





### **Declarations of Interest**

Any Member attending the meeting is reminded of the requirement to declare if he/she has a personal interest in any item of business, as defined in the Code of Conduct. If that interest is a prejudicial interest as defined in the Code the Member should also withdraw from the meeting.

### **SUPPLEMENTARY AGENDA**

- |   | (Pages)        |
|---|----------------|
| <b>11. Personnel Committee</b>  |                |
| To receive the minutes of the meeting of the Personnel Committee held on 27 October 2015 .      | <b>(5 - 6)</b> |
| <b>12. Chiltern and South Bucks Joint Committee</b>   |                |
| To receive the minutes of the Chiltern and South Bucks Joint Committee held on 26 October 2015. | <b>(7 - 8)</b> |

The next meeting is due to take place on Tuesday, 23 February 2016

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**PERSONNEL COMMITTEE**

**Meeting - 27 October 2015**

Present: Mr Harding (Chairman)  
Mr Bradford, Mr Kelly, Mr Read and Mrs Sullivan

Also Present: N Naylor

Apologies for absence: Mr Walters MBE

**18. MINUTES**

The minutes of the meeting of the Personnel Committee held on 24 August 2015 were confirmed and signed by the Chairman

**19. EXCLUSION OF PRESS AND 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 “

The paragraph number is given under the heading.

**20. LOCAL PLAN - RECRUITMENT AND RETENTION OF PLANNING POLICY STAFF**

Paragraphs 1, 2 and 3.

The Government has recently introduced extremely challenging targets for the production of new local plans requiring major changes to the Council's Local Development Scheme timetable for the production of its new Local Plan. Accordingly, a report was submitted to and considered by Cabinet at its meeting on 13<sup>th</sup> October recommending a number of measures to be determined by Council on 10<sup>th</sup> November (and complimentary decisions at Chiltern District Council's Council meeting on 3<sup>rd</sup> November) including the preparation of a joint Chiltern and South Bucks local plan, the funding thereof and a revised timetable for the preparation of that joint plan. The Cabinet also requested the Personnel Committee to consider as a matter of urgency the staff resource implications of speeding up local plan making to meet the government objectives.

The Committee now considered a report responding to this request within the funding envelope agreed by Cabinet. Mindful that both Councils had not yet resolved their positions the report set out the staffing, financial and corporate implications of the following possible outcomes:

- Both Councils prepare a joint local plan
- Each Council prepares separate plans

During the discussion the Cabinet Portfolio Holder for Sustainable Development explained why the Cabinet on 13 October 2015 had reached a conclusion to recommend to Council adoption of the option for both Councils to prepare a joint local plan. Members were also advised that the Chiltern and South Bucks Joint Committee on 26 October 2015 had agreed, subject to the decisions to be made by both Councils on the options for preparing a local plan, to recommend to both Councils to implement a revised Shared Planning Policy Service by bringing together the staff resources from both councils planning policy teams into a

single team to be located at King George V House, Amersham in order to deliver a joint local plan.

The Committee, after noting that a similar report was due to be considered by the CDC Personnel Committee on 28 October 2015, supported a proposal to delegate authority to the Head of Sustainable Development, in consultation with the Chairman of the Committee, to agree the final details of the retention bonus scheme

**RESOLVED that**

1. Agreement be given to increase the South Bucks Planning Policy Team establishment by one of the following options
  - If South Bucks continues to progress the South Bucks Local Plan agreement be given to the creation of two new Planner/Senior Planner posts, with a preference to appoint at a senior level;
  - If a joint local plan and shared planning policy team is agreed, agreement be given to: the creation of one new Planner/Senior Planner post with a preference to appoint at a senior level as part of a Shared Service Team.
2. all staff within the South Bucks Planning Policy Team be offered a retention bonus in the sum referred to in the report each, to be paid in January/February 2018 provided that they remain in the Council's employment in the Planning Policy Team until 31 December 2017 and provided that the Council is able to avoid local plan intervention by the Government at that point in time - such payment to be pro-rata for any staff who have had excessive absences or performed unsatisfactorily.
3. Authority be delegated to the Head of Sustainable Development, in consultation with the Chairman of the Committee, to agree the final terms of the retention bonus scheme.
4. Regardless of whether or not a joint local plan is to be pursued and up until the new local plan is adopted, where additional hours have been agreed beforehand with managers approval be given to pay planning policy staff overtime (at the standard rate) for hours that they work over and above contractual 37 hours per week.
5. Subject to agreement with planning policy staff, one-off authority be delegated to managers to convert existing accumulated TOIL/flexi-time to be paid as overtime at the standard rate.
6. Subject to the Joint Committee agreeing to the creation of a single Shared Service Planning Policy Team and provided Chiltern Personnel Committee concur, the appointment of a part-time and temporary support post to assist in project managing and delivering the implementation of the Shared Service Team be noted.
7. Planning Policy staff be authorised to decline to become involved in non-local plan workloads (with the exception of neighbourhood planning, HS2, Heathrow and Iver infrastructure schemes) until the end of 2017.

The meeting terminated at 6.15 pm

## CHILTERN AND SOUTH BUCKS JOINT COMMITTEE

### Meeting - 26 October 2015

Present: Mrs Darby (Chairman), Mr Anthony, Mr Bagge, Mr Naylor, Mrs Sullivan, Mr Harris, Mr Martin, Mr M Smith and Mr Wilson

Apologies for absence: Mr Egleton and Mr Stannard

#### 39. MINUTES

The minutes of the meeting of the Joint Committee held on 20 July 2015 were agreed by the Committee and signed by the Chairman as a correct record.

#### 40. DECLARATIONS OF INTEREST

There were no declarations of interest.

#### 41. EXCLUSION OF 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.**

#### 42. PLANNING POLICY SHARED SERVICE REVIEW

The Head of Sustainable Development presented a report to the Joint Committee which sought reconsideration of the outcome of the Planning Policy Shared Service Review approved by the Joint Committee at its meeting of 16 July 2014 following changed circumstances, principally the government introducing new measures to speed up the preparation of local plans.

Both Chiltern and South Bucks cabinets recently (20<sup>th</sup> and 13<sup>th</sup> October respectively) considered reports to review their respective local development schemes in the light of new government objectives. The recommendation from both cabinets to their respective councils in November is to approve the preparation of a joint Chiltern and South Bucks local plan. The cabinets also resolved to ask the Joint Committee to reconsider the outcome of the July 2014 Planning Policy Shared Service Review with a view to setting up a shared planning policy team to deliver a joint local plan, subject to both Councils agreeing to the preparation of a joint local plan.

It was explained that if both Councils agreed to a joint local plan then the recommendation was to deliver the joint plan (and all other planning policy work) from a single shared planning policy team in one location and the cost was to be split 50 / 50 between Councils and delegated authority be approved for the Head of Sustainable Development.

##### **RESOLVED:**

- i) Agree subject to staff and Unison consultation that a revised Shared Planning Policy Service be implemented by bringing together the staff resources from both councils planning policy teams into a single team to be located at King George V House, Amersham in order to deliver a joint**

**local plan to cover Chiltern and South Bucks districts and to undertake all other planning policy functions for the two councils.**

- ii) In order to deliver the Shared Planning Policy Service under Recommendation 1 above, agree that all Planning Policy staff be shared to work across the two local authority areas as required.**
- iii) Agree to an equal (i.e. 50% and 50%) inter-authority split to cover revenue costs for the shared Planning Policy service.**
- iv) Agree Chiltern District Council will be the lead authority for budget management with South Bucks District Council contributing annually for its share of the estimated costs.**

**RECOMMENDED TO COUNCIL:**

- i) Delegate authority to the Head of Sustainable Development to carry out staff and Unison consultation, consider the consultation responses, determine the review outcome in consultation with both council cabinet members for Sustainable Development and Personnel Committees Chairmen and to carry out all necessary action to implement the Planning Policy shared service.**

The meeting terminated at 5.13 pm