



Committee: Personnel Committee
Date: Wednesday 18 September 2024
Time: 6.30 pm
Venue: Bodicote House, Bodicote, Banbury, OX15 4AA

Membership

**Councillor Amanda Watkins
(Chairman)**

Councillor Rebecca Biegel
Councillor Phil Chapman
Councillor Harry Knight
Councillor Fiona Mawson
Councillor Chris Pruden

Councillor Gemma Coton (Vice-Chairman)

Councillor Chris Brant
Councillor David Hingley
Councillor Nicholas Mawer
Councillor Lynne Parsons
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 9 July 2024.

6. **Chairman's Announcements**

To receive communications from the Chairman.

7. **Policy Review Updates** (Pages 9 - 32)

Report of Assistant Director Human Resources

Purpose of report

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

Recommendations

The Personnel Committee resolves:

1.1 to review and approve the following policies for implementation:

- a. Travel and Subsistence Policy (incorporates and therefore supersedes Car User Policy)
- b. Bullying, Harassment and Discrimination Policy

8. **Workforce Profile Statistics - Quarter 1 of 2024/25** (Pages 33 - 58)

Report of Assistant Director Human Resources

Purpose of report

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

Recommendations

The Personnel Committee are resolves:

1.1 to review and note the workforce data for quarter 1 of 2024/25 provided in appendix one, devised to provide insight that will enable officers of CDC to address challenges and efficiencies in the workforce more efficiently

9. **Equalities, Diversity and Inclusion (EDI) Working Group**

In autumn 2022, a joint Equalities Diversity and Inclusion (EDI) Working Group was established comprising members of the Personnel Committee and the Overview and Scrutiny Committee.

The Working Group is informal and supported by officers from the Performance and Insight Team. Its role is to help shape and oversee the work the Council is doing to deliver on its equality, diversity and inclusion commitments which are set out in the Council's Equalities Framework 'Including Everyone'. Once appointed, the Working Group will review its Terms of Reference to focus on monitoring progress against the three Action Plans agreed by Executive in April 2024.

The Personnel Committee is requested to nominate three Personnel Committee members to join the EDI Working Group. The Overview and Scrutiny Committee (OSC) will nominate three OSC members to the EDI Working Group at its 10 September meeting.

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 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.

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Queries Regarding this Agenda

Please contact Martyn Surfleet, Democratic and Elections democracy@cherwell-dc.gov.uk, 01295 221534

Shiraz Sheikh
Monitoring Officer

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