Report of Head of Transformation

29 **Exclusion of the Public and Press**

Resolved

That, in accordance with Section 100A(4) of Local Government Act 1972, the press and public be excluded from the meeting for the following items of business, on the grounds that they could involve the likely disclosure of exempt information as defined in paragraphs 1, 3 and 4 of Schedule 12A of that Act.

30 **Business Case for Shared ICT Service**

The Head of Transformation submitted a report to seek agreement to the proposed new structure for a shared ICT service between Cherwell District Council and South Northamptonshire Council, which has been consulted on among staff during December 2011.

Resolved

- (1) That the proposed Shared ICT Service, HR Business Case (set out in the annex to these minutes as set out in the minute book) be approved.

The meeting ended at 7.05 pm

Chairman:

Date: