



Chiltern
District Council

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Joint Appointments and Implementation Committee

Wednesday, 13th November, 2013 at 6.00 pm

**Large & Small Committee Room, King George V House, King George V Road,
Amersham**

A G E N D A

- 1 Evacuation Procedures
- 2 Minutes (*Pages 5 - 6*)
To sign as a correct record the Minutes of the meeting held on 13 May 2013.
- 3 Apologies for Absence
- 4 Declarations of Interest
- 5 Shared Service Review Update (Verbal Report)
- 6 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 it involves the likely disclosure of exempt information as defined in Part I of Schedule 12A of the Act.
- 7 Building Control Shared Services Staff Consultation Document (*Pages 7 - 8*)
Appendix 1 - Main Consultation Document (Pages 9 - 18)
Appendix A - Proposed Structure (Pages 19 - 22)
Appendix B - Job Descriptions (Pages 23 - 64)
Appendix C - Current Structure (Pages 65 - 68)

Appendix D - Timetable (Pages 69 - 72)

Appendix E - Expression of Interest Form (Pages 73 - 76)

- 8 Housing Shared Services Staff Consultation *(Pages 77 - 78)*
 Appendix 1 - Main Consultation Document (Pages 79 - 88)
 Appendix A - Proposed Structure (Pages 89 - 92)
 Appendix B - Job Descriptions (Pages 93 - 126)
 Appendix C - Current Structure (Pages 127 - 130)
 Appendix D - Timetable (Pages 131 - 134)
 Appendix E - Example of Expression of interest form (Pages 135 - 138)
- 9 Harmonisation of Terms and Conditions *(Pages 139 - 144)*
 Appendix A - High Level Harmonisation Implementation Plan (Pages 145 - 148)
 Appendix B - Harmonisation Update (Pages 149 - 152)
 Appendix C - Graph (Pages 153 - 154)
 Appendix D - Graph (Pages 155 - 156)
 Appendix E - Chart (Pages 157 - 158)

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 Paul Kelly	South Bucks District Council
Councillor Mrs Penelope Plant	South Bucks District Council
Councillor Roger Reed	South Bucks District Council
Councillor Duncan Smith	South Bucks District Council

The next meeting of the Joint Appointments and Implementation Committee is due to take place on Monday, 16 December 2013

CHILTERN DISTRICT COUNCIL

**MINUTES of the Meeting of the
JOINT APPOINTMENTS AND IMPLEMENTATION COMMITTEE**
held on **13 MAY 2013**

PRESENT: Councillor M R Smith - Chairman

Councillors: R Burns-Green
Mrs I A Darby
B Harding
P M Jones
P Kelly
Mrs P Plant
D Smith

APOLOGIES FOR ABSENCE were received from Councillors R Reed and D Spate.

20 MINUTES

The minutes of the meeting of the Joint Appointments and Implementation Committee held on 18 February 2013 were agreed by the Committee and signed by the Chairman as a correct record.

21 EXCLUSION OF PUBLIC

RESOLVED –

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

22 SHARED SERVICE REVIEWS

The Chief Executive informed the meeting that the Chiltern and South Bucks Joint Committee at its meeting on 10 April 2013 had agreed to recommend to both Councils a licensing joint service and a community safety joint service. The Joint Committee had also agreed that the case for a building control joint service had been established in principle subject to consideration of further information on the business case at their next meeting. The recommendations of the JAIC would be reported to each Council in July via their respective Cabinets.

The second phase of reviews would include car parks and housing.

RESOLVED –

That the update be noted.

23 LOCAL PENSIONS DISCRETION: AUGMENTATION

The Chief Executive advised the meeting of the progress being made including details of meetings being held with UNISON at CDC. A report was due to be submitted to the next meeting of the Personnel Committee at CDC setting out a way forward and the Joint Committee would be kept informed of developments.

24 HARMONISATION OF TERMS AND CONDITIONS

The Joint Committee considered a report setting out the progress since the last meeting towards achieving harmonised terms and conditions for staff across Chiltern and South Bucks District Council. The report identified, amongst other things, those areas of work that required further development and discussion with UNISON and the Joint Committee was assured that progress on 7.6 (identifying Pay and Pay related conditions) would be reported to a future meeting. A draft high level Harmonisation implementation Plan and Proposals for the First Phase of Harmonised Term and Conditions were attached to the report as Appendices A and B accordingly.

During the discussion the Committee requested that the proposal (reference 9 in Appendix B) relating to the working week be amended by deleting 36.5 and adding 37 hours.

Following the discussion the Committee endorsed the proposed approach and accordingly

RESOLVED -

- 1. That the update on progress be noted.**
- 2. That the proposed phased approach and proposals on phase 1 harmonised terms and conditions be endorsed.**
- 3. That the high level harmonisation implementation pan set out in Appendix of the report be agreed.**

The meeting ended at 6.10 pm

Item 7

By virtue of paragraph(s) 1, 2, 4 of Part 1 of Schedule 12A
of the Local Government Act 1972.

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Appendix A

By virtue of paragraph(s) 1, 2, 4 of Part 1 of Schedule 12A
of the Local Government Act 1972.

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Appendix C

By virtue of paragraph(s) 1, 2, 4 of Part 1 of Schedule 12A
of the Local Government Act 1972.

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Item 8

By virtue of paragraph(s) 1, 2, 4 of Part 1 of Schedule 12A
of the Local Government Act 1972.

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Appendix A

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of the Local Government Act 1972.

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Appendix C

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of the Local Government Act 1972.

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Appendix C

By virtue of paragraph(s) 4 of Part 1 of Schedule 12A
of the Local Government Act 1972.

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Appendix D

By virtue of paragraph(s) 4 of Part 1 of Schedule 12A
of the Local Government Act 1972.

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