

SUBJECT:	Review of Joint Appointments and Implementation Committee and Personnel Committee
REPORT OF:	Head of Legal and Democratic Services
RESPONSIBLE OFFICER	Jim Burness, Director of Resources
REPORT AUTHOR	Joanna Swift, Head of Legal and Democratic Services and Monitoring Officer
WARD/S AFFECTED	None

1. Purpose of Report

To consider a proposal to replace the existing Joint Appointments and Implementation Committee (JAIC) and Personnel Committees at both Chiltern and South Bucks Councils with a single Joint Staffing Committee subject to agreement of both Councils.

RECOMMENDATIONS

Subject to the agreement of South Bucks District Council

1. That pursuant to section 102 of the Local Government Act 1972 the Council agrees to establish a Joint Staffing Committee with South Bucks District Council with authority to exercise the Council's employment functions as set out in the terms of reference at Appendix A to this report
2. That the rules of procedure for the Joint Staffing Committee be agreed as set out in Appendix A
3. That the Joint Staffing Committee replaces and supersedes JAIC which is dissolved and the Inter Authority Agreement between the Councils be amended accordingly
4. That if a Joint Staffing Committee is established to also appoint a sub-committee comprising the members of each respective Council on the Joint Staff Committee to discharge employment functions specific to each Council and which are not delegated to officers
5. The Council's constitution be amended to reflect these changes

2. Reasons for Recommendation

To streamline decision making at both Councils in relation to the joint workforce,

to ensure they remain efficient and effective for both members and officers and reflect the shared working arrangements in place.

3. Content of Report

3.1 The JAIC was set up under the Inter-Authority Agreement in January 2012. Its terms of reference are to deal with the human resources implications of the joint arrangements between the two Councils with the primary function being to deal with arrangements for the appointment of the Joint Chief Executive and Joint Senior Management Team. This was subject to reference back to each Council where a decision required Full Council approval (e.g. the appointment of the Head of Paid Service). The JAIC also deals with other staffing related implementation matters referred to it by the Joint Committee or the Councils and advises the Joint Committee on any human resource matters connected with the joint arrangements.

3.2 The appointment and implementation phase of the joint arrangements is now reaching a conclusion with the recent completion of the Planning Shared Service Review. It is therefore appropriate to review the functions of JAIC. Furthermore, there is a need to review the relationship between JAIC and the Personnel Committees at both Councils. Reports to JAIC are also submitted to Personnel Committees at SBDC and CDC in accordance with the respective governance arrangements, which causes both delay and duplication. As a joint workforce has now been created for almost all council services it is proposed that a more efficient and effective arrangement is to replace JAIC and the respective Personnel Committees at each Council with a single joint committee to:-

- deal with the appointment of the senior management team;
- make recommendations to each Council on the appointment of the Head of Paid Service; and
- deal with all matters relating to the joint employment of the joint workforce which are not delegated to officers.

Draft terms of reference for a Joint Staffing Committee are attached in appendix A for consideration.

3.2 For any staffing matters that are specific to CDC officers e.g. applying discretionary payments under the Local Government Pension Scheme, it is proposed that a Sub-Committee of the Joint Staffing Committee is appointed comprising CDC members only. Draft terms of reference included in Appendix A

3.3 The current Personnel Committee membership at CDC is 7 and 6 at SBDC and the current membership of JAIC is 5 from each authority. It is proposed that the membership of the Joint Committee be 12, 6 from each authority with a quorum of 4 (2 from each authority). Draft rules of procedure are also included in Appendix A.

4. Consultation

None undertaken except for this report.

5. Corporate Implications

Financial – There are no financial implications arising directly from this report
Legal – As set out in the report
Risks issues – None specific
Equalities - None specific

6. Links to Council Policy Objectives

There are no direct links to the policy objectives. But as efficient and effective decision-making process accords with best practice and good governance generally.

7. Next Steps

Subject to both Councils' agreeing the recommendations a new Joint Staffing Committee will be established and members appointed at the next Annual Council Meeting.

Background Papers:	None except those referred to in the report
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