



**Chiltern**  
District Council



**South Bucks**  
District Council

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## DEMOCRATIC AND ELECTORAL SERVICES

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Date:	7 February 2012	Direct Line:	01895 837227

Dear Councillor

### JOINT APPOINTMENTS AND IMPLEMENTATION COMMITTEE - REVISED AGENDA

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

**DATE: FRIDAY, 10TH FEBRUARY, 2012**

**TIME: 10.00 AM**

**VENUE: ROOM 6, CAPSWOOD, OXFORD ROAD, DENHAM**

Yours faithfully

J.A. BURNESS

**Director of Resources**

**To: Membership**

**Chiltern District Council**

Councillor Robert Burns-Green  
Councillor Isobel Darby  
Councillor Peter Jones  
Councillor Michael Smith  
Councillor David Spate

**South Bucks District Council**

Councillor Barry Harding  
Councillor Alan Oxley  
Councillor Mrs Penelope Plant  
Councillor Roger Reed  
Councillor Julian Wilson



## **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. **Appointment of Chairman for the Meeting**

2. **Apologies for Absence**

3. **Minutes**

To confirm the minutes of the meeting of the JAIC held on 30 January (Pages 1 - 4) 2012.

4. **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.”

5. **Revised Risk Register and Timetable**

To note the revised Risk Register and Timetable. (Pages 5 - 8)

6. **Briefing**

To receive a briefing from the External HR Advisor, Janet Beaumont of Beaumont Associates Ltd., on the appointments procedure and note the Job Descriptions for the posts of Chief Executive and Directors. (Pages 9 - 18)

7. **Appointment of Chief Executive**

To receive the report of the External HR Advisor, Janet Beaumont of Janet Beaumont Associates Ltd and to consider the recommendation in respect of the appointment of the Chief Executive. (Pages 19 - 28)

8. **Appointment of Directors**

To receive the report of the External HR Advisor, Janet Beaumont of Janet Beaumont Associates Ltd and to consider recommendations in respect of the appointment of the two Directors. (Pages 29 - 56)

9. **Date and Time of Next Meeting**

To note that the next meeting (if needed) will take place on 28 February 2012 at 6.00 pm at Chiltern District Council.