

# **Cherwell District Council**

## **Council**

**17 October 2022**

### **Changes to Personnel Committee Terms of Reference**

#### **Report of Interim Monitoring Officer**

This report is public

#### **Purpose of report**

The Council has a suite of employment law policies which give employees the opportunity to work flexibly or seek other changes to their terms and conditions. A recent introduction is a Flexible Retirement Policy, which will be considered by personnel Committee on 17 October.

This report seeks changes to the Terms of Reference of Personnel Committee, to make it possible for that committee to determine formal applications by senior officers to consider changes to their terms and conditions of employment.

#### **1.0 Recommendations**

The meeting is recommended:

- 1.1 To approve additional wording to the Personnel Committee's Terms of Reference, to add *'To determine formal applications by the Head of Paid Service, s151 Officer, Monitoring Officer and Corporate Directors for changes to their terms and conditions of employment, including flexible retirement requests'*.
- 1.2 To note that such applications by officers at Assistant Director grade and below would be determined by officers at the appropriate management level.

#### **2.0 Introduction**

- 2.1 At its meeting on 17 October, the Personnel Committee will be considering the adoption of a flexible retirement policy. This and other HR policies allow for applications to be made by officers for changes to their terms and conditions. It is therefore important that the Council determines how such applications will be decided.
- 2.2 It is proposed that any such applications from the most senior officers in the Council are determined by members, the appropriate committee being the Personnel Committee. Applications below this level would be delegated at officer level.

### **3.0 Conclusion and Reasons for Recommendations**

- 3.1 In the interests of clarity and transparency, the council should have in place appropriate approval levels for requests by officers to any changes to their terms and conditions. This report provides a framework for such approvals so that there is clarity in the organisation as to who would be determining such applications.

### **4.0 Consultation**

None

### **5.0 Alternative Options and Reasons for Rejection**

- 5.1 The alternative options are to consider other committees having the function to determine senior officer terms and conditions changes, however as Personnel Committee has responsibility overall for HR functions, other options have been rejected.

### **6.0 Implications**

#### **Financial and Resource Implications**

- 6.1 There are no financial implications associated with this report.

Comments checked by:

Michael Furness, Section 151 Officer and Assistant Director of Finance,  
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#### **Legal Implications**

- 6.2 The Council must have in place clear and transparent arrangements for determining applications by officers that result in a change to their terms and conditions of employment.

Comments checked by:

Shahin Ismail, Interim Monitoring Officer, [Shahin.Ismail@cherwell-dc.gov.uk](mailto:Shahin.Ismail@cherwell-dc.gov.uk)

#### **Risk Implications**

- 6.3 There are no risk management implications arising directly from this report. Any arising risks will be managed by the relevant service operational risk register and escalated to the leadership risk register as and when necessary.

Comments checked by:

Celia Prado-Teeling, Interim Assistant Director – Customer Focus, 01295 221556  
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#### **Equalities and Inclusion Implications**

- 6.4 All proposals are developed in line with the commitments set in our Equalities and Inclusion Framework, including a screening for relevance against our statutory duties to promote equality and an impact assessment (ECIA) has been completed.

Comments checked by:

Celia Prado-Teeling, Interim Assistant Director – Customer Focus, 01295 221556

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## 7.0 Decision Information

### Key Decision

Financial Threshold Met: N/A

Community Impact Threshold Met: N/A

### Wards Affected

N/A

### Links to Corporate Plan and Policy Framework

N/A

### Lead Councillor

N/A

### Document Information

#### Appendix number and title

- None

### Background papers

None

### Report Author and contact details

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