

## **Cherwell District Council**

### **Personnel Committee**

Minutes of a meeting of the Personnel Committee held at Bodicote House, Bodicote, Banbury, OX15 4AA, on 30 September 2010 at 6.30 pm

Present: Councillor Rick Atkinson (Vice-Chairman, in the Chair)

Councillor Russell Hurle  
Councillor George Parish  
Councillor G A Reynolds  
Councillor Chris Smithson  
Councillor Lawrie Stratford  
Councillor Rose Stratford  
Councillor Lynda Thirzie Smart  
Councillor Barry Wood

Substitute Members: Councillor Nicholas Turner (In place of Councillor Ken Atack)  
Councillor Luke Annaly (In place of Councillor Norman Bolster)

Apologies for absence: Councillor Victoria Irvine  
Councillor Ken Atack  
Councillor Norman Bolster

Officers: Mary Harpley, Chief Executive and Head of Paid Service  
AnneMarie Scott, Head of People and Improvement  
Stephanie Rew, HR Manager  
James Doble, Democratic, Scrutiny and Elections Manager

#### 12 **Declarations of Interest**

There were no declarations of interest.

#### 13 **Petitions and Requests to Address the Meeting**

There were no petitions or requests to address the meeting.

#### 14 **Urgent Business**

There was no urgent business.

15 **Minutes**

The minutes of the meetings held on 2 June 2010 were agreed as a correct record and signed by Chairman.

16 **Paternity Leave Policy Update**

The Head of People and Improvement submitted a report to consider the Council's policy in relation to paternity leave.

**Resolved**

- (1) That the Council's revised paternity leave be approved and the committee receive a further report in 12 months to monitor progress.

17 **Volunteers Policy**

The Head of People and Improvement submitted a report to consider the Council's policy in relation to volunteers.

**Resolved**

- (1) That the Council's revised volunteer policy be approved subject to the following amendments:
  - That photographic identity documents such as passports are checked when a CRB check is accepted by the council using the 12 month portability rule.
  - That volunteers working with vulnerable people be asked during the application process if they have undertaken a safeguarding and protecting course.
  - That the portability of CRB checks be accepted for 12 months in line with national guidance.

18 **Job Evaluation**

The Head of People and Improvement submitted a report which provided a detailed update in relation to the completion and implementation of the GLPC job evaluation scheme, and the implementation of a new pay structure and terms and conditions of employment into effect on 1 April 2010. The committee congratulated officers on the successful completion of the project.

**Resolved**

- (1) That the report be noted and the car user scheme approved subject to the inclusion of the revised HMRC mileage rate for mileage over 10,000 miles per annum.

19 **Staff Satisfaction Survey**

The Head of People and Improvement submitted a report which proposed a corporate action plan as a result of the outcomes of the second full comprehensive staff survey the Council undertook in March 2010.

**Resolved**

- (1) That the proposed corporate action plan in response to the MORI staff survey be agreed with the amendment that some way should be found of outlining to members which jobs and functions staff carry out.

20 **Employment Statistics Qtr 1 - 2010/2011**

The Head of People and Improvement submitted a report detailing employment statistics, by Directorate, for information and monitoring purposes.

**Resolved**

- (1) That the contents of the report be noted.

21 **Business Case from the Joint Working Group for a shared senior management team between South Northamptonshire Council and Cherwell District Council**

The Chief Executive submitted the Business Case from the South Northamptonshire Council and Cherwell District Council Joint Working Group for a shared senior management team between South Northamptonshire Council and Cherwell District Council, in order to appraise the committee of the human resources implications of the proposal.

**Resolved**

- (1) That the business case and the human resources implications be noted.

The meeting ended at 8.04 pm

Chairman:

Date: