

**Committee:** Joint Commissioning Committee  
**Date:** Thursday 15 September 2016  
**Time:** 6.00 pm  
**Venue:** The Forum, Moat Lane, Towcester, NN12 6AD

### **Membership**

**Councillor Nicholas Turner (Chairman)**  
**Councillor Ken Attack**  
**Councillor Phil Bignell**  
**Councillor Roger Clarke**  
**Councillor G A Reynolds**  
**Councillor Dan Sames**

**Councillor Ian McCord (Vice-Chairman)**  
**Councillor Anthony S. Bagot-Webb**  
**Councillor Rebecca Breese**  
**Councillor Chris Lofts**  
**Councillor Barry Richards**  
**Councillor Barry Wood**

## **AGENDA**

**1. Apologies for Absence and Notification of Substitutes**

**2. Declarations of Interest**

Members are asked to declare any interest and the nature of that interest that they may have in any of the items under consideration at this meeting.

**3. Petitions and Requests to Address the Meeting**

The Chairman to report on any requests to submit petitions or to address the meeting.

4. **Chairman's Announcements**

To receive communications from the Chairman.

5. **Minutes** (Pages 1 - 6)

To confirm as a correct record the Minutes of the meeting held on 21 July 2016.

6. **Draft People and Organisational Development (OD) Strategy** (Pages 7 - 44)

Report of Commercial Director

**Purpose of report**

To provide the Committee with a background and context to the Draft People and OD Strategy attached to this report for review.

**Recommendations**

The meeting is recommended to:

- 1.1 Consider, review and agree the draft People and OD Strategy attached at Appendix 1.
- 1.2 Consider, review and agree the draft People and OD Strategy Action Plan attached at Appendix 2.

7. **Staff Survey 2016 - Action Plan** (Pages 45 - 58)

Report of Commercial Director

**Purpose of report**

To provide the committee with a proposed Action Plan in relation to the findings from the Staff Survey undertaken during 2016. The action plan will be in place for the period before the next Staff Survey takes place, which is likely to be two years.

**Recommendations**

The meeting is recommended to:

- 1.1 Consider, review and agree the draft Action Plan attached at Appendix 1.

8. **Indemnities for Members and Officers** (Pages 59 - 70)

Joint report of Head of Law and Governance and Assistant Director-Transformational Governance

## **Purpose of report**

To consider and recommend to full councils the adoption of a joint indemnities policy for members and officers.

## **Recommendations**

The meeting is recommended:

- 1.1 To recommend to full Council that pursuant to the Local Authorities (Indemnities for Members and Officers) Order 2004 (“the Order”) an indemnity be granted to Members and to officers of the Council in the terms set out in Appendix 1, such indemnity to replace the existing one in place at SNC.
- 1.2 That the Chief Finance Officer secures insurance to cover the liability under the indemnity in the event that such cover is available and subject to him being satisfied that such action would be financially prudent.
- 1.3 That the appointment of a Member to a position with an organisation which comes within the indemnity shall be treated as appointment as a representative of the Council for the purposes of the SNC Members’ Code of Conduct, and as an appointment to a role which is deemed to part of the role of an elected member for the purposes of the CDC Members’ Code of Conduct.
- 1.4 That it be deemed that appointments of Members and officers to organisations (including those where the Council nominates and the organisation formally appoints) be deemed as “advancing the interest of the Council” for the purposes the Terms of Indemnity.

## **9. Protocol on the Respective Roles of Members and Officers and Dealing with Conflicts of Interest and Ethical Walls Procedure (Pages 71 - 82)**

Joint report of Head of Law and Governance and Assistant Director - Transformational Governance

## **Purpose of report**

To consider the updated protocol on roles and conflicts of Interest and Ethical Walls procedure and recommend its adoption to both full councils.

## **Recommendations**

The meeting is recommended:

- 1.1 To consider and recommend to both full Councils the adoption of the updated Protocol on the Respective Roles of Members and Officers and Dealing with Conflicts of Interest and Ethical Walls Procedure.

## 10. **Establishment of Joint Local Authority Owned Companies** (Pages 83 - 92)

Report of Assistant Director - Transformational Governance

### **Purpose of report**

To begin the process of establishing joint local authority owned companies to deliver the savings identified in business cases for joint working and/or business transformation.

### **Recommendations**

The meeting is recommended:

- 1.1 To note the legal, financial and human resources work that is taking place with regard to the establishment of the companies.
- 1.2 To appoint a Joint Shareholder committee as a sub-committee of the Joint Commissioning Committee consisting of four councillors (2 CDC and 2 SNC) with the terms of reference as set out in section 3 of this report.
- 1.3 To recommend to Cabinet and the Executive that the Joint Commissioning Committee be given delegated powers to take all executive decisions with regard to any established and future shared service and ally executive decisions relating to any joint local authority owned company established pursuant to a shared service business case.
- 1.4 To recommend to Cabinet and Executive that delegated authority be given to the Joint Commissioning Committee to approve the nomination of elected Members and officers to be appointed as Directors by joint local authority owned companies.
- 1.5 To recommend to Cabinet and Executive that officers be requested to establish and register joint local authority owned companies limited by shares comprising a principal Company to be wholly owned by the Councils in equal shares and a subsidiary trading company to be majority owned by the principal company with a minority interest owned by the Councils to enable the Revenues and Benefits Business Case and other future commercial opportunities to be achieved.
- 1.6 To recommend to Cabinet and Executive that delegated authority be given to the Chief Finance Officer in consultation with members of the Joint Shareholder Committee to take all measures necessary to enable the establishment of jointly owned companies, where business cases have been agreed.
- 1.7 To request officers to prepare a detailed implementation plan including a draft business case, financial model, articles of association, shareholder agreement and communications plan for the creation of the companies to be considered by the Joint Commissioning Committee

## **11. Urgent Business**

The Chairman to advise whether they have agreed to any item or urgent business being admitted to the agenda.

## **12. Exclusion of the Public and Press**

The following item of business contains exempt information as defined in the following paragraphs of Part 1, Schedule 12A of Local Government Act 1972.

- 1 Information relating to any individual
- 2 Information which is likely to reveal the identity of an individual
- 3 Information relating to the financial or business affairs of any particular person (including the authority holding that information)
- 4 Information relating to any consultations or negotiations, or contemplated consultations or negotiations, in connection with any labour relations matter arising between the authority or a Minister of the Crown and employees of, or office holders under, the authority.

Members are reminded that whilst the following items have been marked as exempt, it is for the meeting to decide whether or not to consider each of them in private or in public. In making the decision, members should balance the interests of individuals or the Council itself in having access to the information. In considering their discretion members should also be mindful of the advice of Council Officers.

Should Members decide not to make a decision in public, they are recommended to pass the following recommendation:

“That, in accordance with Section 100A(4) of Local Government Act 1972, the press and public be excluded from the meeting for the following item of business, on the grounds that they could involve the likely disclosure of exempt information as defined in paragraphs 1, 2, 3 and 4 of Schedule 12A of that Act.”

## **13. Draft Business Cases: Joint Planning Policy and Growth Strategy Team and Joint Design and Conservation Team (Pages 93 - 134)**

Exempt report of Head of Strategic Planning and the Economy and Head of Development Management

## **Information about this Meeting**

The agenda, reports and associated documents for the above meeting are available at the offices and websites of Cherwell District Council and South Northamptonshire Council at the addresses and websites set out on the agenda front sheet.

### **Apologies for Absence**

Apologies for absence should be notified to [natasha.clark@cherwellandsouthnorthants.gov.uk](mailto:natasha.clark@cherwellandsouthnorthants.gov.uk) or 01295 221589 prior to the start of the meeting.

### **Declarations of Interest**

Members are asked to declare interests at item 2 on the agenda or if arriving after the start of the meeting, at the start of the relevant agenda item.

### **Local Government and Finance Act 1992 – Budget Setting, Contracts & Supplementary Estimates**

Members are reminded that any member who is two months in arrears with Council Tax must declare the fact and may speak but not vote on any decision which involves budget setting, extending or agreeing contracts or incurring expenditure not provided for in the agreed budget for a given year and could affect calculations on the level of Council Tax.

### **Evacuation Procedure**

When the alarm sounds you must evacuate the building by the nearest available fire exit. Members and visitors should proceed to the assembly point as directed by Democratic Services staff and await further instructions.

### **Access to Meetings**

If you have any special requirements (such as a large print version of these papers or special access facilities) please contact the officer named below, giving as much notice as possible before the meeting.

### **Mobile Phones**

Please ensure that any device is switched to silent operation or switched off.

### **Queries Regarding this Agenda**

Please contact Natasha Clark, Democratic and Elections  
[natasha.clark@cherwellandsouthnorthants.gov.uk](mailto:natasha.clark@cherwellandsouthnorthants.gov.uk), 01295 221589

**Sue Smith**  
**Chief Executive**

Published on Wednesday 7 September 2016