



**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. BURNES

**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.

**CHILTERN DISTRICT COUNCIL**

**MINUTES** of the Meeting of the  
**JOINT APPOINTMENTS AND IMPLEMENTATION COMMITTEE**  
held on **30 JANUARY 2012**

**PRESENT:** Councillor M R Smith - Chairman

Councillors: R Burns-Green  
Mrs I A Darby  
B Harding  
P M Jones  
A Oxley  
Mrs P Plant  
R Reed  
D Spate  
J Wilson

**ALSO IN ATTENDANCE:** Councillors M Z Bhatti and Mrs M Harker.

**1 APPOINTMENT OF CHAIRMAN**

It was proposed by Councillor R Reed, seconded by Councillor P Jones, and resolved that Councillor M R Smith be appointed Chairman for the meeting.

**2 DECLARATIONS OF INTEREST**

There were no declarations of interest.

**3 TERMS OF REFERENCE**

Members were asked to agree the proposed Terms of Reference of the Joint Appointments and Implementation Committee (JAIC).

After noting that each authority could appoint no more than two members to the JAIC who were also members of the Joint Committee (i.e. membership was restricted to no more than two Cabinet members per authority), it was

**RESOLVED –**

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

#### **4 EXCLUSION OF THE 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.**

#### **5 RECRUITMENT OF SENIOR MANAGEMENT TEAM**

Janet Beaumont of Janet M Beaumont Associates Ltd had been appointed to provide independent HR advice to support the proposals for Chiltern and South Bucks District Councils to share a senior management team.

The report before the Committee looked at the stage one process – the appointments of the Chief Executive and two Directors – detailing draft Job Descriptions, Person Specifications and Terms and Conditions. Also included in the report was an outline of the recruitment process with a draft timetable; information regarding Heads of Service; a risk register; and, the financial, legal and equalities implications.

Janet Beaumont was in attendance to answer questions.

It was noted that both authorities utilised different Job Evaluation schemes to assess the level and grading of posts. In order to ensure total independence the National Local Government Employers had been commissioned to undertake an independent review of the job descriptions, utilising both schemes for information purposes, and to make recommendations with regard to the salary ranges. A summary of the results was detailed in the report. It was noted that pension costs were not included as part of the salary recommendations.

Janet Beaumont advised that the independent report contained an inconsistency in relation to the upper range of the Chief Executive's salary which was correct in the second table in paragraph 5 of the report, and incorrect in the first.

At the request of Members, the Full Report produced by the National Local Government Employers was circulated at the meeting, and collected again at the conclusion. Having reviewed the report and additional salary information provided, Members agreed the salary ranges recommended and the proposal to assimilate the successful applicants at a spot salary which accommodated the additional allowances currently paid.

##### **Job Descriptions and Person Specifications**

The job description for the Chief Executive needed to include reference to the Chilterns Crematorium, jointly operated by Chiltern, Aylesbury Vale and Wycombe District Councils.

It was agreed that the requirement for local government experience should be removed from the person specification for Directors. Members were keen that the best person should undertake the roles regardless of whether they were from a public or private sector background.

Regarding the essential requirement that applicants have a valid driving licence, Members were of the opinion that this should not be a contractual requirement for any of the posts, since travelling could be completed by other means. It was agreed that this be removed from the person specification, and a note be included in the appointment letter stating that travel should 'at their own expense' if a valid licence was not held.

It was agreed that the other requirements to be 'qualified to degree level or equivalent' and to have their 'own transport' be removed from the person specification for each post.

Regarding the job description for the Directors, it was agreed that the list of specific duties should refer to it not being 'exhaustive'.

### **Terms and Conditions**

It was noted that reference to the car loan scheme and trade union recognition would be removed.

Regarding mileage, Members noted the need for clarification around what would constitute the first official base since the post-holders would potentially be based at both authorities. Janet Beaumont advised that this could be reworded and the full rules issued with the appointment documentation.

Members agreed that the Chief Executive and two Directors should have a six-month probation period rather than three.

### **Risk Register**

Members were advised that the Risk Register would be refreshed for each subsequent meeting.

It was suggested that the impact on the morale of all staff also needed to be considered. Disappointment from the public was also considered a risk since significant savings would not be immediate. Communication would be vital to address both issues. Differing styles of political leadership at the two authorities was also considered a risk. These points would be covered under items 6, 9 and 14 in the Risk Register.

### **Timetable**

It was noted that the deadline for submission of CVs and supporting information against the requirements of the roles was now noon on 6 February. The JAIC meeting to make recommendations to the respective councils would be on 10 February.

## **RESOLVED –**

- 1. That the salary ranges recommended by the National Employers be approved and that assimilation be on a spot salary taking account of current pay and allowances.**
- 2. That the job descriptions and person specifications as set out in Appendix 1 and 2, as amended at the meeting, be approved.**
- 3. That the terms and conditions set out in Appendix 3, as amended at the meeting, be approved.**
- 4. That the recruitment process for the Chief Executive and Directors be agreed.**
- 5. That the information regarding Heads of Service be noted.**
- 6. That the Risk Register, subject to the comments of Members at the meeting, be noted.**
- 7. That the draft timetable, as updated at the meeting, be agreed.**

*Note: Councillor A Oxley entered the meeting at 7.35pm.*

## **6 CALENDAR OF FUTURE MEETINGS**

Members were asked to agree a Calendar of Meetings up to July 2011.

The difficulty in identifying mutually convenient dates for meetings was acknowledged. However, it was also recognised that if the timetable was to be achieved, the project needed to be accorded a very high priority, possibly resulting in other competing commitments not being fulfilled. Members also accepted that, subject to the quorum being met, meetings might need to progress when not all ten members were present.

After agreeing that meetings should usually commence at 6pm, and noting the need for an additional meeting on 10 February, it was

## **RESOLVED –**

**That the following meeting dates for the Joint Appointments and Implementation Committee be agreed:**

- Friday 10 February, at 10, at South Bucks District Council**
- Tuesday 28 February, at 6pm, at Chiltern District Council**
- Wednesday 4 April, at 6pm, at South Bucks District Council**
- Wednesday 2 May, at 6pm, at Chiltern District Council**
- Wednesday 30 May, at 6pm at South Bucks District Council**
- Thursday 5 July, at 6pm at Chiltern District Council**
- Thursday 26 July, at 6pm at South Bucks District Council**

**The meeting ended at 8.15 pm**



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