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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, 1ST MAY, 2014
TIME: 6.00 PM
VENUE: ROOM 6, CAPSWOOD, OXFORD ROAD, DENHAM

Only apologies for absence received prior to the meeting will be recorded.

Yours faithfully

Jim Burness

Director of Resources

To: The Joint Appointments and Implementation Committee

Chiltern District Council

South Bucks District Council

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

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 meetings held on 24 March 2014 and 8 April 2014.	(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. Harmonisation of Terms and Conditions	
To consider report of the Chief Executive.	(5 - 10)
<i>Appendix 1</i>	(11 - 12)
<i>Appendix 2</i>	(13 - 22)
<i>Appendix 3</i>	(23 - 26)
<i>Appendix 4</i>	(27 - 28)
<i>Appendix 5</i>	(29 - 32)
<i>Appendix 6</i>	(33 - 36)
<i>Appendix 7</i>	(37 - 38)

The next meeting is due to take place on Thursday, 29 May 2014

JOINT APPOINTMENTS AND IMPLEMENTATION COMMITTEE

Meeting - 24 March 2014

Present: Mr M Smith (Chairman)
Mrs Darby, Mr Jones, Mrs Plant and Mr Reed

Apologies for absence: Mr Burns-Green, Mr Harding, Mr Kelly, Mr D Smith and Mr Spate

47. MINUTES

The minutes of the meeting of the Joint Committee held on 5 February 2014 were agreed by the Committee and signed by the Chairman as a correct record.

48. DECLARATIONS OF INTEREST

There were no declarations of interest.

49. EXCLUSION OF 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.

50. HARMONISATION OF TERMS AND CONDITIONS

The Committee received a report providing the outcome of the staff consultation on the proposed harmonised terms and conditions of employment.

Members noted the progress made since the last meeting. This included the formal consultation with UNISON and all staff that had taken place between 17 February and 16 March 2014. A comprehensive staff consultation document had been issued to all staff and five staff briefings were held which had been well attended by staff. UNISON had also held four meetings which all staff had been invited to attend. Email accounts had been set up to provide a mechanism for staff to submit feedback directly to Management and/or via UNISON. All staff also had access to a regularly updated Frequently Asked Questions document which provided clarity to staff in response to questions asked.

The report set out the substantive response from UNISON, results of the UNISON staff electronic survey, Management Team general response and points for negotiation on the proposed harmonisation of terms and conditions of employment. The Chief Executive outlined the proposed improved offer. During the ensuing discussion the following key points were made:

The original proposals regarding pay protection were considered fair and reasonable. Three years pay protection for a proportion of pay, reducing each year, was considered. Three years pay protection was considered too long as this would spread costs out longer at a time when the Councils would be particularly hard pressed and it was also felt important to adopt the good practice in other organisations, in particular the private sector. It was recognised that it was preferable to reach agreement with UNISON as a matter of urgency, rather than impose new terms and conditions on staff. As such, Members supported the proposal to extend full salary protection to two years. It was stated that the improved offer regarding pay protection would reduce flexibility to improve proposals in other areas.

Members felt strongly that pay should be determined locally. It was accepted that pay would be reviewed annually, but the Councils were unable to guarantee that there would be an annual pay increase.

Agenda Item 2

Joint Appointments and Implementation Committee - 24 March 2014

Members supported the improved offer regarding additional travel to the new location for shared services; extending this from 16p to 25p per mile.

It was advised that the implementation of harmonised terms and conditions may not occur by 1 April. Members felt strongly that harmonised terms and conditions should be implemented as soon as possible, and that this should not occur any later than 1 May.

RESOLVED -

1. That the report be noted.
2. That the re-negotiated terms as proposed by Management Team be agreed in principle.
3. That delegated authority be given to the Chief Executive in consultation with the Joint Chairmen of the Joint Appointments and Implementation Committee to enter into the detail of formal negotiations with UNISON and move forward to implementation.

51. FINANCE SHARED SERVICE REVIEW

The Committee considered the draft Finance shared services staff consultation document and noted the proposed timetable for consultation. Members noted a change to one job title in the proposed new structure. It was confirmed that this change would have no effect on costs.

RESOLVED -

That the draft Finance shared services staff consultation document and appendices be noted prior to issuing to staff.

52. PARKING SHARED SERVICE REVIEW

The Committee considered the draft Parking shared services staff consultation document and noted the proposed timetable for consultation. It was noted that the implementation of the joint service would take place from 29 September, rather than 1 September, through to the end of October.

In response to a question, the Committee were advised that the new service would be more efficient and would deliver an enhanced level of service with fewer members of staff. Members were reassured that the level of service outlined in the report could be delivered.

RESOLVED -

That the draft Parking shared services staff consultation document and appendices be noted prior to issuing to staff.

The meeting terminated at 4.42 pm

JOINT APPOINTMENTS AND IMPLEMENTATION COMMITTEE

Meeting - 8 April 2014

Present: Mr Reed (Chairman)
Mr Burns-Green, Mr Kelly, Mrs Plant, Mr D Smith and Mr M Smith

Apologies for absence: Mrs Darby, Mr Harding, Mr Jones and Mr Spate

1. 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 item of business on the grounds that they involve the likely disclosure of exempt information as defined in Paragraphs 1,2 and 3 of Part 1 of Schedule 12A to the Act.

2. CONCLUSION OF THE STAFF CONSULTATION REGARDING THE COMMUNITY SERVICES PROPOSED MANAGEMENT RESTRUCTURE

The Committee considered a report which advised Members on the outcome of the staff consultation on the proposed management restructure of Community Service and its related effects.

During the discussion concern was expressed at the length of time it was taking to progress a restructure proposal through to implementation .Whilst recognising the need to follow a number of processes, including staff consultation, the Committee asked for the timetable to be reviewed to see if there is any scope for shortening it.

After noting the outcome of the consultation process, which took place from Friday 28 February until Thursday 27 March, the Committee supported the proposals and accordingly

RESOLVED that the proposed final management structure as set out in Appendix 1 be agreed.

The meeting terminated at 5.19 pm

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Item 4

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

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Appendix 6

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

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Appendix 7

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

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