

## **Cherwell District Council**

### **Personnel Committee**

Minutes of a meeting of the Personnel Committee held at 39 Castle Quay, Banbury, OX16 5FD, on 17 September 2025 at 6.30 pm

#### **Present:**

Councillor Amanda Watkins (Chair)  
Councillor Gemma Coton (Vice-Chair)  
Councillor Rebecca Biegel  
Councillor Chris Brant  
Councillor Nicholas Mawer  
Councillor Rob Pattenden  
Councillor Chris Pruden  
Councillor Barry Wood

#### **Substitute Members:**

Councillor Besmira Brasha (In place of Councillor Lynne Parsons)

#### **Apologies for absence:**

Councillor Phil Chapman  
Councillor Harry Knight  
Councillor Fiona Mawson  
Councillor Lynne Parsons

#### **Officers:**

Claire Cox, Assistant Director Human Resources  
Martyn Surfleet, Democratic and Elections Officer

## **10      Declarations of Interest**

There were no declarations of interests.

## **11      Urgent Business**

There were no items of urgent business.

## **12      Minutes**

The Minutes of the meeting of the Committee held on 25 June 2025 were agreed as a correct record and signed by the Chair.

13 **Chair's Announcements**

There were no Chair's announcements.

14 **Requests to Address the Meeting**

There were no requests to address the meeting.

15 **Workforce Profile Statistics - Quarter 1 of 2025/26**

The Assistant Director Human Resources submitted a report to update the Committee on Cherwell District Council's (CDC) workforce as at the end of quarter 1 of 2025/26, including measuring staff well-being and highlighting the actions officers were taking to address any issues.

In introducing the report, the Portfolio Holder for Corporate Services, Councillor Brant, advised that there were no issues, risks or concerns to highlight.

In response to a question regarding potential barriers to recruitment due to ethnicity, the Assistant Director Human Resources explained that the Councils recruitment process aimed to be as fair and transparent as possible, but that a review of the process was underway to ensure that any remaining barriers were removed or mitigated where practicable.

In response to a question regarding dismissals based on capability and the processes in place to prevent such dismissals, the Assistant Director Human Resources explained that such cases were rare. Should such a case arise, a review would be held to provide lessons learned to help prevent future occurrences.

**Resolved**

- (1) That the workforce profile statistics for quarter 1 of 2025/26 (financial year dates) be noted.

The meeting ended at 7.02 pm

Chair:

Date: