



**Chiltern**  
District Council



**South Bucks**  
District Council

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## DEMOCRATIC AND ELECTORAL SERVICES

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Date:	27 March 2012	Direct Line:	01895 837227

Dear Councillor

## JOINT APPOINTMENTS AND IMPLEMENTATION COMMITTEE

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

**DATE: WEDNESDAY, 4TH APRIL, 2012**

**TIME: 6.00 PM**

**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



**INVESTORS  
IN PEOPLE**

Bronze

Chief Executive: Alan Goodrum

Directors: Jim Burness (Resources) Bob Smith (Services)



## **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. Minutes**

To confirm the minutes of the Committee held on 10 February 2012. (Pages 1 - 2)

### **2. Review of Implementation of the Joint Senior Management Structure**

To consider report of the Chief Executive and the following appendices (Pages 3 - 36) in Part I:

- Appendix 1 - Proposed Structure
- Appendix 2 - Person Specification for the Head of Service Posts
- Appendix 3 - Job Descriptions for Head of Service x 8
- Appendix 4 - Job Description for Principal Officer
- Appendix 7 - Timetable
- Appendix 8 - Key Risks

**NOTE:** Appendices 5 and 6 and the report of Local Government Employers are included in Part II of the agenda.

### **3. 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.”

### **4. Review and Implementation of the Joint Senior Management Structure**

In connection with item 2 to consider the following appendices: (Pages 37 - 46)

- Appendix 5 - Proposed Terms and Conditions for Heads of Services
- Appendix 6 - Ring Fence of Staff for Heads of Service Appointments

Also attached is the report of Local Government Employers (LGE)

5. **Date of Next Meeting**

To re-arrange the meeting of the Committee due to be held on 2 May 2012.

The next meeting is tbc