

CHILTERN AND SOUTH BUCKS JOINT COMMITTEE

Meeting - 2 August 2016

Present: Mr Kelly, Mr Bagge, Mr Egleton, Mr Naylor, Mrs Sullivan, Mrs Darby, Mr Harris, Mr Martin, Mr M Smith and Mr Wilson

Also Present: Mr Rush

Apologies for Mr Stannard
absence:

54. MINUTES

The minutes of the meeting held on 29 February 2016 were agreed by the Committee and signed by the Chairman as a true record.

55. JOINT WORKING PROGRAMME UPDATE

The Joint Committee received Chiltern District Council's and South Bucks District Council's joint working programme.

The programme showed the progress to date, which was as follows:

- All staff had now been migrated on to the shared network.
- An initial assessment had indicated the following IT requirements for all posts:
 - 11% of staff would require full mobile working capacity;
 - 57% of staff would require the ability to hot desk; and
 - 32% of staff would require fixed desk IT.
- Tidy Friday had resulted in 182 refuse bins (240lt) of material being disposed of.
- The first outcomes of the Management Development Programme, setting the values and behaviours for the organisations, had been produced.

Members had noted that the onsite filing/storage area identified at Capswood and Amersham was 3,337m³.

It was confirmed that approx. 7,000 SBDC files - mainly Planning records - were stored off-site. Members questioned if there were any resource implications in looking to bring these files back on site at the same time to digitise relevant elements, as this project would require an experienced Planning Officer to identify those files suitable for destruction/scanning. It was confirmed that the likely outcome was that Planning Officers would carry out this project, with a backfill to their posts.

The report detailed the next steps of the joint working programme:

- Flexible & agile working
- Customer Services Strategy
- Organisational Development

In response to a question, it was confirmed that a £211,000 Transformation Grant had been received for the Joint Working programme.

RESOLVED that the Joint Working Programme Update be noted.

56. **JOINT WORKING - PHASE 3 STRONGER IN PARTNERSHIP - ORGANISATIONAL DEVELOPMENT STRATEGY (OD) 2016**

The Committee received a report inviting comments on the proposed [Organisation Development Strategy](#).

At its meeting on the 29 February 2016, members had recognised the need to undertake a cultural change programme and to put in place an Organisational Development (OD) Strategy which would build the foundations for development and change.

The OD strategy would be a first for both Councils, and would be a key enabler and critical success factor in delivering the Phase 3 transformation.

Members were updated on the success of the values and behaviours focus groups, particularly in respect of the high levels of staff engagement (over 50%) with emphasis on the enthusiasm shown by participants. Through engaging staff, it was apparent that they understood the need and desire to change the culture, and embraced this opportunity to aid such a change, whilst taking ownership.

Outputs from the workshops included four Key Cultural Attributes (Our Values) with customer focus at the core:

- Collaborative
- Committed
- Challenging
- Courteous

Members were informed of the next steps that would bring the values and behaviours to life, and discussed the six key enablers (or themes) of organisational transformation:

- Culture
- People
- Way of Working
- Values
- Vision, Strategies and Leadership
- Customer Experience

Members agreed that these themes would provide a good framework for the Organisational Development activities in Phase 3.

Member engagement was considered an important factor in understanding and delivering the strategy, with the suggestion of interactive engagement events be held

for all Councillors, so that they could understand the changes that they might make to the way they work and engage with officers.

Enthusiasm was shown by members towards the approach and outcome, with members expressing that these were exciting times, and that they were looking forward to seeing the transformation being delivered.

After considering the proposed strategy, the Committee

RESOLVED the Organisational Development Strategy be endorsed.

57. **EXCLUSION OF PUBLIC**

"that under Section 100A(4) of the Local Government Act 1974 the public be excluded from the meeting for the following items of business on the grounds that they involve the likely disclosure of exempt information as defined in Part 1 of Schedule 12A to the Act"

58. **PART II MINUTES**

The part II minutes of the meeting held on 29 February 2016 were received.

59. **DEMOCRATIC AND ELECTORAL SERVICES SHARED SERVICES REVIEW**

The Joint Committee received a report setting out the result of a shared service review of the Democratic & Electoral Services. The report detailed the business case, the conclusion of which was that the case for a joint service had been proven and could therefore be established.

Members stressed the importance that the new structure must be capable of reflecting the different political arrangements and sovereignty of both Councils.

In discussions, members agreed that the proposed joint service, headed up by a joint manager working across both authorities and managing a team based at both Capswood and King George V house would deliver this.

RECOMMENDED that

- i) the establishment of a joint service is proven and that both Councils should proceed to establish a joint service;
- ii) staff in the respective services can be shared to work across the two local authority areas.

RESOLVED –

- iii) The shared service be implemented as described in Sections 4 and 5 of the report that the team continues to be based at both Capswood and at King George V House working flexibly as required to provide resilience with a Democratic and Electoral Services Manager working across both offices be agreed

- iv) That the cost sharing arrangements split 50% Chiltern District Council and 50% South Bucks District Council as set out in Section 6 of the report be agreed;
- v) That the high level implementation plan (Appendix 3) be agreed as the basis for reviewing progress in line with delegations and responsibilities decided for the implementation phase of the service review;
- vi) That the potential full year savings of £17,650 from Financial Year 2018/19 be noted and taken into account in the Authorities' respective financial plans.

60. TRANSFER OF REMAINING STAFF ONTO HARMONISED TERMS AND CONDITIONS

Members considered a report to transfer remaining staff onto harmonised terms and conditions, working towards an implementation date of 1st January 2017.

A collective agreement, effective from 1 July 2014, provides that staff - as they are confirmed into shared services posts, and new employees to the Councils - are appointed on the harmonised terms and conditions of employment.

RESOLVED

1. That under the scope of the Collective Agreement start formal staff consultation through UNISON to harmonise the terms and conditions of those that remain on CDC or SBDC terms and conditions.
2. To commence implementation on 01 January 2017.
3. To report back progress and take any further recommendations to CDC and SBDC Personnel Committees and the Joint Appointments and Implementation Committee.

The meeting terminated at 7.57 pm