

JOINT APPOINTMENTS AND IMPLEMENTATION COMMITTEE

Meeting - 20 July 2015

Present: Mr Anthony, Mrs Darby, Mr Harding, Mr Hudson, Mr Jones, Mr Naylor, Mr M Smith, Mr Stannard and Mr Walters MBE

Apologies for absence: Mr Kelly

30. MINUTES

The minutes of the meeting of the Joint Committee held on 15 April 2015 were agreed by the Committee and signed by the Chairman as a correct record.

31. DECLARATIONS OF INTEREST

There were no declarations of interest.

32. INTERIM SENIOR MANAGEMENT ARRANGEMENTS

Consideration was given to the report which advised Members on the proposed management arrangements for the Services Directorate consequential to the appointment of the current Director of Services as Acting Chief Executive.

The proposals were to ensure that interim management arrangements were in place to ensure senior management capacity was maintained at corporate / directorate level and momentum was maintained in the change agenda and delivery of high quality cost effective services.

The Acting Chief Executive advised that the proposals had been agreed by both Personnel Committees. The key issue was not to overload existing Heads of Service and that the additional duties provide an opportunity for career development with capacity being maintained through the Interim Director post.

RESOLVED:

- i) That the proposed approach for fulfilling the duties and responsibilities of the post of Director of Services on an interim basis be agreed;**
- ii) That responsibility for work on Joint Waste arrangements be undertaken by the Head of Environment on an interim basis and the Scheme of Officer Delegations be amended as necessary to enable the Head of Environment to fulfil this interim role;**
- iii) That responsibility for work on Farnham Park Trust be undertaken by the Director of Resources on an interim basis and the Scheme of Officer Delegations be amended as necessary to enable the Director of Resources to fulfil this interim role;**

- iv) **That responsibility for work on Community Safety governance and the Chesham Wellbeing and Work well Projects be undertaken by the Head of Healthy Communities on an interim basis and the Scheme of Officer Delegations be amended as necessary to enable the Head of Healthy Communities to fulfil this interim role; and**
- v) **That an Interim Director of Services be appointed to deal with all other areas within the Director of Services' role for an initial 6 months period, renewable subject to decisions taken regarding the Acting Chief Executive role.**
- vi) **That a small Member Panel be set up to agree the job description and person specification for an Interim Director of Services post, review expressions of interest, interview as necessary and make recommendations to the respective Fully Councils.**

33. HARMONISED HR POLICIES

Members considered the report which provided the final draft versions of the first five harmonised HR policies.

Both Councils had acknowledged that working in a shared services environment required harmonised HR policies for the purposes of equality, fairness and practicality. The policies had been developed taking the best practice of both Councils, reflect employment legislation, recognised codes of practice, and best practice in other public / voluntary / private sector organisations.

The Joint Principal Personnel Officer outlined the approach undertaken to develop the Human Resources policies for both Councils and presented a summary of each policy in turn.

RESOLVED:

- i) **That the implementation of the policies, be approved, subject to staff consultation in respect of:**
 - **Employee Code of Conduct**
 - **Disciplinary Policy**
 - **Grievance and Resolution Policy**
 - **Annual Leave Purchase Scheme**

That the policy on shared parental leave that provides employees with the basic statutory provision be noted.

34. EXCLUSION OF PUBLIC

RESOLVED:

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 the Schedule 12A of the Act.

35. **CUSTOMER SERVICES SHARED SERVICE**

Consideration was given to the confidential report which set out the draft Customer Services consultation document and the format of appendices which was intended to be shared with the Customer Services Team.

RESOLVED:

- i) **That the Customer Services Team Shared Services consultation document and appendices be agreed, prior to issuing to staff; and**
- ii) **That the structure will then be implemented subject to taking into account any staff comments and being within the business case in accordance with the authority delegated to the Chief Executive in consultation with the Joint Chairmen and the Cabinet Portfolio Holders for both Councils.**

36. **NEXT MEETING**

The next meeting of the Joint Appointments and Implementation Committee was to be held on Wednesday 2 September 2015 commencing at 6.00pm at South Bucks District Council.

The meeting terminated at 7.12 pm