

## CHILTERN DISTRICT COUNCIL

### MINUTES of the Meeting of the PERSONNEL COMMITTEE held on 14 APRIL 2015

**PRESENT:** Councillor M R Smith - Chairman

Councillors: Miss P A Appleby  
Mrs J A Burton  
Mrs I A Darby  
P J Hudson  
D W Phillips  
N M Rose  
M Stannard

**APOLOGIES FOR ABSENCE** were received from Councillor S P Berry

**ALSO IN ATTENDANCE:** Councillor G K Harris

#### 67 VOTE OF THANKS

As this was the last meeting before the new Municipal Year, the Chairman expressed thanks to Members of the Committee for their contribution throughout the year. Particular thanks were expressed to Councillor Appleby, a long standing Member of the Personnel Committee, for her valued input over many years.

#### 68 MINUTES

The Minutes of the meeting held on 3 December 2014 were agreed by the Committee and signed by the Chairman as a correct record.

#### 69 DECLARATIONS OF INTEREST

There were no declarations of interest.

#### 70 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.**

#### 71 RECRUITMENT & RETENTION OF BUILDING CONTROL SURVEYORS

The Committee agreed to consider Item 5 (Employee Pay Award) later in the meeting to facilitate officer attendance.

Members considered a report setting out the proposed shorter and longer term solutions to issues facing the Building Control Team to do with the recruitment and retention of qualified surveyors. The reference to Performance Indicator A (percentage of applications checked within 10 days across the shared service) was corrected to: 100% of the performance payment payable at 90% performance.

During the discussion Members supported the principle of using financial incentives to encourage performance and help retain staff, but a number of suggestions were made regarding the detail of the proposed performance payments. It was proposed that the targets regarding market share and customer satisfaction be amended so that a potentially larger payment would be available in return for higher performance as this was more within the staff's ability to influence.

Members suggested that other factors, such as morale, influenced staff turnover in addition to the factors identified in the report. The Committee considered it essential that service delivery was maintained, and requested that information addressing the issue of general staff turnover be included as part of update reports to future meetings.

#### **RESOLVED –**

- 1. That the two part recruitment and retention package for recruiting Building Control staff, and removal of one post from the joint establishment, be agreed in principle.**
- 2. That authority to agree the final detail of the recruitment and retention package be delegated to the Head of Sustainable Development, in consultation with a Member Working Group consisting of Councillors D Phillips, M Smith and M Stannard.**
- 3. That information on the issues associated with staff turnover be included in update reports to the Personnel Committee.**

## **72 ENVIRONMENTAL HEALTH SHARED SERVICES CONSULTATION DOCUMENT**

The Committee were asked to comment on a report considered by the SBDC Personnel Committee on 13 April and due to be considered by the Joint Appointments and Implementation Committee on 15 April 2015. The report set out the complete consultation document in respect of the Environmental Health, Sustainability and Environmental Protection Teams. The draft timetable was set out in detail in Appendix D and in summary was proposed to:

- Start consultation on 11 May 2015
- End consultation on 7 June 2015
- Conduct the selection process from 3 July 2015
- Implement joint services from 1 October 2015

Following a discussion on the proposed new structure the Committee

**RESOLVED -**

- 1. That the Environmental Health consultation document and appendices be agreed, subject to the comments of the SBDC Personnel Committee and Joint Appointments & Implementation Committee.**
- 2. That it be noted that the structure will be implemented subject to taking into account any staff comments and being within the overall business case.**

**73 HUMAN RESOURCES SHARED SERVICES CONSULTATION DOCUMENT**

The Committee were asked to comment on a report considered by the SBDC Personnel Committee on 13 April and due to be considered by the Joint Appointments and Implementation Committee on 15 April 2015. The report set out the draft Human Resources consultation document. The draft timetable was set out in detail in Appendix D and in summary was proposed to:

- Start consultation on 21 April 2015
- End consultation on 25 May 2015
- Conduct the selection process from the 15 June 2015
- Implement joint services from 1 September 2015

After noting that the shared service review had been conducted by an external person, and that there had been no involvement from the internal human resource section, it was

**RESOLVED -**

- 1. That the Human Resources Shared Services consultation document and appendices be agreed prior to issuing to staff, subject to the comments of the SBDC Personnel Committee and Joint Appointments & Implementation Committee.**
- 2. That it be noted that the structure will be implemented subject to taking into account any staff comments and being within the overall business case.**

## **74 COMMUNICATIONS, PERFORMANCE AND POLICY TEAM SHARED SERVICES CONSULTATION DOCUMENT**

The Committee were asked to comment on a report considered by the SBDC Personnel Committee on 13 April and due to be considered by the Joint Appointments and Implementation Committee on 15 April 2015. The report set out the draft Communications, Performance & Policy consultation document. The draft timetable was set out in detail in Appendix D and in summary was proposed to:

- Start consultation on 22 April 2015
- End consultation on 25 May 2015
- Conduct the selection process from the 15 June 2015
- Implement joint services from 1 August 2015

Following a discussion on the proposed structure it was

### **RESOLVED -**

- 1. That the Communications, Performance & Policy Team Shared Services consultation document and appendices be agreed prior to issuing to staff, subject to the comments of the SBDC Personnel Committee and Joint Appointments & Implementation Committee.**
- 2. That it be noted that the structure will be implemented subject to taking into account any staff comments and being within the overall business case.**

*Note: Councillor P Hudson left the meeting at 7.18 pm.*

## **75 EMPLOYEE PAY AWARD 2014/16 – PART 2**

The Committee received a report recommending a 2% pay award for Heads of Service employed by the Council whose pay was determined locally. This would cover the period 1 January 2015 to 31 March 2016, and follows an agreement for the same timeframe on an inflationary pay award for Chief Officers on National Conditions of Service who earn less than £99,999 per annum issued in February 2015. It was also noted that the proposal was within the budget, and would be included in the May 2015 payroll.

### **RESOLVED –**

**That a 2% pay award be agreed for heads of service from 1 January 2015 to 31 March 2016.**

## **76 CHIEF EXECUTIVE ROLE: OPTIONS AND WAY FORWARD**

The Committee received a report setting out that the Chief Executive would retire at the end of June 2015. This is a shared post between the two Councils of Chiltern and South Bucks and the Council must decide how to fill

the statutory parts of the role as Head of Paid Service, elections and electoral regulation, and reallocate the leadership and management roles from 1 July onwards. This will be a full Council decision, most conveniently made on 26 May 2015.

The report reviewed the context in which the Council was operating, including shared services, transformation, major projects, harmonisation and the many financial and infrastructure challenges facing the area. The Peer Review outlined the many challenges the two Councils would face including the role of Local Government in the area.

The short and long term options were reviewed and a potential approach outlined to provide stability in the short term and give Members the flexibility in thinking through the choices in the longer term.

Members commented that it was essential to have the Chief Executive role and that potential options needed to be explored. Short and long term opportunities were discussed and the potential for an internal and external appointment. One of the major concerns was that the interim period should be a finite one, rather than a rolling one, and that there should be the opportunity to interview the candidates prior to making a recommendation to Council.

It was agreed to recommend to JAIC that:

- (1) The role of Acting Chief Executive should be created on the existing Terms and Conditions for a finite period.
- (2) Seek to appoint internally to an Acting Chief Executive role, which would encompass the as now Head of Paid Service, Returning Officer/ARO roles, Electoral Registration and Clerk to the Crematorium Joint Committee.
- (3) Invite expressions of interest (letter plus CV) from existing Director level staff for the role.
- (4) Set up a small Member panel, say two or three Members from each Council, to review the expressions of interest, interview as necessary, and make a recommendation to the May Councils. (This would have to be done before 7 May.)
- (5) The report to the May Councils would make a formal appointment and any other immediate consequential adjustments; leaving the Acting CE to come back later on any other changes considered necessary.
- (6) Agree the Member appointments to the panel at JAIC, including the opportunity to interview the candidates.

**The meeting ended at 8.15 pm**