



**Committee:** Personnel Committee  
**Date:** Thursday 17 November 2022  
**Time:** 2.00 pm  
**Venue** Bodicote House, Bodicote, Banbury, OX15 4AA

### **Membership**

<b>Councillor Jason Slaymaker (Chairman)</b>	<b>Councillor Simon Holland (Vice-Chairman)</b>
Councillor Andrew Beere	Councillor Ian Corkin
Councillor Gemma Coton	Councillor Fiona Mawson
Councillor Lynn Pratt	Councillor Chris Pruden
Councillor Les Sibley	Councillor Amanda Watkins
Councillor Douglas Webb	Councillor Barry Wood

## **AGENDA**

**1. Apologies for Absence and Notification of Substitute Members**

**2. Declarations of Interest**

Members are asked to declare any interest and the nature of that interest which they may have in any of the items under consideration at this meeting.

**3. Petitions and Requests to Address the Meeting**

The Chairman to report on any requests to submit petitions or to address the meeting.

**4. Urgent Business**

The Chairman to advise whether they have agreed to any item of urgent business being admitted to the agenda.

5. **Minutes** (Pages 5 - 10)

To confirm as a correct record the Minutes of the meeting of the Committee held on 17 October 2022.

6. **Chairman's Announcements**

To receive communications from the Chairman.

7. **Policy Updates** (Pages 11 - 138)

Report of Chief Executive

**Purpose of report**

To seek approval from the Personnel Committee (PC) on proposed changes to existing HR policies.

**Recommendations**

The meeting is recommended:

1.1 to review and approve the following policies for implementation:

- Time Off for Dependents
- Capability Policy
- Disciplinary and Dismissal Policy
- Grievance Policy
- Organisational Change Policy
- Sickness Absence Policy

8. **Workforce Profile Statistics** (Pages 139 - 156)

Report of Chief Executive

**Purpose of report**

To provide the Personnel Committee with an update on Cherwell District Council's workforce including Key Performance Indicators for measuring staff well-being and to highlight the actions officers are taking to address any issues

**Recommendations**

The meeting is recommended to:

1.1 Review and note the workforce data for Quarter 2 of 2022/23 (Appendix one).

**Councillors are requested to collect any post from their pigeon hole in the Members Room at the end of the meeting.**

## **Information about this Meeting**

### **Apologies for Absence**

Apologies for absence should be notified to [democracy@cherwell-dc.gov.uk](mailto:democracy@cherwell-dc.gov.uk) or 01295 221534 prior to the start of the meeting.

### **Declarations of Interest**

Members are asked to declare interests at item 2 on the agenda or if arriving after the start of the meeting, at the start of the relevant agenda item.

### **Local Government and Finance Act 1992 – Budget Setting, Contracts & Supplementary Estimates**

Members are reminded that any member who is two months in arrears with Council Tax must declare the fact and may speak but not vote on any decision which involves budget setting, extending or agreeing contracts or incurring expenditure not provided for in the agreed budget for a given year and could affect calculations on the level of Council Tax.

### **Evacuation Procedure**

When the continuous alarm sounds you must evacuate the building by the nearest available fire exit. Members and visitors should proceed to the car park as directed by Democratic Services staff and await further instructions.

### **Access to Meetings**

If you have any special requirements (such as a large print version of these papers or special access facilities) please contact the officer named below, giving as much notice as possible before the meeting.

### **Mobile Phones**

Please ensure that any device is switched to silent operation or switched off.

### **Queries Regarding this Agenda**

Please contact Natasha Clark, Democratic and Elections [democracy@cherwell-dc.gov.uk](mailto:democracy@cherwell-dc.gov.uk), 01295 221534

**Yvonne Rees**  
**Chief Executive**

Published on Wednesday 9 November 2022