

Cherwell District Council

Personnel Committee

Minutes of a meeting of the Personnel Committee held at Bodicote House, Bodicote, Banbury, OX15 4AA, on 7 February 2024 at 6.30 pm

Present:

Councillor Amanda Watkins (Vice-Chairman, in the Chair)

Councillor David Hingley
Councillor Fiona Mawson
Councillor Lynne Parsons
Councillor Chris Pruden
Councillor George Reynolds
Councillor Bryn Williams
Councillor Barry Wood

Substitute Members:

Councillor Sandy Dallimore (In place of Councillor Lynn Pratt)
Councillor Rob Pattenden (In place of Councillor Gemma Coton)

Apologies for absence:

Councillor Lynn Pratt
Councillor Gemma Coton
Councillor Douglas Webb
Councillor Sean Woodcock

Officers:

Claire Cox, Assistant Director Human Resources
Susan Blunsden, HR Manager
Natasha Clark, Governance and Elections Manager

Officers Attending Virtually:

Celia Prado-Teeling, Performance Team Leader

41 **Declarations of Interest**

There were no declarations of interests.

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

There were no petitions or request to address the meeting.

43 **Minutes**

The Minutes of the meeting of the Committee held on 20 November 2023 and the reconvened meeting held on 27 November 2023 were agreed as correct records and signed by the Chairman.

44 **Chairman's Announcements**

There were no Chairman's announcements.

45 **Equalities, Diversity and Inclusion (EDI) Action Plans - Inclusive Workplace**

The Assistant Director – Customer Focus submitted a report to seek approval of the draft action plan for delivering the council's equality, diversity and inclusion commitments for creating an inclusive workplace, which are set out in its Equalities Framework, Including Everyone.

Resolved

- (1) That, having given due consideration, the action plan for an Inclusive Workplace for 2024/25 be recommended to Executive for agreement.
- (2) That authority be delegated to the Assistant Director for Customer Focus to make minor amendments to the agreed action plans in consultation with the Portfolio Holder for Corporate Services and Chair of the Equalities Diversity and Inclusion (EDI) Working Group.

46 **Gender Pay Gap Report**

The Assistant Director Human Resources submitted a report to provide the Personnel Committee with the latest Gender Pay Gap report for information

Resolved

- (1) That the Gender Pay Gap report 2023 be noted.

47 **Policy Updates**

The Assistant Director Human Resources submitted a report to seek approval from the Personnel Committee on proposed changes to existing HR policies.

Resolved

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

- Learning and Development Policy
- Smoke Free Policy
- Use of E-Cigarettes at Work Policy

48 **Workforce Statistics for Quarter 3 2023-24**

The Assistant Director Human Resources submitted a report to provide the Personnel Committee with an update on CDC's workforce including measuring staff well-being and to highlight the actions officers were taking to address any issues.

Resolved

- (1) That the workforce data for Quarter 3 2023/2024 be noted.

49 **Urgent Business**

There were no items of urgent business.

The meeting ended at 7.20 pm

Chairman:

Date: