



**Chiltern**  
District Council



**South Bucks**  
District Council

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## DEMOCRATIC & ELECTORAL SERVICES

Dealt with by: Democratic & Electoral Services

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Date: 20 January 2012

Dear Councillor

### JOINT APPOINTMENTS AND IMPLEMENTATION COMMITTEE

The Joint Appointments and Implementation Committee will be held as follows:

DATE: **MONDAY, 30TH JANUARY, 2012**

TIME: **7.00 PM**

VENUE: **COUNCIL CHAMBER, KING GEORGE V HOUSE, KING GEORGE V ROAD.  
AMERSHA**

Yours faithfully

J.A. BURNES

Director of Resources

To: Members of the Joint Appointments and Implementation Committee

#### SBDC MEMBERS

Mr Harding  
Mr Oxley  
Mrs Plant  
Mr Reed  
Mr Wilson

#### CDC MEMBERS

Mr Burns-Green  
Mrs Darby  
Mr Jones  
Mr M Smith  
Mr Spate



## **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.

## **A G E N D A**

1. **Evacuation Procedures**
2. **Appointment of Chairman**
3. **Apologies for Absence**
4. **Declarations of Interest**
5. **Terms of Reference** (Pages 1 - 2)
6. **Exclusion of Public**

The Chairman to move 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 item of business on the grounds that it involves the likely disclosure of exempt information as defined in Part 1 of Schedule 12A to the Act.”

7. **Recruitment of Senior Management Team** (Pages 3 - 22)
8. **Calendar of Future Meetings** (Pages 23 - 24)

The next meeting of the Joint Committee is due to take place on date to be agreed.

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**JOINT APPOINTMENTS AND IMPLEMENTATION COMMITTEE –  
30 JANUARY 2012**

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**TERMS OF REFERENCE**

*Contact Officers: Alan Goodrum (01494 732001), Jim Burness (01895 837217)*

**RECOMMENDATIONS**

**That the Terms of Reference for the Joint Appointments and Implication Committee be agreed.**

- 1 Chiltern and South Bucks District Council have entered into an Inter Authority Agreement on 19 January 2012 to establish Joint Arrangements to work together to share a Joint Chief Executive and a Joint Senior Management Team (Stage One), and then to examine the opportunities for further savings by the joining together of services, assets, officer posts and officer teams (Stage Two).
- 2 The Authorities have agreed a joint Statement of Intent, a set of aims and a set of general principles to underpin the implementation of the Joint Arrangements by way of the Inter Authority Agreement. The Joint Arrangements and the agreed aims and principles shall be as defined and as agreed in the Inter Authority Agreement (IAA).

**Membership**

- 3 10 Councillors - comprising at least five members from each Authority, politically balanced. Appointments to be by resolution of each Council. Quorum will be at least two elected members from each Authority. There will be no more than two members of the Joint Committee from each Council.

**Function**

- 4 A non-executive committee of the Council established to deal with the implementation of the human resources implications of the Joint Arrangements.

**Remit**

- 5 Its primary functions are as follows:-
  - to deal with the arrangements for the appointments to the Joint Chief Executive and Joint Senior Management Team posts subject to the reference back to the relevant Full Council meeting of any decision which statutorily requires such approval.

- to deal with any other staffing related implementation matters referred to it by the Joint Committee or by the Authorities.
  - to consider and advise the Joint Committee on any other human resource matter connected with the Joint Arrangements which the Joint Committee specifically asks the JAIC to consider and report on.
- 6 The Authorities may amend the terms of reference and/or membership of the JAIC from time to time. Any such amendment shall be agreed in writing by each Authority by reference back to each full Council, taking into account any recommendation from the JAIC.

### **Delegations**

- 7 All matters necessary to enable the JAIC to carry out its remit save for any 'Reserved Decisions' as defined in the Inter Authority Agreement.

### **Meetings**

- 8 As and when necessary. Venue to alternate between the two authorities offices and a member of the host authority will chair each meeting. A member of staff of the host authority will provide the secretarial support to each meeting.

### **Standing Orders**

- 9 Rules 5, 6, 12, 13, 16 (save for Rule 16(2) the Chairman shall not have a casting vote), 17, 18, 19, 20 and 21 the South Bucks District Council Procedure Rules shall apply to the meetings of the JAIC, and which for the avoidance of doubt are the same as Rules 5, 6, 11, 12, 14 (save for Rule 14(2), the Chairman shall not have a casting vote), 15, 16, 17, 18 and 19 of the Chiltern District Council or in so far as they include additional provisions or more generous provisions i.e. time limits on speeches, the additional and more generous rules shall so apply.
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of the Local Government Act 1972.

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**JOINT APPOINTMENTS AND IMPLEMENTATION COMMITTEE –  
30 JANUARY 2012**

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**CALENDAR OF FUTURE MEETINGS**

*Contact Officers: Alan Goodrum (01494 732001)*

**RECOMMENDATIONS**

**That the dates of future meetings be agreed.**

- 1 Members are asked to agree the dates of future meetings from the following options:

Joint Committee Meeting Date	JAIC Option 1	JAIC Option 2	Host Authority
Monday 13 February (5pm at Chiltern)	Tuesday 28 February	Wednesday 29 February	South Bucks
Thursday 15 March (5pm at South Bucks)	Wednesday 4 April	Thursday 5 April	Chiltern
Wednesday 18 April (5pm at Chiltern)	Wednesday 2 May	Thursday 3 May	South Bucks
Thursday 17 May (5pm at South Bucks)	Wednesday 30 May	Wednesday 6 June	Chiltern
Monday 25 June (5pm at Chiltern)	Thursday 5 July	N/A	South Bucks
Thursday 19 July (5pm at South Bucks)	Wednesday 25 July	Thursday 26 July	Chiltern

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