

**CHILTERN DISTRICT COUNCIL
SOUTH BUCKS DISTRICT COUNCIL**

**MINUTES of the Meeting of the
JOINT APPOINTMENTS AND IMPLEMENTATION COMMITTEE
held on 8 DECEMBER 2014**

PRESENT:

Councillor	R Reed	South Bucks District Council - Chairman
Councillors:	R Burns-Green	Chiltern District Council
	Mrs I A Darby	Chiltern District Council
	B Harding	South Bucks District Council
	P M Jones	Chiltern District Council
	P Kelly	South Bucks District Council
	D Smith	South Bucks District Council
	M R Smith	Chiltern District Council
	M Stannard	Chiltern District Council

APOLOGIES FOR ABSENCE were received from Councillor Mrs P Plant (South Bucks District Council).

21 MINUTES

The minutes of the meeting of the Joint Appointments and Implementation Committee held on 7 October 2014 were agreed by the Committee and signed by the Chairman as a correct record.

22 EXCLUSION OF PUBLIC

“That under Section 100(A)(4) of the Local Government Act 1972 the public be excluded from the meeting for the following item of business on the grounds that it involves the likely disclosure of exempt information as defined in Part 1 of Schedule 12A to the Act.”

(para 3 – Information relating to the financial or business affairs of any particular person (including the authority holding that information))

23 PROPERTY AND FACILITIES MANAGEMENT SHARED SERVICE CONSULTATION

The Head of Environment presented the report which outlined the draft format for the Properties and Facilities staff consultation document and set out the complete consultation document that was intended to be shared with Properties and Facilities Management staff on 15 December 2014.

The new structure (as outlined in Appendix A) would create one new joint Property and Facilities Team with the Property and Facilities administration team primarily being based at Chiltern District Council offices in Amersham, although travel to, and occasional working from, the South Buck District

Offices in Denham would be required. Facilities Managements/Caretaking staff would operate from both offices.

The new team structure was illustrated in Appendix A. A Job description and person specification for each role was included in Appendix B.

It was questioned as to why cleaning staff were shown in the proposed structure as this service was outsourced at South Bucks. The Head of Environment explained that cleaning staff were part of the current Chiltern District Council staffing structure and therefore included in the proposed structure.

The report identified a number of key benefits of the shared service incorporating two teams including:

- It will enable cross working across both authorities by a single Property and Facilities Team, thus making the best use of resources during times of high workload or reduced resources;
- The single team will provide greater resilience and single systems to both Chiltern District Council and South Bucks District Council;
- There will be a consistent approach in terms of the service provided to our customers; and
- It will use more efficient and effective processes, and will use peoples' skills resources and technology more efficiently in terms of time and costs.

Members noted the following the draft timetable:

- Start of Consultation on 15 December 2014
- End of Consultation on 14 January 2015
- Conduct the selection process from 26 January 2015
- Implement the shared service from 1 April 2015

After careful consideration it was **RESOLVED** that the draft Property and Facilities Management consultation document and appendices be approved for issuing to staff and that the structure be implemented subject to taking into account any staff comments and being within the business case in accordance with the authority delegated to the Chief Executive in consultation with the Joint Chairmen and the Cabinet Portfolio Holders from both Councils.

The meeting ended at 6.10 pm