

CHILTERN DISTRICT COUNCIL

MINUTES of the Meeting of the PERSONNEL COMMITTEE held on 3 JUNE 2014

PRESENT: Councillor M R Smith - Chairman
" - Vice Chairman

Councillors: S P Berry
Mrs I A Darby
P J Hudson
N M Rose
M Stannard

APOLOGIES FOR ABSENCE were received from Councillors
Miss P A Appleby, Mrs J A Burton and D W Phillips

42 ELECTION OF CHAIRMAN

RESOLVED:

That Councillor Mike Smith be elected Chairman of the Personnel Committee for the ensuing Municipal Year.

43 APPOINTMENT OF VICE-CHAIRMAN

RESOLVED:

That no appointment was to be made to the position of Vice Chairman of the Personnel Committee for the ensuing Municipal Year.

44 MINUTES

The Minutes of the meeting held on 7 May 2014, copies of which had been previously circulated, were agreed by the Committee and signed by the Chairman as a correct record.

45 DECLARATIONS OF INTEREST

There were no interests declared.

46 SHARED SERVICES REVIEWS: STREAMLINING IMPLEMENTATION

The Chief Executive presented the report which provided an analysis of the various implementation steps and suggested potential improvements. Appendix 1 to the report identified the processes that were required to achieve successful implementation. Members' attention was drawn to a table on page 6 of the report which set out a summary of the timeline in weeks for the first six service reviews and showed the average duration for comparison purposes against those milestones.

Lessons had been learnt from the initial implementation of the service reviews and in terms of project management the skills of officers were being developed.

Appendix 2 to the report set out officer advice regarding the need for 30 days consultation period and the need for the consultation to be 'meaningful and genuine'. This included engaging with and listening to the views of staff and their representatives regarding the changes and the change process.

Appendix 3 to the report set out the activities involved from the Joint Committee decision to approve the business case to implementation of the new shared service.

The Chief Executive advised members that the key issues were that the business case was properly scoped, agreed and implemented; the restructure of services could be improved in respect of governance arrangements amended to avoid double handling of proposals to JAIC and CDC Personnel; and the extension of staff involvement had resulted in relatively minor changes post consultation stages.

It was reported that clear benefits had been achieved for both Councils and to staff in making the process as streamlined as possible. It was noted that further improvements could be made to the Member / Officer processes.

RESOLVED:

That once a shared service staffing proposal has been agreed by the Joint Appointments and Implementation Committee authority be delegated to the Chief Executive, in consultation with the Joint Chairmen and the Cabinet Portfolio Holders from both Councils, to agree changes in response to consultation provided the changes are within the terms of the business case.

47 OUTCOME OF HARMONISATION OF TERMS AND CONDITIONS

The Chief Executive reported that the outcome of the Harmonisation of Terms and Conditions had reached a satisfactory outcome. Staff and union consultation had resulted in the option of a 2 year protection package and to pay in accordance with NJC Scheme for 3 years.

The phased approach of implementation was to remain as service reviews were completed and implementation was from 1 July 2014.

Judy Benson and her team were thanked for their hard work in bringing this major project to a satisfactory conclusion.

48 EXCLUSION OF THE PUBLIC**RESOLVED –**

That under section 100 (A) (4) of the Local Government Act 1972 (as amended) the public be excluded from the meeting for the following item(s) of business on the grounds that they involved the likely disclosure of exempt information as defined in Part 1 of Schedule 12A of the Act.

Note: The relevant paragraph number from Part 1 of Schedule 12A is indicated at the end of the Minute heading.

49 CONCLUSION OF THE FINANCE SHARED SERVICE STAFF CONSULTATION

The Head of Finance presented to members the report which detailed the outcome of the Finance staff consultation, and to sought agreement to the final proposals.

RESOLVED:-

That the proposed new final structure for the Joint Finance Service as set out in Appendices A and B be agreed.

50 CONCLUSION OF THE PARKING SHARED SERVICE STAFF CONSULTATION

The Personnel Manager presented to members the report which detailed the outcome of the Parking staff consultation, to agree the final proposals and appointment to the joint roles.

RESOLVED:-

That the proposed structure and job descriptions for the Parking Service as set out in the report be agreed.

The meeting ended at 6.48pm