



Chiltern
District Council

King George V House, King George V Road, Amersham,
Bucks HP6 5AW. Telephone: 01494 729000
www.chiltern.gov.uk DX: 50711



South Bucks
District Council

Capswood, Oxford Road, Denham, Bucks UB9 4LH
Telephone: 01895 837200 DX: 40261 Gerrards Cross
www.southbucks.gov.uk

Joint Appointments and Implementation Committee

Friday, 10th February, 2012 at 10.00 am

Room 6, South Bucks District Council, Capswood,
Oxford Road, Denham UB9 4LH

REVISED AGENDA

- 1 Appointment of Chairman for the Meeting
- 2 Apologies for Absence
- 3 Minutes (*Pages 1 - 4*)
To confirm the minutes of the meeting of the JAIC held on 30 January 2012
- 4 Exclusion of the Public
To resolve that under Section 100(A)(4) of the Local Government Act 1972 the public be excluded from the meeting for the following item(s) of business on the grounds that they involve the likely disclosure of exempt information as defined in Part I of Schedule 12A of the Act.
- 5 Revised Risk Register and Timetable
Appendix A - Risk Register (Pages 5 - 6)
Appendix B - Timetable (Pages 7 - 8)
- 6 Briefing (*Pages 9 - 10*)
To receive a briefing from the External HR Advisor, Janet Beaumont of Beaumont Associates Ltd., on the appointments procedure.
Appendix C - Job Description: Chief Executive (Pages 11 - 14)
Appendix D - Job Description - Directors (Pages 15 - 18)

7 Appointment of Chief Executive

To receive the report of the External HR Advisor, Janet Beaumont of Janet Beaumont Associates Ltd and to consider the recommendation in respect of the appointment of the Chief Executive.

Appendix E - Letter (Pages 19 - 20)

Appendix F - CV (Pages 21 - 24)

Appendix G - Supporting Information (Pages 25 - 28)

8 Appointment of Directors

To receive the report of the External HR Advisor, Janet Beaumont of Janet Beaumont Associates Ltd and to consider recommendations in respect of the appointment of the two Directors.

Appendix H - Director A: Letter (Pages 29 - 30)

Appendix I - Director A: CV (Pages 31 - 34)

Appendix J - Director A: Supporting Information (Pages 35 - 44)

Appendix K - Director B: Letter (Pages 45 - 46)

Appendix L - Director B: CV (Pages 47 - 50)

Appendix M - Director B: Supporting Information (Pages 51 - 56)

9 Date and Time of Next Meeting

To note that the next meeting (if needed) will take place on 28 February 2012 at 6.00 pm at Chiltern District Council.

Membership: Joint Appointments and Implementation Committee

Councillor Robert Burns-Green	Chiltern District Council
Councillor Isobel Darby	Chiltern District Council
Councillor Peter Jones	Chiltern District Council
Councillor Michael Smith	Chiltern District Council
Councillor David Spate	Chiltern District Council
Councillor Barry Harding	South Bucks District Council
Councillor Alan Oxley	South Bucks District Council
Councillor Mrs Penelope Plant	South Bucks District Council
Councillor Roger Reed	South Bucks District Council
Councillor Julian Wilson	South Bucks District Council

The next meeting of the Joint Committee is due to take place on Tuesday, 28 February 2012

CHILTERN DISTRICT COUNCIL

**MINUTES of the Meeting of the
JOINT APPOINTMENTS AND IMPLEMENTATION COMMITTEE
held on 30 JANUARY 2012**

PRESENT: Councillor M R Smith - Chairman

Councillors: R Burns-Green
Mrs I A Darby
B Harding
P M Jones
A Oxley
Mrs P Plant
R Reed
D Spate
J Wilson

ALSO IN ATTENDANCE: Councillors M Z Bhatti and Mrs M Harker.

1 APPOINTMENT OF CHAIRMAN

It was proposed by Councillor R Reed, seconded by Councillor P Jones, and resolved that Councillor M R Smith be appointed Chairman for the meeting.

2 DECLARATIONS OF INTEREST

There were no declarations of interest.

3 TERMS OF REFERENCE

Members were asked to agree the proposed Terms of Reference of the Joint Appointments and Implementation Committee (JAIC).

After noting that each authority could appoint no more than two members to the JAIC who were also members of the Joint Committee (i.e. membership was restricted to no more than two Cabinet members per authority), it was

RESOLVED –

That the Terms of Reference for the Joint Appointments and Implementation Committee be agreed.

4 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.

5 RECRUITMENT OF SENIOR MANAGEMENT TEAM

Janet Beaumont of Janet M Beaumont Associates Ltd had been appointed to provide independent HR advice to support the proposals for Chiltern and South Bucks District Councils to share a senior management team.

The report before the Committee looked at the stage one process – the appointments of the Chief Executive and two Directors – detailing draft Job Descriptions, Person Specifications and Terms and Conditions. Also included in the report was an outline of the recruitment process with a draft timetable; information regarding Heads of Service; a risk register; and, the financial, legal and equalities implications.

Janet Beaumont was in attendance to answer questions.

It was noted that both authorities utilised different Job Evaluation schemes to assess the level and grading of posts. In order to ensure total independence the National Local Government Employers had been commissioned to undertake an independent review of the job descriptions, utilising both schemes for information purposes, and to make recommendations with regard to the salary ranges. A summary of the results was detailed in the report. It was noted that pension costs were not included as part of the salary recommendations.

Janet Beaumont advised that the independent report contained an inconsistency in relation to the upper range of the Chief Executive's salary which was correct in the second table in paragraph 5 of the report, and incorrect in the first.

At the request of Members, the Full Report produced by the National Local Government Employers was circulated at the meeting, and collected again at the conclusion. Having reviewed the report and additional salary information provided, Members agreed the salary ranges recommended and the proposal to assimilate the successful applicants at a spot salary which accommodated the additional allowances currently paid.

Job Descriptions and Person Specifications

The job description for the Chief Executive needed to include reference to the Chilterns Crematorium, jointly operated by Chiltern, Aylesbury Vale and Wycombe District Councils.

It was agreed that the requirement for local government experience should be removed from the person specification for Directors. Members were keen that the best person should undertake the roles regardless of whether they were from a public or private sector background.

Regarding the essential requirement that applicants have a valid driving licence, Members were of the opinion that this should not be a contractual requirement for any of the posts, since travelling could be completed by other means. It was agreed that this be removed from the person specification, and a note be included in the appointment letter stating that travel should 'at their own expense' if a valid licence was not held.

It was agreed that the other requirements to be 'qualified to degree level or equivalent' and to have their 'own transport' be removed from the person specification for each post.

Regarding the job description for the Directors, it was agreed that the list of specific duties should refer to it not being 'exhaustive'.

Terms and Conditions

It was noted that reference to the car loan scheme and trade union recognition would be removed.

Regarding mileage, Members noted the need for clarification around what would constitute the first official base since the post-holders would potentially be based at both authorities. Janet Beaumont advised that this could be reworded and the full rules issued with the appointment documentation.

Members agreed that the Chief Executive and two Directors should have a six-month probation period rather than three.

Risk Register

Members were advised that the Risk Register would be refreshed for each subsequent meeting.

It was suggested that the impact on the morale of all staff also needed to be considered. Disappointment from the public was also considered a risk since significant savings would not be immediate. Communication would be vital to address both issues. Differing styles of political leadership at the two authorities was also considered a risk. These points would be covered under items 6, 9 and 14 in the Risk Register.

Timetable

It was noted that the deadline for submission of CVs and supporting information against the requirements of the roles was now noon on 6 February. The JAIC meeting to make recommendations to the respective councils would be on 10 February.

RESOLVED –

1. That the salary ranges recommended by the National Employers be approved and that assimilation be on a spot salary taking account of current pay and allowances.
2. That the job descriptions and person specifications as set out in Appendix 1 and 2, as amended at the meeting, be approved.
3. That the terms and conditions set out in Appendix 3, as amended at the meeting, be approved.
4. That the recruitment process for the Chief Executive and Directors be agreed.
5. That the information regarding Heads of Service be noted.
6. That the Risk Register, subject to the comments of Members at the meeting, be noted.
7. That the draft timetable, as updated at the meeting, be agreed.

Note: Councillor A Oxley entered the meeting at 7.35pm.

6 CALENDAR OF FUTURE MEETINGS

Members were asked to agree a Calendar of Meetings up to July 2011.

The difficulty in identifying mutually convenient dates for meetings was acknowledged. However, it was also recognised that if the timetable was to be achieved, the project needed to be accorded a very high priority, possibly resulting in other competing commitments not being fulfilled. Members also accepted that, subject to the quorum being met, meetings might need to progress when not all ten members were present.

After agreeing that meetings should usually commence at 6pm, and noting the need for an additional meeting on 10 February, it was

RESOLVED –

That the following meeting dates for the Joint Appointments and Implementation Committee be agreed:

- **Friday 10 February, at 10, at South Bucks District Council**
- **Tuesday 28 February, at 6pm, at Chiltern District Council**
- **Wednesday 4 April, at 6pm, at South Bucks District Council**
- **Wednesday 2 May, at 6pm, at Chiltern District Council**
- **Wednesday 30 May, at 6pm at South Bucks District Council**
- **Thursday 5 July, at 6pm at Chiltern District Council**
- **Thursday 26 July, at 6pm at South Bucks District Council**

The meeting ended at 8.15 pm

Document is Restricted

Document is Restricted

Item 6

By virtue of paragraph(s) 1, 2 of Part 1 of Schedule 12A
of the Local Government Act 1972.

Document is Restricted

Document is Restricted

Document is Restricted

Document is Restricted

Document is Restricted

Document is Restricted

Document is Restricted

Document is Restricted

Document is Restricted

Document is Restricted

Document is Restricted

Document is Restricted

