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## **Cherwell District Council**

### **Personnel Committee**

Minutes of a meeting of the Personnel Committee held at Bodicote House, Bodicote, Banbury, OX15 4AA, on 26 March 2025 at 6.30 pm

#### **Present:**

Councillor Amanda Watkins (Chairman)  
Councillor Gemma Coton (Vice-Chair)  
Councillor Rebecca Biegel  
Councillor David Hingley  
Councillor Nicholas Mawer  
Councillor Fiona Mawson  
Councillor Lynne Parsons  
Councillor Chris Pruden  
Councillor Barry Wood

#### **Apologies for absence:**

Councillor Phil Chapman  
Councillor Harry Knight

#### **Also Present Virtually:**

Councillor Chris Brant, Portfolio Holder for Corporate Services

#### **Officers:**

Claire Cox, Assistant Director Human Resources  
Martyn Surfleet, Democratic and Elections Officer

## **25      Declarations of Interest**

There were no declarations of interests.

## **26      Urgent Business**

There were no items of urgent business.

## **27      Minutes**

The Minutes of the meeting of the Committee held on 27 November 2024, were agreed as a correct record and signed by the Chairman, subject to the correction of the following minor amendment:

That Councillor Gordon Blakeway be listed as substitute for Councillor David Hingley.

28 **Chairman's Announcements**

There were no Chairman's Announcements.

29 **Requests to Address the Meeting**

There were no requests to address the meeting.

30 **Gender Pay Gap Report**

The Committee considered a report from the Assistant Director Human Resources which provided the Committee with the latest Gender Pay Gap report for information ahead of it being published on the council's website by 30 March 2025.

In introducing the report, the Portfolio Holder Corporate Services advised Members that the Gender Pay Gap report outlined a mean difference in pay between men and women of 4.97%, with men earning an average of £1.01 more an hour than women. For the third year in a 4-year period, there had been no median pay difference between men and women. Even with a mean difference of 4.97% CDC remained significantly lower than the national public sector mean pay gap of 12.9%, and the median pay gap of 13.5%.

In response to a question regarding progress in addressing the gender balance in more male dominated departments, the Assistant Director Human Resources explained that the recruitment process sought to place the best candidate for the role wherever possible and that departments such as Waste Collection and Street Cleansing remained male dominated due to the nature of the work. Continuous monitoring would enable the council to focus its attention on areas of improvement.

In response to a question as to whether the council monitored the work other councils were undertaking to address any imbalances within their work force regarding gender and pay, the Assistant Director Human Resources advised that the council did not currently monitor other authorities work on gender statistics and pay but would seek information should it be required.

**Resolved**

- (1) That, having given due consideration, the Gender Pay Gap report be noted.

## **Workforce Profile Statistics - Quarter 3 2024-25**

The Assistant Director Human Resources submitted a report to update the Committee on Cherwell District Council's (CDC) workforce including measuring staff well-being and to highlight the actions officers were taking to address any issues.

In introducing the report, the Portfolio Holder Corporate Services advised that the report outlined statistical data in relation to CDC's workforce at the end of quarter 3 of 2024/25 for information. There were no issues, risks or concerns to highlight.

In response to a question regarding negative feedback during exit interviews and whether there were any follow up actions and measures to ensure any concerns were rectified, the Assistant Director Human Resources explained that should negative feedback be received an investigation would be undertaken. Feedback and actions would subsequently be provided to the relevant officers should any action be required.

In response to a question regarding disclosure of disabilities at interview stage and whether there were any issues with encouraging people with disabilities to apply for roles at CDC, the Assistant Director Human Resources advised that CDC was a disability positive employer and that any applicant disclosing a disability would be guaranteed an interview. Applicants were encouraged to disclose disabilities at interview stage to allow for adequate amendments where possible.

### **Resolved**

- (1) That the workforce profile statistics for quarter 3 of 2024/25 (financial year dates) be noted.

The meeting ended at 7.09 pm

Chair:

Date: