

Cherwell District Council

Personnel Committee

Minutes of a meeting of the Personnel Committee held at Bodicote House, Bodicote, Banbury, OX15 4AA, on 18 November 2009 at 6.30 pm

Present: Councillor Victoria Irvine (Chairman)
Councillor Rick Atkinson (Vice-Chairman)

Councillor Norman Bolster
Councillor Russell Hurle
Councillor G A Reynolds
Councillor Chris Smithson
Councillor Lawrie Stratford
Councillor Rose Stratford
Councillor Lynda Thirzie Smart
Councillor Douglas Williamson

Apologies for absence: Councillor Ken Atack
Councillor Barry Wood

Officers: Mary Harpley, Chief Executive and Head of Paid Service
AnneMarie Scott, Head of Human Resources
Lauretta Vitalis, Head of Revenues and Benefits
Stephanie Rew, HR Manager
Alexa Coates, Senior Democratic and Scrutiny Officer

26 Declarations of Interest

There were no declarations of interest.

27 Petitions and Requests to Address the Meeting

There were no petitions or requests to address the meeting.

28 Urgent Business

There was no urgent business.

29 Minutes

The minutes of the meeting held on 3 September 2009 were approved as a correct record, subject to the inclusion of Councillor Nicholas Mawer as substitute in place of Councillor Russell Hurle in the attendance list.

30 **Minute of the Personnel Sub Committee 8 October 2009**

The minutes of the Personnel Sub Committee held on 8 October 2009 were noted by the committee.

31 **Client Side Function and Customer Service Support**

The Committee considered a joint report of the Head of Customer Service and Resources and the Head of Finance which set out proposals for the client side function and customer service support following the outsourcing of revenues and benefits. The proposal included 2.5 fulltime Customer Service Officer (Specialist) Roles and 3 Full time Customer Advisors to deal with additional volume of work and a Service Assurance team consisting of: 2 full time Service Assurance Technical Specialists and 2 full time Service Assurance Officers.

Members were advised that the financial effects in the original report were incorrect and that the total staff costs amounted to £298,812, not £310,434 as originally stated. The Committee discussed the possibility of these posts being fulfilled by people affected by the outsourcing of revenues and benefits. Officers advised that these posts would be advertised internally.

Resolved

That the job descriptions and grades for the additional Customer Service roles and Service Assurance Team be agreed as part of the outsourcing of the back elements of the revenues and benefits service.

32 **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 item of business, on the grounds that it could involve the likely disclosure of exempt information as defined in paragraphs 1, 3 and 4 of Schedule 12A of that Act.

33 **Extended Management Team Review - Proposed Changes**

The Committee considered a report of the Chief Executive which updated Members on the proposed changes to the Extended Management Team. The Committee were advised that a final report with final proposals for the new structure would be submitted to the Committee at their next meeting. Officers affected by the proposed changes would be consulted before the final report was submitted to the Committee.

Resolved

That the current proposals for the changes to the structure of Extended Management Team and the plans to consult those affected be noted.

The meeting ended at 7.15 pm

Chairman:

Date: