

CHILTERN AND SOUTH BUCKS JOINT COMMITTEE

Meeting - 25 March 2015

Present: Mr Busby, Mrs Darby, Mr Harris, Mr Hudson, Mr Martin, Mr Naylor, Mr Reed, Mr D Smith, Mr Wilson and Mrs Woolveridge

Apologies for absence: Mrs Cranmer and Mr Stannard

23. MINUTES

The minutes of the meeting of the Joint Committee held 4 February 2015 were agreed by the Committee and signed by the Chairman.

24. JOINT SERVICES IMPROVEMENT PROGRAMME

The Joint Committee considered a report describing the approach to managing and resourcing the programme of improvement projects arising from joint working undertaken to date. The intention is to manage change projects having regard to the following governance arrangements aimed at co-ordinating activities and seeking appropriate corporate solutions:

- Projects will follow a common project management approach used by the Councils.
- For projects not arising from approved shared service business cases or Government funded programmes, and where there are significant financial or organisational implications, a business case will be produced for members.
- The monitoring of the programme will be undertaken by the Management Team and progress reported to members.

The Joint Committee noted how the programme would be supported and overseen by the Management Team, acting as the Programme Board, and that progress reports would be submitted to future meetings.

RESOLVED that the report be noted and the proposed arrangements to manage and resource the programme be agreed.

25. JOINT HEALTH AND SAFETY COMMITTEE

Responsibility for Health and Safety arrangements for Council employees is a Cabinet function as prescribed by the Local Authorities (Functions and Responsibilities) (England) Regulations 2000. At CDC this function is delegated to officers but there is no similar delegation at SBDC. With the introduction of shared service arrangements responsibility to ensure the health and safety at work of employees, visitors and persons affected by the Councils undertakings needs to be clearly defined.

The Joint Committee therefore considered a report proposing that responsibility for health and safety at both Councils be delegated to the Chief Executive who will have overall and final responsibility for the effective management of health and safety including responsibility

for ensuring the provision and implementation of the Health and Safety Policy and the arrangements made under it.

The report went on to propose the following arrangements:

- Adopting a Chiltern and South Bucks Joint Health and Safety Policy identifying the mechanisms by which the Councils will take all reasonable steps to meet their statutory responsibilities;
- Appointing a Joint Health and Safety Advisor
- Establishing a Joint Staff Health and Safety Committee to act as a mechanism to consult with staff over health and safety matters.

After noting the intention to apportion the costs in accordance with the percentages set out in the Inter Authority Agreement and indicating its support for the proposals the Joint Committee

RESOLVED

- 1. That responsibility for health and safety at both Councils be delegated to the Chief Executive who will have overall and final responsibility for the effective management of health and safety.**
- 2. That a Joint Chiltern and South Bucks Health and Safety Policy be adopted by both Councils.**
- 3. That a joint Staff Health and Safety Committee be established with details of membership and terms of reference to be agreed by the Chief Executive.**
- 4. That CDC's Health and Safety Advisor be shared across both Councils under section 113 of the Local Government Act 1972.**
- 5. That the costs of the Joint Health and Safety Advisor be split 54.9% CDC and 45.1% SBDC (in accordance with the split agreed in the Inter Authority Agreement in relation to the senior management team CDC / SBDC)**

26. SERVICE REVIEW OF PLANNING ENFORCEMENT

The Joint Committee considered a report setting out proposals to progress a review of the Planning Enforcement Service as the first part of a Planning Service review.

The report, after explaining the discussions that had taken place since the Joint Committee on 16 October 2014 when 3 different options as to how the Planning Enforcement service might proceed were presented, set out:

- The scope of the review;
- A draft vision for the enforcement service;
- Draft goals;
- A proposed approach and its stages;
- Outline timetable; and
- Consultation process

During the discussion the Joint Committee indicated that the review of Planning Enforcement should be progressed on the expectation that there will be a Development Management/ Control team at both Amersham and Chiltern.

After endorsing the steer of the Cabinet Members for Sustainable Development that the review should be restricted to the Enforcement Service and not include Development Management, the Joint Committee supported the proposals and accordingly

RESOLVED that

1. agreement be given to undertake a review of the Planning Enforcement service as the first part of the Planning service review, along the lines set out in the report.
2. a requirement for the Development Management service review be that there would probably continue to be a Development Management/Control team at both Amersham and Denham.

27. PROGRAMME REPORT

The Joint Committee received the latest programme report detailing the progress on milestones and future activities, the latest budget including cumulative savings, joint projects outside of service reviews and risks for the programme.

RESOLVED that the report be noted.

28. EXCLUSION OF PUBLIC

“that under Section 100A(4) of the Local Government Act 1974 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 to the Act”

29. ENVIRONMENTAL HEALTH SERVICES JOINT BUSINESS CASE

The Joint Committee received a report setting out the result of a shared service review of Environmental Health Services. The report detailed the business case, the conclusion of which was that the case for a joint service had been proven and therefore that a joint service should be established. The proposed joint service, comprising 18.44FTE and co-located at Amersham and Denham, would deliver greater resilience, improve service quality and reduce costs.

RECOMMENDED -

1. That the establishment of a joint service is proven and that both Councils should proceed to establish a joint service.
2. That staff in the respective services can be shared to work across the two local authority areas.

AND RESOLVED -

3. That the shared service be implemented as described in Section 4 and 5

of the report which proposes co-location of the service at Amersham and Denham.

4. That authority be delegated to the Chief Executive to agree that staff in the respective services be shared with other local authorities under S113 Local Government Act 1972 to deliver income generating services.
5. That the cost sharing arrangements split 63% CDC and 37% SBDC as set out in the financial benefits (Section 6, Table 11) of the report be agreed.
6. That the high level implementation plan (Appendix 3) be agreed as the basis for reviewing progress in line with delegations and responsibilities decided for the implementation phase of the service review.
7. That the potential full year net saving of £94,000 (11.27% of net expenditure) against the current operating costs be taken account of in the authorities' respective financial plans.
8. That expenditure to implement the joint service as set out in Section 6 be agreed.

30. **CUSTOMER SERVICES SHARED SERVICE REVIEW BUSINESS CASE**

The Joint Committee received a report setting out the result of a shared service review of Customer Services. The report detailed the business case, the conclusion of which was that the case for a joint service had been proven and therefore that a joint service should be established. The proposed joint service, involving a single team operating flexibly across the two sites, would deliver greater resilience, improve service quality and reduce costs.

Responding to a question about opening time the Joint Committee was assured that whilst the times had changed there was no reduction in the hours.

RECOMMENDED

1. That the case for shared Customer Services is proven, and that both Councils should proceed to establish a shared Customer Services function.
2. That staff in the respective Customer Services can be shared to work across the two local authority areas.

AND RESOLVED

3. That the shared Customer Services be implemented as described in Sections 5 and 6 of the report which includes proactively seeking further collaborative arrangements with other partners and proposes that the service operates as appropriate from both main offices.
4. That the approach to cost sharing set out in section 7 of the report be agreed
5. That the high level implementation plan (Appendix 4) be agreed as the basis for reviewing progress in line with delegations and responsibilities decided for the implementation phase of the service

review.

6. That the potential savings from 2017/18 of £19,197 (3.3%) be noted and that these are taken into account in the Authorities' respective financial plans

31. **ANY OTHER BUSINESS**

Retirement of Joint Chief Executive

Referring to the decision Alan Goodrum to retire at the end of June, Mr Busby wished to place on record his thanks and appreciation for the work he had carried out over the past three years as Joint Chief Executive to progress and implement the joint management arrangements and in particular the joint service reviews which had brought about a new way of working and delivering services at both CDC and SBDC. Other members of the Joint Committee asked to be associated with Mr Busby's comments.

The meeting terminated at 6.10 pm