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Joint Staffing Committee

Monday, 9 September 2019 at 6.00 pm

Room 8 - Capswood, Oxford Road, Denham

A G E N D A

Item

1. Evacuation Procedure
2. Apologies for Absence
3. Minutes (*Pages 3 - 6*)

To approve the minutes of the Joint Staffing Committee held on 9 July 2019.

4. Declarations of Interest
5. Exclusion of the 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.”

- | | |
|-------------|--|
| Paragraph 1 | Information relating to any individual |
| Paragraph 3 | Information relating to the financial or business affairs of any particular persons (including the authority |

holding that information).

6. Appointment of Interim Head of Finance (*Pages 7 - 10*)

Reasons for restriction: Paragraph(s) 1, 3

Note: All reports will be updated orally at the meeting if appropriate and may be supplemented by additional reports at the Chairman's discretion.

Membership: Joint Staffing Committee

Councillors: I Darby (Co-Chairman)
N Naylor (Co-Chairman)
R Bagge
B Harding
P Kelly
D Saunders
L Sullivan
C M Jones
P Jones
D Phillips
M Smith
M Stannard

Date of next meeting – Thursday, 17 October 2019

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**CHILTERN DISTRICT COUNCIL
SOUTH BUCKS DISTRICT COUNCIL**

MINUTES of the Meeting of the
JOINT STAFFING COMMITTEE
held on **9 JULY 2019**

PRESENT: Councillor N Naylor - Chairman

Councillors: I Darby
C Jones
P Jones
M Smith
P Kelly
D Saunders
L Sullivan

APOLOGIES FOR ABSENCE were received from Councillors D Phillips, M Stannard, R Bagge and B Harding

52. **ELECTION OF CO-CHAIRMEN**

It was **RESOLVED** that Councillor I Darby and Councillor N Naylor be appointed Co-Chairmen of the Committee for 2019/20.

53. **MINUTES**

The minutes of the Joint Staffing Committee held on 28 January 2019 were approved and signed by the Chairman as a correct record.

54. **DECLARATIONS OF INTEREST**

There were no declarations of interest.

55. **HUMAN RESOURCES UPDATE**

The Committee received an update on key employment data and HR projects. During discussion the following points were highlighted:

- Between 1 January and 31 March 2019, 373 staff were employed by the Councils', along with an additional 15 agency workers. Staff turnover was at 15% and the number of leavers from the previous quarter had risen, particularly in the planning service, although a successful recruitment drive had seen all leavers in the planning service replaced with start dates set for August 2019.

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- Whilst there had been an increase in staff absence during April 2019, this improved in May and it was noted that 88% of employees had no sickness absence throughout April and May.
- Project work was on-going with a particular focus on the health and wellbeing of staff and management development. The third cohort of the Management Development Programme had commenced and a one day refresher course on 'inclusive leadership' had been arranged for all managers who had attended the original Management Development Programme with an emphasis placed on supporting staff through the uncertainty arising from the transition to the new Buckinghamshire Council.
- All Members of the HR team were involved in work around the unitary transition, with the HR Manager and Senior Business Partner both leading on two key projects as outlined in the report provided.

The Committee was advised that the decision had been reached for the Buckinghamshire Council to move to SAP finance, HR and payroll systems. The system was deemed to have the most capacity and was user friendly. As a result, all staff would move to a single pay date, likely to be the last working day of the month. It was confirmed that whilst Chiltern and South Bucks employees were currently paid on the 15th of the month there would be financial support available should it be required during the additional 2 week gap between pay dates which would occur as a result of the change in pay date. This would be cited as measure in the TUPE consultation.

It was confirmed to the Committee that all staff would be transferred to the new Buckinghamshire Council on their existing terms of employment. New terms and conditions of employment were being worked on. It was not known at this stage if or when staff would move on to the new terms and conditions. This would be decided as part of the transformation process post vesting day. The new council might decide to not to change terms and conditions or this might be done by service area as service areas were transformed.

In response to a query on the vacancy management protocol which the existing Buckinghamshire Councils had introduced, it was confirmed that this had worked well initially with a number of staff moving across the Councils. It was noted that there had been an issue in the planning service where applicants had been successful in securing a role at another of the Buckinghamshire Councils', only to then receive incentives to remain with their current Council. Therefore all planning posts had been made exempt from the protocol. Further vacancies had gone straight to external advert recently to avoid problems at the Councils which were caused from moving staff around.

The Committee agreed that the move to SAP would incur extensive costs and suggested that it be ensured this was within budget and cost less than the five existing systems that were in place.

RESOLVED**That the report be noted.**56. **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.

Reasons for restriction: Paragraph(s) 1, 2, 3, 4 & 5

57. **STAFFING**

With the dissolution of the Councils' on 31 March 2020 the Chief Executive and Head of Paid Service post would cease to exist. Since the announcement from the Secretary of State on the 1st November 2018 and with the escalation of the implementation work, the substantive role of the Chief Executive had significantly diminished, particularly since the Structural Change Orders were put in place in May 2019.

The Committee considered a report on the compulsory redundancy and the proposed exit date of the Councils' Chief Executive and Head of Paid Service, and the division of his responsibilities between the existing Directors and Head of Legal and Democratic Services.

The report detailed the costs and savings associated with the exit of the Chief Executive and after due consideration, it was unanimously

RESOLVED to recommend to Full Council

1. That Chiltern District Council (the employing authority) be recommended to approve the exit of the Chief Executive and Head of Paid Service on the terms set out in the Committee report.
2. That South Bucks District Council note the SBDC share of costs associated with the compulsory redundancy of the Chief Executive Officer.
3. That both Chiltern and South Bucks District Councils' be recommended to approve the proposed delegation of duties and interim structural changes for the roles of Chief Executive Officer, Head of Paid Service, Electoral Registration Officer and Returning Officer, for the period from 1 September 2019 to 31 March 2020.

The meeting terminated at 7.43 pm