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District Council

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DEMOCRATIC AND ELECTORAL SERVICES

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Dear Councillor

JOINT APPOINTMENTS AND IMPLEMENTATION COMMITTEE

The next meeting of the Joint Appointments and Implementation Committee will be held as follows:

DATE: **THURSDAY, 19TH DECEMBER, 2013**

TIME: **6.00 PM**

VENUE: **SOUTH BUCKS DISTRICT COUNCIL, ROOM 6, CAPSWOOD, OXFORD ROAD, DENHAM**

Yours faithfully

Jim Burness

Director of Resources

To: The Joint Appointments and Implementation Committee

Chiltern District Council

Mr Burns-Green
Mrs Darby
Mr Jones
Mr M Smith
Mr Spate

South Bucks District Council

Mr Harding
Mr Kelly
Mrs Plant
Mr Reed
Mr D Smith



INVESTORS
IN PEOPLE | Bronze

Chief Executive: Alan Goodrum
Directors: Jim Burness (Resources) Bob Smith (Services)

Declarations of Interest

Any Member attending the meeting is reminded of the requirement to declare if he/she has a personal interest in any item of business, as defined in the Code of Conduct. If that interest is a prejudicial interest as defined in the Code the Member should also withdraw from the meeting.

A G E N D A

(Pages)

1. **Apologies for Absence**
2. **Minutes**

To sign as a correct record the minutes of the meeting held on 13 November 2013. **(1 - 4)**
3. **Exclusion of Public**

The Chairman to move the following resolution:-

"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."
4. **Conclusion of the Licensing and Community Safety Shared Service Staff Consultation**

To consider report of the Director of Services. **(5 - 8)**

Appendix 1 **(9 - 18)**
Appendix 2 **(19 - 22)**
Appendix 3 **(23 - 26)**
Appendix 4 **(27 - 56)**

The next meeting is due to take place on Wednesday, 15 January 2014

**CHILTERN DISTRICT COUNCIL
SOUTH BUCKS DISTRICT COUNCIL**

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

PRESENT:

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

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

ALSO IN ATTENDANCE: Councillor G K Harris

25 MINUTES

The minutes of the meeting of the Joint Committee held on 13 May 2013 were agreed by the Committee and signed by the Chairman as a correct record.

26 DECLARATIONS OF INTEREST

There were no declarations of interest.

27 SHARED SERVICE REVIEW UPDATE (VERBAL REPORT)

Members received an update on the Shared Services Review. It was noted that the Joint Committee had agreed the business case for the shared service reviews relating to: Housing, Building Control, Licensing and Community Safety. Staff consultation was currently being undertaken for the shared service reviews for both Licensing and Community Safety, and the outcome of which would be reported to the Joint Appointments and Implementation Committee at the next meeting on 19 December.

Shared service reviews for Car Parking, Finance, Legal Services, Planning Policy and Facilities Management would follow.

A report on shared services accommodation would be considered by the Joint Committee at the meeting on 9 December.

RESOLVED –

That the verbal report be noted.

28 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.

29 BUILDING CONTROL SHARED SERVICES STAFF CONSULTATION DOCUMENT

The Committee considered the draft Building Control shared services consultation document and noted the proposed timetable for the staff consultation. Members discussed the draft documents and during which the following key points were made:

An important part of the new shared service would be developing new elements of the service which had the potential to increase revenue.

It was anticipated that existing staff would apply for similar positions in the new structure, but this did not preclude existing staff from applying for more senior positions.

Within the draft expressions of interest form there was a question asking whether staff were interested in voluntary redundancy or early retirement. Members were concerned that this question may incorrectly imply that the Councils were seeking to make redundancies. It was clarified that the question was required in the document in order to adhere to the Councils' policy of reducing the risk of compulsory redundancy and to reduce the risk of challenge. Members felt that the question should either be removed, or that further information be included to make it clear that the Councils were not seeking to make redundancies in Building Control and that the question had been included to comply with the Councils' policy.

Following a request from a Member, it was confirmed that in the unlikely event that the business case for the Building Control Shared Service should change, then this would be reconsidered by the original Members Working Group for Building Control and then by the Joint Committee.

RESOLVED –

That the draft Building Control shared services staff consultation document and appendices be noted and that the draft expressions of interest form be amended in light of Members' comments.

30 HOUSING SHARED SERVICES STAFF CONSULTATION

The Committee considered the draft Housing shared services consultation document and noted the draft timetable for the consultation. Members were asked to comment on the draft document prior to it being issued to staff.

Following a discussion on the draft Housing shared service structure it was

RESOLVED –

That the draft Housing shared services staff consultation document and appendices be noted.

Note: Councillor G K Harris left the meeting at 6.44 pm.

31 HARMONISATION OF TERMS AND CONDITIONS

Members received a report providing an update on progress made on the harmonisation of terms and conditions since the last meeting held on 13 May 2013. The report also set out a proposed approach to be taken on job evaluation and the selection of the job evaluation scheme which Members were asked to consider.

Following a question from a Member, it was confirmed that an external resource which had been identified to help evaluate posts, would be met from existing budgets.

Following consideration of the various options and after a discussion, the Committee

RECOMMENDED -

- 1. That Option 3, as detailed in the report, be agreed as the approach to be taken on job evaluation.**
- 2. That the Hay Scheme be agreed as the selected job evaluation scheme.**

32 ADDITIONAL MEETING

It was agreed that an additional meeting would be held on **Wednesday 15 January 2014** (6pm, CDC) to enable the Committee to consider the outcome of the Building Control and Housing staff consultations.

The meeting ended at 7.09 pm

Item 4

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

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