



**Committee:** Personnel Committee  
**Date:** Wednesday 4 March 2026  
**Time:** 6.30 pm  
**Venue** 39 Castle Quay, Banbury, OX16 5FD

### **Membership**

<b>Councillor Amanda Watkins (Chair)</b>	<b>Councillor Gemma Coton (Vice-Chair)</b>
Councillor Rebecca Biegel	Councillor Chris Brant
Councillor Phil Chapman	Councillor Harry Knight
Councillor Nicholas Mawer	Councillor Fiona Mawson
Councillor Lynne Parsons	Councillor Rob Pattenden
Councillor Chris Pruden	Councillor Barry Wood

**Substitutes** Any member of the relevant political group, except members of the Appeals Panel

## **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. Minutes** (Pages 5 - 12)

To confirm as correct records the Minutes of the meetings of the Committee held on 21 November, 3 December and 10 December 2025.

- 4. Chair's Announcements**

To receive communications from the Chair.

**5. Requests to Address the Meeting**

The Chair to report on any requests to address the meeting.

**6. Urgent Business**

The Chair to advise whether they have agreed to any item of urgent business being admitted to the agenda.

**7. Policy Review Updates (Pages 13 - 90)**

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. Parental Leave Policy
- b. Paternity Leave Policy
- c. Probation Policy
- d. Compassionate Leave Policy
- e. Annual Leave and Bank Holiday Policy
- f. Court Attendance Policy
- g. Honorarium Policy
- h. Health and Safety Policy

**8. Workforce Profile Statistics - Quarter 3 of 2025-26 (Pages 91 - 120)**

Report of Assistant Director of 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 3 of 2025/26 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. **Gender Pay Gap Report** (Pages 121 - 134)

Report of Assistant Director of Human Resources

### **Purpose of report**

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

### **Recommendations**

The Personnel Committee resolves:

- 1.1 To review and note the Gender Pay Gap Report, which is submitted for information

**Councillors are requested to collect any post from their pigeon hole in the Members' Lounge 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.

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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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