



**Committee:** Personnel Committee  
**Date:** Tuesday 31 January 2023  
**Time:** 2.30 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 - 8)**

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

**6. Chairman's Announcements**

To receive communications from the Chairman.

**7. Policy Updates (Pages 9 - 58)**

Report of Chief Executive

**Purpose of report**

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

**Recommendations**

The meeting is recommended:

1.1 to review and approve the following policies for implementation:

- Annual Leave and Bank Holiday Policy
- Compassionate Leave Policy
- Court Attendance Policy
- Employee Code of Conduct
- Statutory Officer Disciplinary and Dismissal Procedure

**8. Gender Pay Gap (Pages 59 - 70)**

Report of Chief Executive

**Purpose of report**

To provide the Personnel Committee with the latest Gender Pay Gap report for information.

**Recommendations**

The meeting is recommended:

1.1 to review the latest Gender Pay Gap report provided for information.

**9. Workforce Profile Statistics (Pages 71 - 88)**

Report of Chief Executive

**Purpose of report**

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

## **Recommendations**

The meeting is recommended:

- 1.1 to review and note the workforce data for Quarter 3 of 2022/23 provided in Appendix one.

## **10. Exclusion of the Public and Press**

The following reports contain exempt information as defined in the following paragraphs of Part 1, Schedule 12A of Local Government Act 1972.

1 - Information relating to any individual.

2 – Information which is likely to reveal the identity of an individual

3– Information relating to the financial or business affairs of any particular person (including the authority holding that information).

4 – Information relating to any consultations or negotiations, or contemplated consultations or negotiations, in connection with any labour relations matter arising between the authority or a Minister of the Crown and employees of, or office holders under, the authority.

Members are reminded that whilst the following item(s) have been marked as exempt, it is for the meeting to decide whether or not to consider each of them in private or in public. In making the decision, members should balance the interests of individuals or the Council itself in having access to the information. In considering their discretion members should also be mindful of the advice of Council Officers.

Should Members decide not to make a decision in public, they are recommended to pass the following recommendation:

“That, in accordance with Section 100A(4) of the Local Government Act 1972, the press and public be excluded from the meeting for the following items of business, on the grounds that they could involve the likely disclosure of exempt information as defined in paragraphs 1, 3 and 4 of Schedule 12A of that Act.”

## **11. Property Restructure (Pages 89 - 140)**

Exempt report of Corporate Director Resources

**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 Aaron Hetherington, Democratic and Elections [democracy@cherwell-dc.gov.uk](mailto:democracy@cherwell-dc.gov.uk), 01295 221534

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

Published on Monday 23 January 2023