

**CHILTERN DISTRICT COUNCIL  
SOUTH BUCKS DISTRICT COUNCIL**

**MINUTES** of the Meeting of the  
**JOINT STAFFING COMMITTEE**  
held on **4 NOVEMBER 2019**

**PRESENT:** Councillor I Darby - Chairman  
" N Naylor - Vice Chairman

Councillors: D Phillips  
M Smith  
P Kelly  
D Saunders  
L Sullivan

**APOLOGIES FOR ABSENCE** were received from Councillors R Bagge, B Harding, P Jones, and M Stannard.

**62. MINUTES**

The minutes of the Joint Staffing Committee held on 9 September 2019 were approved and signed by the Chairman as a correct record.

**63. DECLARATIONS OF INTEREST**

There were no declarations of interest.

**64. HR UPDATE**

The Committee received an update on key employment data and HR projects from the HR Manager, which covered the following key points:

- Staff turnover had increased slightly in the previous quarter.
- Sickness absence had fallen in 2018/19 and was projected to decline further in 2019/20, based on the figures for the year to date.
- The third and final cohort of team leaders and supervisors had completed the Management Development Programme and would be receiving their certificates in November.
- A report would be brought to the next meeting of the Joint Staffing Committee on 20 January 2020 covering the pay award for 2020/21. As sovereign Councils, Chiltern and South Bucks would still be required to undertake the negotiations for the pay award.

- In addition to maintaining business as usual, the HR team was also undertaking a significant amount of work to support the transition to the new Buckinghamshire Council.
- A TUPE consultation with trade unions and staff would be carried out between December and January. This would be combined with a consultation on a change to the staff pay date from the 15<sup>th</sup> to the last working day of the month. Staff would be supported through this change by the provision of bridging loans, one to one meetings with HR and financial advice from the Citizens Advice Bureau.
- Recruitment to the Tier 3 posts for Buckinghamshire Council was being carried out, with appointments expected to be confirmed in mid-December.
- Work was underway to agree the terms and conditions for new Buckinghamshire Council staff. The new terms and conditions would apply to new staff and any existing staff transferring to a new role within Buckinghamshire Council.

Members thanked staff for their hard work and recognised that many staff were working under increasing pressures to deliver business as usual whilst also supporting the transition to Buckinghamshire Council.

Concerns were raised over the change to the staff pay date, and Members stressed the importance of having the correct support in place.

**RESOLVED** that the report be noted.

65. **APPOINTMENT OF INTERIM HEAD OF PLANNING AND ECONOMIC DEVELOPMENT**

The Committee received a report which asked Members to consider the appointment of an Interim Head of Planning and Economic Development, following the resignation of the existing Head of Planning and Economic Development. This was to ensure the required senior resources were in place to cover the work of the Head of Service, including overseeing the submission and examination of the Chiltern and South Bucks Local Plan. A candidate assessment process was undertaken by the Acting Chief Executive and the current Head of Planning and Economic Development. The successful candidate had been working with the Councils in a 'deputy' Head of Service role for several weeks.

The Committee's decision would be subject to the respective Cabinets not raising objections as required by the mandatory standing order regulations and the Councils' officer employment procedure rules. The candidate's experience was summarised in the confidential appendix to the report.

After due consideration, it was

**RESOLVED:**

- 1) That an offer of appointment for an interim Head of Planning and Economic Development post be agreed and that the respective Cabinets in accordance with the Local Authorities (Standing Order) Regulations 2001 be notified.
- 2) That subject to no objections from the Cabinets, the acting Head of Paid Service and Director of Resources, in consultation with the HR Manager, be authorised to agree a start date and make the formal offer of appointment.

The meeting terminated at 6.51 pm