

**CHILTERN DISTRICT COUNCIL
SOUTH BUCKS DISTRICT COUNCIL**

**MINUTES of the Meeting of the
CHILTERN AND SOUTH BUCKS JOINT COMMITTEE
held on 29 FEBRUARY 2016**

PRESENT:

Councillor	I A Darby	Chiltern District Council	- Chairman
	R Bagge	South Bucks District Council (In the Chair for items 1 – 5)	
Councillors:	T Egleton	South Bucks District Council	
	N Naylor	South Bucks District Council	
	L Sullivan	South Bucks District Council	
	P E C Martin	Chiltern District Council	
	M R Smith	Chiltern District Council	
	F S Wilson	Chiltern District Council	

APOLOGIES FOR ABSENCE were received from Councillors P Kelly (South Bucks District Council), G K Harris (Chiltern District Council) and M J Stannard (Chiltern District Council).

47 MINUTES

The minutes of the meeting of the Joint Committee held on 16 November 2015 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 JOINT WORKING - PHASE 3 STRONGER IN PARTNERSHIP

The Joint Committee received a report setting out phase 3, the next stage of the joint working partnership. Members were asked to comment on the proposed next stage of joint working and endorse the proposals. The joint working programme would be regularly brought back to the Joint Committee at future meetings to enable Members to monitor progress.

The Joint Committee supported the next stage of joint working proposed in the report. Members recognised that this would be a critical phase of joint working. Ensuring that the necessary IT infrastructure was in place was considered essential as staff needed to be able to access information in order for phase 3 to be implemented successfully. It was suggested that the organisational structure may need to be reviewed once this phase had been implemented.

It was recognised that Members, as well as staff, would need to adapt to the cultural change of phase 3. Flexible working was highlighted in particular, and

it was felt important that informal communication between officers and Members continued. The joint working that had been delivered meant that many Members had already experienced new ways of working and interacting with officers. In response to a question it was clarified that changes to management style and the values and behaviours of the organisation were an example of the type of cultural change required.

Member engagement was considered an important factor in successfully delivering the next phase of joint working. It was important that Members understood what phase 3 was about and were reminded about the reasons for implementing shared services. As such, it was suggested that Members receive a presentation from the Chief Executive setting out what phase 3 was, the associated risks/challenges, and providing specific examples of organisational change. It was also suggested that a Member sounding board may be useful for gaining Member insight on proposals, and that the Councils could look at what other organisations have done to see what has worked well and what hasn't.

RESOLVED –

- 1. That the development of an integrated programme of service transformation initiatives, as detailed in the report, be endorsed.**
- 2. That regular progress update reports be provided to future meetings of the Chiltern & South Bucks Joint Committee.**
- 3. That Member briefing sessions be held to outline the phase 3 proposals.**

Note 1: Councillor I Darby entered the meeting at 6.15 pm.

50 MOBILE WORKING PROGRAMME

The Joint Committee received a report requesting Members to agree a programme scoping document on mobile working. This would be a key work stream for the next phase of joint working and would aim to enable staff to deliver services from any location in a reliable, agile and efficient manner.

Members supported the proposed mobile working programme and during the discussion the following key points were made:

It was important to record evidence of successful organisational change so that the benefits of this could be recorded and communicated effectively. It would also be important to ensure that mobile working did not erode the team ethos in each service area. Misunderstanding what mobile working was seeking to achieve was highlighted as a key risk that would need to be managed carefully though good communication.

Although it was recognised that the mobile working programme could deliver improved productivity it would be important to set out a clear vision of what mobile working was seeking to achieve. It was recognised that mobile working would require a different type of management style and that mobile working

would be applied differently in each section to reflect individual service needs. Environmental Health and Building Control would be the first service areas to pilot mobile working.

In response to a question it was confirmed that £125k of funding had been set aside for progressing the programme to date. Each service area would have different requirements and resources would therefore be identified throughout the programme as required. Additional investment may be required as the programme progressed and any proposals from service areas would need to be put forward in a business case.

RESOLVED –

- 1. That the Mobile Working Programme, as described in Appendix A, be endorsed as a key element of the next phase of joint working.**
- 2. That regular progress update reports be provided to future meetings of the Chiltern & South Bucks Joint Committee.**

51 JOINT DATA PROTECTION AND CONFIDENTIALITY POLICY

The Joint Committee considered the proposed joint data protection and confidentiality policy that would replace existing policies in place at both Councils.

RESOLVED –

That the Chiltern and South Bucks Joint Data Protection and Confidentiality Policy be adopted.

52 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.

53 WASTE SERVICE REVIEW

Paragraph 1 – Information relating to any individual

Paragraph 4 – Information relating to any consultations or negotiations, or contemplated consultations or negotiations, in connection with any labour relations matter arising between the authority or a Minister of the Crown and employees of, or office holders under, the authority

The Joint Committee received a report setting out the results of a waste team service review that had taken place as part of Chiltern and South Bucks

District Councils' programme of shared service reviews in close liaison with the Cabinet Member for Environment at Wycombe District Council. The report detailed the conclusion of the review which was based on the objectives for shared service programmes: cost savings and income; improved resilience, capacity and service quality.

RECOMMENDED –

- i) That the case for a shared waste service is proven and that both Councils should proceed to establish a shared joint waste service with Wycombe District Council;**
- ii) That staff in the respective waste services be shared to work across the three local authority areas.**

AND RESOLVED –

- iii) That the shared waste service be implemented, as described in Appendix 1 Sections 4.13 of the report which proposes that the team is located at both Capswood and at King George V House.**
- iv) That the cost sharing arrangements set out in the Appendix 1 Section 4 of the report be agreed.**
- v) 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.**
- vi) Note that the proposed shared service does anticipate some limited savings but these can only be confirmed once the restructured new posts have been graded, and that this is taken into account in the Authorities' respective financial plans.**
- vii) That the CDC and WDC Contender IT waste management system be expanded to include the requirements of SBDC (Appendix 4 paragraph 4.19) and that the Director of Resources, in consultation with the SBDC Cabinet portfolio-holder for Environmental Services, be authorised to begin negotiations with Contender Systems Ltd.**

The meeting ended at 7.00 pm