



**Committee:** Personnel Committee  
**Date:** Wednesday 27 November 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 18 September 2024.

6. **Chairman's Announcements**

To receive communications from the Chairman.

7. **Workforce Profile Statistics - Quarter 2 of 2024-25** (Pages 9 - 36)

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 resolves:

- 1.1 to review and note the workforce data for quarter 2 of 2024/2025 provided in appendix one, devised to provide insight that will enable officers of CDC to address challenges and efficiencies in the workforce more effectively.

8. **Policy Review Updates** (Pages 37 - 104)

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 adoption:
  - a. Organisational Change Policy
  - b. Paternity Leave Policy
  - c. Carer's Leave Policy
  - d. Drugs and Alcohol Policy

**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.

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### **Queries Regarding this Agenda**

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

**Shiraz Sheikh**  
**Monitoring Officer**

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