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Joint Appointments and Implementation Committee

Monday, 24th March, 2014 at 4.00 pm

Council Chamber, King George V House, King George V Road, Amersham

REVISED AGENDA

(Item 6: Revised report & Appendices 3, 4 & 5)

- 1 Evacuation Procedures
- 2 Minutes *(Pages 3 - 6)*
To sign as a correct record the Minutes of the meeting held on 5 February 2014.
- 3 Apologies for Absence
- 4 Declarations of Interest
- 5 Exclusion of the Public
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.
- 6 **Harmonisation of Terms & Conditions Consultation** *(Pages 7 - 14)*
Appendix 1 (Pages 15 - 52)
Appendix 2 (Pages 53 - 74)
Appendix 3 *(Pages 75 - 82)*
Appendix 4 *(Pages 83 - 116)*
Appendix 5 *(Pages 117 - 120)*

7 Finance Shared Service Review (Pages 121 - 122)

Appendix 1 (Pages 123 - 132)

Appendix A (Pages 133 - 138)

Appendix B (Pages 139 - 210)

Appendix C (Pages 211 - 214)

Appendix D (Pages 215 - 218)

Appendix E (Pages 219 - 222)

8 Parking Shared Service Review (Pages 223 - 224)

Appendix 1 (Pages 225 - 234)

Appendix A (Pages 235 - 238)

Appendix B (Pages 239 - 262)

Appendix C (Pages 263 - 266)

Appendix D (Pages 267 - 270)

Appendix E (Pages 271 - 274)

Membership: Joint Appointments and Implementation Committee

Councillor Robert Burns-Green
Councillor Isobel Darby
Councillor Peter Jones
Councillor Michael Smith
Councillor David Spate

Chiltern District Council
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Councillor Barry Harding
Councillor Paul Kelly
Councillor Mrs Penelope Plant
Councillor Roger Reed
Councillor Duncan Smith

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The next meeting of the Joint Appointments and Implementation Committee is due to take place on Thursday, 29 May 2014 (SBDC)

This Agenda should be considered as a Notice – under Regulation 5 of the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012 – of an intention to meet in private to consider any items listed on the Agenda under Private Reports. The reason for the item being considered in private, that being the relevant paragraph number and description from Schedule 12A of the Local Government Act 1972 is detailed on this Agenda. Representations received (if any) regarding the items being considered in private (together with any response) are also detailed on this Agenda.

CHILTERN DISTRICT COUNCIL

**MINUTES of the Meeting of the
JOINT APPOINTMENTS AND IMPLEMENTATION COMMITTEE
held on 5 FEBRUARY 2014**

PRESENT: Councillor R Reed - Chairman

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

APOLOGIES FOR ABSENCE were received from Councillor R Burns-Green

42 MINUTES

The minutes of the meeting of the Joint Appointments and Implementation Committee held on 15 January 2014 were agreed by the Committee and signed by the Chairman as a correct record.

43 DATES OF FUTURE MEETINGS

The Committee noted the meetings that have already been scheduled until June 2014 and agreed the additional meetings during the period August 2014 and February 2015.

44 EXCLUSION OF PUBLIC

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 involve the likely disclosure of exempt information as defined in Paragraphs 1,2 and 4 of Part 1 of Schedule 12A to the Act.

45 HARMONISATION TERMS AND CONDITIONS

The Committee considered a report setting out proposed harmonised terms and conditions of employment for Chiltern and South Bucks District Council.

The following appendices were attached to the report:

- Appendix 1A – First Phase Harmonised Terms and Conditions
- Appendix 1B - High Level Harmonisation Implementation Plan
- Appendix 2 - Proposed Harmonised Terms and Conditions

- Appendix 3 – Harmonised Grading and Pay Structure Proposal
- Appendix 4 – Cost Neutral Summary

Formal consultation on the phase 1 proposals with UNISON had commenced on 15 May 2013 and the report explained that the parties, the Council and UNISON (SBDC) and UNISON (CDC) had reserved their positions until the complete package had been completed. However, the key concerns tabled by UNISON (and on which they had been advised were non – negotiable) related to:

- The proposed working hours increase from 36.5 hours to 37 hours
- The removal of the crèche allowance at SBDC

The Committee received a PowerPoint Presentation of the proposals as set out in Appendix 2 and the Committee’s attention was particularly drawn to the principles on which they had been developed and their aims which included a need for them to be “cost neutral” overall.

During the presentation and the subsequent question and answer session a number of issues were clarified in relation to some of the individual proposals including the following:

- **Purchasing of leave** – Any requests refused would be reported to the Personnel Section to ensure equality issues were addressed;
- **Overtime Payments** – Part time employees will be required to work up to 37 hours in a week before they could claim overtime;
- **On – Call** - Current arrangements being reviewed;
- **First Aid Allowance** – Proposal to be renamed “First Aider Allowance” to reflect more accurately the purpose of the allowance and who receives it;
- **Performance** – The intention to develop a framework to link performance/competency to pay noted.
- **Future Negotiating Machinery** - confirmed that proposals were being drafted to address the Constitutional issues arising from the decision by SBDC to recognise UNISON.

At the conclusion of the presentation the Chief Executive clarified that the aim of the Timetable for Consultation as set out in paragraph 16 of the report was to reach a point where a collective agreement is achieved with UNISON signing up to the proposals. The Council would need to be satisfied that all staff had been consulted on the proposals and whilst the intention of UNISON was to consult with all staff and whilst it would be ideal for all comments to be channelled through UNISON, the Chief Executive confirmed that a mechanism would need to be put in place to enable non UNISON staff who were not comfortable with this arrangement to make comments.

All members present indicated their support for the package of proposals which they felt was fair and reasonable and after thanking the staff concerned for all their hard work in preparing the proposals in consultation with UNISON

RESOLVED -

That the harmonised terms and conditions of employment proposals for Chiltern and South Bucks District Council be endorsed and agreed as a basis of formal collective consultation through UNISON.

46 COMMUNITY SERVICES MANAGEMENT RESTRUCTURE AND SHARED SERVICE REVIEW

The Committee considered a report setting out proposals to reconfigure the management structure in the light of the recent changes made in the Community Team and to carry out a Shared Service review of the Community Service.

After noting the staffing implications, the next steps and the annual savings that would accrue after a payback of 4 months the Committee supported the proposals and accordingly

RESOLVED -

That

- 1. The proposed management restructure as set out in the report be agreed as a basis for consultation with staff.**
- 2. The proposed approach to the Community Service Shared Service review be agreed**
- 3. Each authority nominate two members to support the review.**

The meeting ended at 7.20 pm

Item 6

By virtue of paragraph(s) 3, 4 of Part 1 of Schedule 12A
of the Local Government Act 1972.

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Item 7

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Appendix A

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Appendix C

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Item 8

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Appendix A

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Appendix C

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