

## **Cherwell District Council**

### **Personnel Committee**

Minutes of a meeting of the Personnel Committee held at Bodicote House, Bodicote, Banbury, OX15 4AA, on 18 September 2024 at 6.30 pm

#### Present:

Councillor Amanda Watkins (Chairman)  
Councillor Gemma Coton (Vice-Chairman)  
Councillor Rebecca Biegel  
Councillor Phil Chapman  
Councillor David Hingley  
Councillor Nicholas Mawer  
Councillor Fiona Mawson  
Councillor Chris Pruden  
Councillor Barry Wood  
Councillor Alisa Russell

#### Substitute Members:

Councillor Sean Woodcock (In place of Councillor Lynne Parsons)

#### Apologies for absence:

Councillor Chris Brant  
Councillor Harry Knight  
Councillor Lynne Parsons

#### Officers:

Claire Cox, Assistant Director Human Resources  
Susan Blunsden, HR Manager  
Martyn Surfleet, Democratic and Elections Officer  
Natasha Clark, Governance and Elections Manager

## 10 **Declarations of Interest**

There were no declarations of interest.

## 11 **Petitions and Requests to Address the Meeting**

There were no petitions or request to address the meeting.

12 **Urgent Business**

There were no items of urgent business.

13 **Minutes**

The Minutes of the meeting of the Committee held on 9 July 2024 were agreed as a correct record and signed by the Chairman.

14 **Chairman's Announcements**

There were no Chairman's announcements.

15 **Policy Review Updates**

The Assistant Director Human Resources submitted a report to seek approval from the Personnel Committee on proposed changes to two existing HR policies: Travel and Subsistence Policy (incorporates and therefore supersedes Car User Policy); Bullying, Harassment and Discrimination Policy.

In response to Members' questions regarding the revised subsistence levels, the Assistant Director Human Resources explained that the rates were aligned with comparable councils. The levels reflected the maximum amount that would be paid, subject to submission in accordance with the policy.

**Resolved**

(1) That, having given due consideration, the following policies be approved for implementation:

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

16 **Workforce Profile Statistics - Quarter 1 of 2024/25**

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

**Resolved**

(1) That the workforce data for quarter 1 of 2024/25 (financial year dates) be noted.

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### **Equalities, Diversity and Inclusion (EDI) Working Group**

The Chairman explained that 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 Overview and Scrutiny Committee (OSC) had agreed that the EDI Working Group should continue in 2024/2025 and nominated three OSC members to sit on the EDI Working Group at its 10 September meeting. The Personnel Committee was requested to also agree the continuation of the EDI Working Group and, subject to this agreement, to nominate three Personnel Committee members to join the EDI Working Group.

### **Resolved**

- (1) That the continuation of the Equalities Diversity and Inclusion Working Group continue in 2024/2025.
- (2) That Councillor Coton and Councillor Biegel be nominated by the Personnel Committee to join the EDI Working Group.
- (3) That it be agreed the Personnel Committee Chair would consult with the Chair of the Overview and Scrutiny and officers on the process for filling the final vacancy on the EDI Working Group.

The meeting ended at 6.55 pm

Chairman:

Date: