

## **PERSONNEL COMMITTEE (SBDC)**

**Meeting - 3 April 2017**

Present: Mr Harding (Chairman)  
Mr Bastiman, Mr Walters MBE, Mr Bradford and Mrs Sullivan

Also Present: Mr Bagge

### **36. APOLOGIES FOR ABSENCE**

Mr Read

### **37. MINUTES**

The minutes of the meeting of the Personnel Committee held on 16 January 2017 were confirmed and signed by the Chairman.

### **38. DECLARATIONS OF INTEREST**

There were no declarations of interest.

### **39. ANY OTHER BUSINESS**

None.

### **40. EXCLUSION OF PRESS AND PUBLIC**

The Chairman moved the following resolution: - "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 Schedule 12A to the Act.

- |             |  |
|-------------|--|
| Paragraph 1 | Information relating to any individual   |
| Paragraph 2 | Information which is likely to reveal the identity of any individual.  |
| Paragraph 3 | Information relating to the financial or business affairs of any particular persons (including the authority holding that information).  |
| Paragraph 4 | Information relating to any consultation or negotiations, or contemplated consultations or negotiations, in connection with any labour relations matter raising between the authority or a Minister of the Crown employees of, or office holders under, the authority. |

### **41. PLANNING SHARED SERVICE STAFF CONSULTATION**

The Chairman welcomed Louise Cole, the new HR manager to her first Personnel Committee meeting.

### Personnel Committee (SBDC) - 3 April 2017

The business case for a shared planning service had previously been agreed with both Chiltern District Council and South Bucks District Council at the Joint Committee meeting on 23 January 2017. The Planning Shared Service consultation document was now presented to the meeting for consideration before being issued to staff. A range of options had been considered from no integration to partial integration and full integration. The agreed option was for full integration as it would offer the most benefits, resilience and cost savings by proposing a fully integrated team based at King George V House. The plan would include a temporary improvement team to help managers deliver the shared service.

It was reported that savings of approximately £300,000 per year were expected to be achieved by the new service by 2020/21. There was a request for information about the additional costs of setting up the service. It was noted that some of the Improvement team were temporary and full cost savings would come through after their work was complete, in about 2 years. It was agreed that the full figures from the business case would be circulated to Members.

It was explained that there would be two development management area teams initially, one for each Council area as there were currently two core strategies and 2 local plans. There was concern that it would be harder for SBDC Councillors to access the files and maps in future although it was advised that files could be made available at Capswood if sufficient notice was given. More information was expected to be available online in the future and customer services would be able to deal with some enquiries.

There was concern that the number of Enforcement Officers was reduced in the plan. It was advised that there was currently a temporary officer and a part-time person in a full-time role, so the reduction was less than it appeared. The new structure with more senior staff had the opportunity to be more effective and offer improvement. Current improvements had been made by removing the trees and conservation function from the enforcement area and allowing officers to concentrate on resolving enforcement cases. There was a request for data on the improvements to be included in the Members Bulletin as that would be helpful when dealing with residents.

There was a request for more details on how the jobs had been evaluated. It was advised that all the jobs had been the subject of the HAY job evaluation process and the variation in grade was to reflect the range of skills or knowledge that employees had. The grades gave opportunities for progression within the role.

Members were interested in how the salaries would compare with those of neighbouring Councils as retention had been a problem in the past. It was advised that there had been no direct comparison made and it was agreed that there were challenges in recruiting and retaining skilled staff. With regard to redundancies, it was advised that there was a low risk and these were to be avoided if possible in line

**Personnel Committee (SBDC) - 3 April 2017**

with the Council's protocols. There were fewer posts on the new structure but there were currently agency staff and temporary staff. Temporary staff with less than 2 years employment could apply in line with the ring fencing criteria as set out in the consultation document. A reduction in staff to that approved in the business case was necessary if cost savings were to be achieved.

Following the discussion it was **RESOLVED**

To agree the Planning Shared Service consultation document and appendices, noting that the structure would then be implemented subject to any changes taking into account staff consultation and the changes being within the overall business case.

The meeting terminated at 6.51 pm