

## JOINT APPOINTMENTS AND IMPLEMENTATION COMMITTEE

### Meeting - 4 April 2012

Present: Mrs Darby, Mr Harding, Mr Jones, Mrs Plant, Mr Reed (in the Chair), Mr D Smith, Mr M Smith and Mr Spate

Also Present: Mrs L Smith (CDC) and Mr Wertheim (CDC)

Apologies for absence: Mr Burns-Green and Mr Oxley

#### 9. MINUTES

The minutes of the meeting of the Committee held on 10 February 2012 were agreed as a correct record subject to the title "Mr." being added where appropriate.

#### 10. REVIEW OF IMPLEMENTATION OF THE JOINT SENIOR MANAGEMENT STRUCTURE

Following the appointment to the post of joint Chief Executive to both South Bucks and Chiltern District Council, the Committee considered a report setting out the next phase of the implementation of the proposed joint structure taking account of the work already undertaken and the core messages from members of both Councils. A case for 2 Directors and 8 Heads of Service had already been made and the report set out a proposed workable structure for the Heads of Service within the limits set out and agreed in the business case.

The following appendices were attached to the report in Part I of the agenda:

- Appendix 1 - Proposed Structure
- Appendix 2 - Generic person specification for the post of Head of Service
- Appendix 3 - Job Descriptions for each of the 8 posts of Head of Service
- Appendix 4 - Job Description for the post of Principal Officer
- Appendix 7 - Timetable
- Appendix 8 - Key Risks

Appendices 5 and 6 (Summary of Terms and Conditions and Ring Fence of Staff for Heads of Service Appointments) together with the report of the Local Government Employers were included in Part II of the agenda.

The report, after explaining how the proposed structure would allow a number of factors including flexibility and value for money to be met, went on to address in more detail:

- Joint Job Descriptions and Person Specifications;
- Gradings and pay;
- Joint Terms and Conditions;
- Consultation and staff briefing;
- The selection Process for the Joint Posts; and
- Timetable

During the discussion that took place the Committee endorsed the proposals in relation to:

- Person Specification - Appendix 2
- Job Descriptions - Appendix 3
- Terms and Conditions - Appendix 5
- Ring Fence of Staff for Heads of Service Appointments - Appendix 6
- Timetable - Appendix 7
- Gradings and Pay - Report of Local Government Employers

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The Committee, after noting the Key Risks - Appendix 8 - also endorsed the proposals set out in Appendix 1 - Senior Management Structure - subject to the following amendments to the allocation of responsibilities shown in the job descriptions:

Public Conveniences - move to Head of Environment from Head of Health and Housing  
Landscape Advice - move from Head of Environment to Head of Sustainable Development

The Committee also requested that Performance Management under the post of Head of Business Support be clarified.

A discussion also took place on to whom the responsibility for Community Safety was best allocated and the Committee agreed to keep the responsibility with the Head of Health and Housing as currently proposed subject to a review following the consultation period when the matter would be brought back to the Committee for a final decision.

In connection with Appendix 4 the Committee noted that the proposals for the 2 posts of Principal Officer reporting to the Chief Executive were under review and would be the subject of a separate report to a future meeting.

After noting that any proposed changes resulting from the consultation would be submitted to the next meeting, the Committee

### RESOLVED

1. That the Head of Service structure set out in Appendix 1 be approved subject to the amendments referred to above.
2. That the salary ranges recommended by LGE for the Head of Service posts be approved and that assimilation be on a spot salary taking account of current pay and allowances.
3. That the job descriptions set out in Appendix 3 as amended for Heads of Service be approved as the basis of formal consultation with staff.
4. That the terms and conditions set out in Appendix 5 be approved.
5. That the draft timetable in Appendix 7 be noted and the date of the next JAIC meeting be rearranged to fall into line with this timetable.

### 11. DATE OF NEXT MEETING

The Committee agreed that the meeting scheduled to take place on 2 May 2012 be arranged for 16 May at 6pm at Chiltern District Council.

### 12. EXCLUSION OF 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.

### 13. REVIEW AND IMPLEMENTATION OF THE JOINT SENIOR MANAGEMENT STRUCTURE

Arising from the report referred to in minute 2 above the Committee received Appendices 5 and 6 and the report of the Local Government Employers.

The meeting terminated at 7.24 pm