

Cherwell District Council

Personnel Committee

Minutes of a meeting of the Personnel Committee held at Bodicote House, Bodicote, Banbury, OX15 4AA, on 13 June 2023 at 7.30 pm

Present:

Councillor Lynn Pratt (Vice-Chairman)
Councillor Gemma Coton
Councillor David Hingley
Councillor Fiona Mawson
Councillor Dr Chukwudi Okeke
Councillor Lynne Parsons
Councillor Chris Pruden
Councillor George Reynolds
Councillor Amanda Watkins
Councillor Douglas Webb
Councillor Barry Wood

Also Present:

Councillor Sandy Dallimore, Portfolio Holder for Corporate Services

Apologies for absence:

Councillor Ian Harwood

Officers:

Claire Cox, Assistant Director Human Resources
Susan Blunsden, HR Manager
Aaron Hetherington, Democratic and Elections Team Leader

3 **Declarations of Interest**

There were no declarations of interests.

4 **Petitions and Requests to Address the Meeting**

There were no petitions or requests to address the meeting.

5 **Urgent Business**

There were no items of urgent business.

6 **Minutes**

The Minutes of the meetings of the Committee held on 15 March 2023 and 23 May 2023 were confirmed as correct records and signed by the Chairman.

7 Chairman's Announcements

There were no Chairman's announcements

8 Policy Review

The Committee considered a report from the Chief Executive that sought approval on proposed changes to existing HR policies.

In introducing the report, the Assistant Director of Human Resources explained the changes in the policies were due to changes in the Council's Constitution. The Assistant Director of Human Resources also stated that there would be a continuation to review policies to bring them in line with the Council's constitution when required.

In response to Members' questions, the Assistant Director Human Resources confirmed that the policies were compliant with national legislation and that any further change would be brought to the Personnel Committee for update and review.

Resolved

(1) That the following policies be approved for implementation:

- Sickness Absence Policy
- Organisational Change Policy
- Disciplinary Policy and Procedure
- Capability Policy
- Stand-by and on-call Policy
- Market Supplement Policy
- Car User Policy

9 Workforce Profile Statistics

The Committee considered a report from the Chief Executive that provided the Personnel Committee with an update on Cherwell District Council's workforce including measuring staff well-being and to highlight the actions officers were taking to address any issues.

In introducing the report, The Assistant Director of Human Resources provided an overview on the workforce data for Quarter 4 of 2022/23.

In response to members questions in regard to the decrease in headcount across the council from quarter 1, the Assistant Director of Human Resources confirmed that this was due to the decoupling from OCC.

Regarding agency staff, the Assistant Director of Human Resources explained that there were circumstances where the Council would need to use agency staff where it could not be avoided. For example, in Waste Services, where three manned crews were required to collect the waste in the district, agency staff would be used to help the service.

In response to queries from the Committee regarding actions to increase diversity of the workforce, the Assistant Director of Human Resources explained that a new recruitment module was being introduced from July 2023. The module would provide information regarding the reach of recruitment advertising, which would allow the HR team to review effectiveness.

In response to members questions regarding Local Government Association and District Council's Network graduate trainee schemes and if the council invested in them, the Assistant Director of Human Resources confirmed that the council had taken on two LGA graduates and would continue to monitor going forward.

Resolved

- (1) That the workforce data for Quarter 4 of 2022/23 be noted.

10 **Equalities, Diversity and Inclusion (EDI) Working Group**

The Committee were asked to nominate representatives to the Equalities, Diversity and Inclusion (EDI) working group, which was proposed to continue as a joint working group with Overview and Scrutiny Committee.

Resolved

- (1) That Councillor Coton, Councillor Okeke and Councillor Pruden be nominated to represent the Personnel Committee at the Equalities Diversity and Inclusion (EDI) Working Group.

11 **Work Programme 2023/2024**

The Committee considered the indicative work programme for 2023/2024

Resolved

- (1) That the work programme 2023/2024 be noted.

The meeting ended at 8.01 pm

Chairman:

Date: