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## Joint Appointments and Implementation Committee

**Monday, 4th August, 2014 at 6.00 pm**

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

### A G E N D A

- 1 Evacuation Procedures
- 2 Minutes (*Pages 3 - 6*)  
To sign as a correct record the Minutes of the meeting held on 29 May 2014.
- 3 Apologies for Absence
- 4 Declarations of Interest
- 5 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 items of business on the grounds that they involve the likely disclosure of exempt information as defined in Part 1 of Schedule 12A of the Act.
- 6 Shared Legal Service Consultation Document (*Pages 7 - 8*)
  - Appendix 1 (Pages 9 - 20)*
  - Appendix A (Pages 21 - 24)*
  - Appendix B (Pages 25 - 46)*
  - Appendix C (Pages 47 - 50)*
  - Appendix D (Pages 51 - 54)*
  - Appendix E (Pages 55 - 58)*

- 7 Community Team Shared Services Consultation Document (*Pages 59 - 60*)  
*Appendix 1 (Pages 61 - 70)*  
*Appendix A (Pages 71 - 74)*  
*Appendix B (Pages 75 - 98)*  
*Appendix C (Pages 99 - 102)*  
*Appendix D (Pages 103 - 106)*  
*Appendix E (Pages 107 - 110)*

**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 Mike Stannard	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, 17 November 2014

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  
SOUTH BUCKS DISTRICT COUNCIL**

**MINUTES of the Meeting of the  
JOINT APPOINTMENTS AND IMPLEMENTATION COMMITTEE  
held on 29 MAY 2014**

**PRESENT:**

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

**APOLOGIES FOR ABSENCE** were received from Councillors R Burns-Green (Chiltern District Council) and M Stannard (Chiltern District Council).

**6 MINUTES**

The minutes of the meeting of the Joint Committee held on 1 May 2014 were agreed and signed by the Chairman as a correct record.

**7 SHARED SERVICES REVIEWS: STREAMLINING IMPLEMENTATION**

Following the concerns expressed at the meeting on 8 April 2014 about the length of time it was taking to progress restructure proposals through to implementation the Joint Committee considered a report identifying the various steps and potential improvements for streamlining the process.

The following appendices were attached to the report:

- Appendix 1 - identifying the processes that are required to achieve successful implementation including key milestones;
- Appendix 2 - explaining the need for a 30 days consultation period; and
- Appendix 3 - setting out the activities involved from the decision to approve the business case to implementation of the new shared service.

A separate table in the report set out a summary of the time taken in weeks for meeting each of the milestones in Appendix 1 and the Joint Committee noted that an analysis of the six service reviews showed that the average time taken from approval of the business case to implementation had reduced by around 40% from 40 weeks to 24 weeks.

Whilst welcoming this improvement the Joint Committee agreed that the processes could be streamlined even further and supported the proposal in bullet point two of paragraph 18 subject to including the Joint Committee

Chairmen and the Portfolio Holders from each Council in the consultation process.

During the discussion of the issue addressed in bullet point one of paragraph 18. the Chairman, after noting that the role of the Personnel Committee and other structures at CDC was the subject of review, requested that arrangements should be made in the timetable for the Personnel Committee at CDC to meet prior to meetings of JAIC, pending completion of this review.

### **RESOLVED -**

**That once a shared service staffing proposal has been agreed by the Joint Appointments and Implementation Committee authority be delegated to the Chief Executive, in consultation with the Joint Chairmen and the Cabinet Portfolio Holders from both Councils, to agree changes in response to consultation provided the changes are within the terms of the business case.**

## **8 OUTCOME OF HARMONISATION TERMS AND CONDITIONS - VERBAL UPDATE**

In receiving an update from the Chief Executive on the outcome of the negotiations on Harmonised Terms and Conditions, the Joint Committee was very pleased to note that agreement had been reached with UNISON and staff following the ballot which resulted in staff agreeing to package A i.e. the package previously agreed by the JAIC and CDC Personnel Committee, involving implementation on a phased basis, apply NJC pay increases pending a review after three years, service review by service review with 2 years full protection of salary up to £5000 at the point of assimilation into the new role.

The Joint Committee asked for their appreciation to be forwarded to the staff concerned for all their efforts in securing the collective agreement.

## **9 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, 3 and 4 of Part 1 of Schedule 12A to the Act.

## **10 FINANCE SHARED SERVICE REVIEW**

The Joint Committee considered a report setting out a proposed final structure for the Joint Finance Service following consultation with staff as set out in Appendix A with Appendix B setting out final Job Descriptions. The Joint Committee was advised that the pay scales would need to be amended to reflect agreement to the revised harmonised Terms and Conditions.

After noting the key changes and the timetable for appointment to the roles the Joint Committee

**RESOLVED -**

**That the proposed new final structure for the Joint Finance Service as set out in Appendices A and B be agreed.**

## **11 PARKING SHARED SERVICE REVIEW**

The Joint Committee considered a report setting out a proposed final structure for the Parking Shared Service following consultation with staff as set out in Appendix A with Appendix B setting out final Job Descriptions. The Joint Committee was advised that the pay scales would need to be amended to reflect agreement to the revised harmonised Terms and Conditions.

In connection with the Job Description for the Parking Enforcement Supervisor and in particular paragraph 2 c), to aid clarity it was agreed that the duty of inspection for vehicle and car park condition be split into two.

After noting the key changes and the timetable for appointment to the roles the Joint Committee

**RESOLVED –**

**That the proposed new final structure for the Parking Shared Service as set out in Appendices A and B be agreed.**

**The meeting ended at 6.47 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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# Appendix A

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

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# Appendix C

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

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# Appendix A

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

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# Appendix C

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

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