

PART 3
SECTION E: Joint Arrangements Made By The Council

1. The Chiltern and South Bucks Joint Staffing Committee (“JSC”)

1.1 General

A Joint Committee established by Chiltern District Council and South Bucks District Council (“the Councils”) under an Inter- Authority Agreement dated 19 January 2012 to deal with the staffing issues relating to the joint workforce established under the Joint Arrangements between the Councils.

1.2 Membership, Chairmanship and Quorum

Number of Members	Six from each of the participating Councils
Substitute Members Permitted	Yes if allowed under the participating Councils Constitutions
Political Balance Rules Apply?	Yes
Appointments/Removals from Office	By a resolution of the participating Councils
Restrictions on Membership	The membership will include Cabinet Leader and one other cabinet member from each Council
Restrictions on Chairmanship/Vice-Chairmanship	The JSC shall elect co-Chairman at their first meeting in each municipal year. The Chairmanship of the Committee shall alternate between the Councils each meeting
Quorum	Two from each Council
Number of Ordinary Meetings per Council Year	Ad hoc as and when required
Venue	Venue to alternate between the participating Councils’ offices

1.3 Terms of Reference

Pursuant to the provisions of Sections 101 and 102 of the Local Government Act 1972 and to the extent that Executive functions are involved then Section 9EB of the Local Government Act 2000 and the Local Authorities (Arrangements for the Discharge of Functions) Regulations 2012 are relevant, the JSC is authorised to exercise the following powers and functions of the participating Councils:

- a) the selection and appointment of the Joint Senior Management Team subject to reference back to the relevant Full Council meetings of any decision which statutorily required such approval
- b) to make recommendations to each Council on the appointment of the Head of Paid Service
- c) all matters relating to the joint employment of the joint workforce, including appointment of staff and terms and conditions of employment

- d) to consider any issues raised by UNISON relevant to staff representation within the context of the Recognition and Procedural Agreement.
- e) to deal with any other staffing related implementation matters referred to it by the Joint Committee or by the Councils not otherwise delegated to officers
- f) to be responsible for grievance and disciplinary proceedings in respect of the Head of Paid Service, Monitoring Officer and Chief Finance Officer.
- g) to deal with any other statutory duties of the Councils relating to joint employment arrangements of staff not otherwise delegated to officers
- h) to establish a standing Sub Committee to deal with any matters relating to the appointment of staff and terms and conditions of employment that apply specifically to Chiltern District Council and are not covered by a) to g) above

1.4 Venue for Meetings

The venue for meeting of the JSC shall normally alternate between the Councils' offices

1.5 Amendments to the Terms of Reference (Functions and Remit)

The Councils may amend the terms of reference and/or membership of the JSC from time to time. Any such amendment shall be agreed in writing by reference back to each full Council, taking into account any recommendation from the JSC.

1.6 Application of Procedure Rules

Rules 5, 6, 12, 13, 16 (save for Rule 16(2) the Chairman shall not have a casting vote), 17, 18, 19, 20 and 21 of the South Bucks District Council Procedure Rules shall apply to the meetings of the JSC, and which for the avoidance of doubt are the same as Rules 5, 6, 11, 12, 14 (save for Rule 14(2), the Chairman shall not have a casting vote), 15, 16, 17, 18 and 19 of Chiltern District Council or in so far as they include additional provisions or more generous provisions i.e. time limits on speeches, the additional and more generous rules shall so apply.

1.7 Staffing Sub Committee

1.7.1 The Sub-Committees will have the following roles and functions:

- a) the exercise of powers and functions concerning staff appointments and terms and conditions of employment that relate specifically to Chiltern District Council not otherwise delegated to officers;
- b) the Sub-Committee will not discuss matters which go to the JSC;

1.7.2 The Sub-Committee will comprise all the Chiltern District Council members of the JSC.