



DEMOCRATIC AND ELECTORAL SERVICES

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Dear Councillor

JOINT APPOINTMENTS AND IMPLEMENTATION COMMITTEE

The next meeting of the Joint Appointments and Implementation Committee will be held as follows:

DATE: THURSDAY, 26TH JULY, 2012
TIME: 6.00 PM
VENUE: ROOM 6, CAPSWOOD, OXFORD ROAD, DENHAM

Yours faithfully

Jim Burness

Director of Resources

To: The Joint Appointments and Implementation Committee

SOUTH BUCKS DISTRICT COUNCIL

Mr Harding
Mr Kelly
Mrs Plant
Mr Reed
Mr D Smith

CHILTERN DISTRICT COUNCIL

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

	(Pages)
1. Apologies for Absence	
2. Minutes	
To sign as a correct record the minutes of the meeting held on 5 July 2012.	(1 - 2)
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. Chief Executive's Support Team	(3 - 6)
<i>Appendix 1</i>	(7 - 12)
5. Review and Implementation of the Joint Senior Management Structure	(13 - 16)
<i>Appendix 1</i>	(17 - 28)
<i>Appendix 2</i>	(29 - 38)
6. Joint Senior Management Structure - Vacant Posts	(39 - 42)
<i>Appendix 1</i>	(43 - 44)
<i>Appendix 2</i>	(45 - 46)

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JOINT APPOINTMENTS AND IMPLEMENTATION COMMITTEE

Meeting - 5 July 2012

Present:

Mr Burns-Green, Mrs Darby, Mr Jones, Mrs Plant, Mr Reed, Mr D Smith and Mr M Smith (Chairman)

Apologies for absence: Mr Harding, Mr Kelly and Mr Spate

1. MINUTES

2. DECLARATIONS OF INTEREST

There were no declarations of interest.

3. 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.

4. REVIEW AND IMPLEMENTATION OF THE JOINT SENIOR MANAGEMENT STRUCTURE

The Committee received a report updating Members on the recruitment process for the Joint Management Team.

Five of the eight Heads of Service had now been appointed and feedback received had been positive. It was intended to interview candidates for the Head of Legal and Democratic Services in early September.

Discussions remained ongoing regarding the Head of Business Support, and the Head of Customer Services, and the Committee considered the options available in relation to these posts. Members were concerned that the business needs in the two service areas be the determining factor in selecting an appropriate option. It was agreed that the Chief Executive be asked to provide an update report to the next meeting looking at the available options and the resource implications of those options. This would allow time for further discussions with the individuals concerned. It was noted that changes to the management structure should also not be ruled out. It was acknowledged that the input of the Director of Resources would also be important.

Janet Beaumont of Janet M Beaumont Associates Ltd, who had been appointed to provide independent HR advice, advised that work was underway to map the different HR policies and procedures between the two authorities. In particular, there were differences around augmentation, performance related pay, and protection. The Committee acknowledged the importance of addressing these issues to remove the apprehension amongst staff. Chiltern District Council's Personnel Committee had met the previous evening and favoured initial informal discussions with staff-side. It was noted that a report outlining the differences in HR policies and procedures would be presented to the next meeting.

After acknowledging the importance of maintaining the momentum on phase 2, it was

RESOLVED -

- 1 That the outcome of the recruitment process, including the appointments made and the potential exits, be noted.
- 2 That a further report considering options for the Business Support and Customer Services vacancies be presented to the next meeting.

- 3 That the work on a common HR policy framework be progressed.

The meeting terminated at 6.50 pm

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of the Local Government Act 1972.

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