

## CHILTERN AND SOUTH BUCKS SHARED MANAGEMENT: FAQs

1. Will staff be consulted on the proposed changes to the senior management team – and when?

*We will consult staff generally on the proposed changes – through the established processes at both Councils at an early stage. Individual consultation will take place with affected staff (and their representatives as appropriate). This is likely to take place in April 2012. It will be based on best practice and in accordance with legislation.*

2. Will the Councils have enough capacity both during the transition stage and when the changes are implemented? There is a lot going on and real risks of something being missed if senior staff are overworked. What programme and project support will be provided?

*We will take steps to ensure we have sufficient capacity in the interim period – the Councils have agreed dedicated support to achieve this. In addition what is proposed is a phased programme. The business case and the decisions of the Joint Committee reflect this. We acknowledge that the transition period will provide real challenges, both personal and operational.*

3. When will the programme of shared services get underway and what will it involve?

*We anticipate this will start around September 2012 – services will be reviewed and a business case put together for changes. Both Councils have undertaken best value reviews – the overall approach will be very similar with a Member working group to support it. Staff involvement will be crucial to the success of such reviews.*

4. It is important staff have time to participate in the consultation events properly. Will this be part of work time?

*Staff briefing and events organised by management will be in work time. Staff may in addition wish to attend events organised by UNISON – this would be in their own time. Protocols also exist at each Council for providing paid time off to staff representatives when fulfilling their representative roles.*

5. Will there be an opportunity to engage with Members over these changes?

*Members will wish to lead on some discussions once the senior team is resolved. Cabinet meet with the senior team on a regular basis. Members will be involved in the shared service proposals through Member working groups.*

6. Will the shared management team and shared services result in job losses including redundancies?

*Given the current economic climate, there can be no guarantee of ‘no redundancies’. However, both Councils believe the shared management*

*team/shared services model is the best way to deliver services that not only save cost but ensure our high standards of service are maintained. Job losses do not necessarily mean redundancies but some will be inevitable. We will handle this through our existing policies and procedures. We will seek to minimise compulsory redundancies should they prove necessary.*

7. Will the senior posts be ring fenced?

*The business case assumes that the senior posts will be ring fenced at each level. The proposal for the Chief Executive and Directors is currently being considered. How this will operate for the Heads of Service will be considered prior to detailed consultation on the senior structure.*

8. Will the shared services mean relocation? Will staff be working from different locations?

*The senior team will be working from both offices, and there are no plans to relocate from either of our current two offices, though inevitably there will be changes within them. We will both have to make the best use of space. As shared teams are established, they may be located at one office or the other. Terms and Conditions will reflect the extra travelling.*

9. How will this initiative affect Chiltern's existing Waste partnership with Wycombe?

*We have yet to decide how the joint Waste team (CDC/WDC) will be integrated with SBDC, and this could be at Director or Head of Service level. Our proposals will be included in the consultation. We will also consult informally with Wycombe on this as there is a commitment to set up a joint (CDC/WDC) Waste Management team.*

10. And Building Control?

*It was agreed WDC would be the lead authority in investigating the business case between CDC and WDC. This work will be considered by our respective Cabinets, at the earliest in March 2012.*

11. What if my question is not here, or I have further queries or concerns?

*We will be updating these FAQs as further information becomes available. If you have further concerns, please raise them with your line manager in the first instance, contact your Personnel or HR staff or raise them through your staff representative or UNISON for them to take forward on your behalf.*