

CHILTERN DISTRICT COUNCIL

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Chiltern District Council and Joint Staff Committee

Tuesday, 18th May, 2010 at 10.30 am

Cabinet Room, Council Offices, King George V Road, Amersham

A G E N D A

- 1 Evacuation Procedures
- 2 Terms of Reference and Membership
Appendix 2 (Pages 1 - 2)
- 3 Appointment of Chairman
- 4 Appointment of Vice-Chairman
- 5 Appointment of Secretary to the Committee
- 6 Apologies for Absence
- 7 Arrangements for future meetings
- 8 Exclusion of the Public

To resolve that under Section 100(A)(4) of the Local Government Act 1972 the public be excluded from the meeting for the following item(s) of business on the grounds that it involves the likely disclosure of exempt information as defined in Part I of Schedule 12A of the Act.

- 9 Performance Related Pay Scheme

The purpose of the meeting is to discuss the future of the Performance Related Pay Scheme in the context of:-

- (1) The climate of public opinion which had turned against anything associated with a 'bonus' culture.
- (2) The limited financial options of the Council.
- (3) The need to maintain levels of service and the best way to reduce cost.
- (4) Spread the impact of changes as evenly and fairly as possible, one way of which was through the PRP scheme.

A briefing paper will be circulated prior to the meeting

Note: All Reports will be updated orally at the meeting if appropriate and may be supplemented by additional reports at the Chairman's discretion.

Membership: Chiltern District Council and Joint Staff Committee

Councillors: Miss P A Appleby
A Dibbo
D W Phillips
N M Rose
J F Warder

Appointments subject to confirmation at Annual Council

Staff: E Darvell
T Pearce
M Shirley
I Snudden
A Whichelow

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SECTION E - JOINT ARRANGEMENTS MADE BY THE COUNCIL**1. CHILTERN DISTRICT COUNCIL AND STAFF JOINT COMMITTEE****1.1 General**

A joint committee established to develop and maintain methods of collective bargaining in order to promote and facilitate good employment relations between the Council (as an employer) and its employees.

1.2 Membership, Chairmanship and Quorum

Number of Members	Five Councillors, one of whom will be a member of the Cabinet and five Staff
Substitutes Permitted	No
Political Balance Rules apply.	Only to Councillors
Appointments/Removals from Office	Councillors are appointed and removed by resolution of full Council. Staff are appointed by staff organisations represented on the national Joint Council for Local Government Services in proportion to the number of staff in membership of each such organisation. Anyone who ceases to be a Councillor or employee ceases to be a member
Term of Appointment	One year only (or remainder of municipal year if appointed to replace someone who has resigned or been disqualified).
Restrictions on Membership	As above
Restrictions on Chairmanship/Vice Chairmanship	If Chairman is a Member, Vice-Chairman will be a member of staff and vice-versa
Quorum	Two Councillors and two staff
Number of ordinary meetings per Council Year	None. Extraordinary Meetings will be called within seven days of the Chairman receiving a requisition signed by one third of membership. The Chairman and/or Vice-Chairman can direct the Secretary to call an extraordinary meeting at any time.
Secretarial Support	The Council will appoint a Secretary to the Committee.

1.3 Terms of Reference

1.3.1 In order to promote and facilitate good employment relations, to establish, develop and maintain regular methods of negotiation between the Council and staff in relation to :-

- 1) recruitment, reward, training, promotion and other conditions of employment;
- 2) the terms of the Grievance, Capability, Disciplinary and other employment procedures;
- 3) the terms of the redundancy policy; and
- 4) any other matters arising out of or in connection with the employment relationship.

1.3.2 To consider any matters referred to it by full Council, the Personnel Committee or any of the staff organisations represented on the Committee falling within paragraph 1 above and to make recommendations thereon to the Personnel Committee.

1.3.3 There shall be excepted from these terms of reference:-

- 1) any consideration of the rights and duties of an individual member of staff;
- 2) any matters which are required by the Scheme of Conditions of Service to be referred elsewhere for consideration; and
- 3) the formulation and review of the Council's Whistle Blowing Policy.

1.4 Delegations

None.

1.5 Standing Orders

Rules 5 to 8 and 11 to 20 (but not Rule 20.2) of the Council Procedure Rules apply to meetings of this Committee with such modifications as are appropriate to permit the efficient transaction of business.

1.6 Notes

The formulation and review of the Council's Whistle Blowing Policy falls within the terms of reference of the Standards Committee (last review 2009).

Approve Constitution Review Committee 12.2.08 and Council 26.2.08

Reference to Southern Provincial Council amended/deleted April 2010.