

Cherwell District Council and South Northamptonshire Council

Joint Commissioning Committee

Minutes of a meeting of the Joint Commissioning Committee held at Bodicote House, Bodicote, Banbury, Oxfordshire OX15 4AA, on 21 July 2016 at 6.30 pm

Present: Councillor Nicholas Turner (Chairman)

Councillor Ken Atack
Councillor Anthony S. Bagot-Webb
Councillor Phil Bignell
Councillor Rebecca Breese
Councillor Roger Clarke
Councillor Chris Lofts
Councillor G A Reynolds
Councillor Barry Richards
Councillor Barry Wood

Substitute Members: Councillor Peter Rawlinson (In place of Councillor Ian McCord)

Also Present: Councillor John Donaldson

Apologies for absence: Councillor Ian McCord

Officers: Sue Smith, Chief Executive
Scott Barnes, Director of Strategy and Commissioning, for agenda item 6
Chris Stratford, Head of Regeneration and Housing, for agenda items 7 and 11
James Doble, Interim Assistant Director Transformational Governance, for agenda item 8
Angela Chisholm, Human Resources Business Partner - Development and Bicester, for agenda items 7 and 11
Hedd Vaughan Evans, Transformation Project Manager, for agenda items 7 and 11
Natasha Clark, Interim Democratic and Elections Manager

15 **Declarations of Interest**

8. Joint Appraisal Sub Committee.

Sue Smith, Declaration, as the item related to her Appraisal and would leave the meeting for the duration of the item.

16 **Petitions and Requests to Address the Meeting**

There were no petitions or requests to address the meeting.

17 **Chairman's Announcements**

There were no Chairman's announcements.

18 **Minutes**

The Minutes of the meeting of the Committee held on 26 May 2016 were agreed as a correct record and signed by the Chairman.

19 **Staff Survey 2016 Results and Analysis**

The Director – Strategy and Commissioning submitted a report to provide an overview of the results of the 2016 staff survey.

In presenting the report, the Director – Strategy and Commissioned advised members that the results would be used by Human Resources to help formulate an action plan in response to the key findings of the survey. Additionally, results would be issued to individual service areas with a request that they look at these with a view to addressing any particular issues.

In considering the report, Members agreed that it was extremely important to undertake staff surveys and made a number of comments and suggestions of areas to be considered as part of the action planning process, namely the low JMT response rate to the survey; responses regarding the visibility of JMT; Alternative answer options where a question is not applicable to particular service, for example, the question regarding homeworking for employees where this is not an option; overall low response rate and the timing of the survey.

Resolved

- (1) That the report be noted.
- (2) That, having considered the staff survey results, the following particular issues be identified to be addressed through the action planning process:
 - Low JMT response rate
 - Visibility of JMT
 - Alternative answer options as not all questions are not relevant to all services
 - Low response rate overall – timing of survey to be considered

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Business Case for a Joint Property and Investment Service

The Head of Regeneration and Housing submitted a report which presented the final business case following consultation for a joint Property and Investment service across Cherwell District and South Northamptonshire Councils and sought agreement for the staffing elements of the business case.

The proposal was part of the wider transformation programme across the two Councils.

The Head of Regeneration and Housing confirmed that the Joint Councils Employee and Engagement Committee had considered and endorsed the business case, recommending to the Joint Commissioning Committee that it be approved.

Resolved

- (1) That the responses to the consultation process with the affected staff and trade union representatives and from the Joint Councils Employee Engagement Committee be considered and noted it be determined that no amendment to the business case was required as a result of them.
- (2) That it be noted that the business case was considered and approved in respect of non-staffing matters by CDC Executive on 4 July 2016 and by SNC Cabinet on 11 July 2016.
- (3) That the staffing aspects of the final business case to create a joint Property and Investment service between SNC and CDC be approved.
- (4) That authority be delegated to the Head of Regeneration and Housing to implement the business case, including approving the costs of any potential redundancies, in consultation with the Chief Finance Officer.

(Councillors Chris Lofts and Barry Richards requested that their votes against the recommendations be recorded)

21

Exclusion of the Public and Press

There being no questions on the exempt appendices, it was not necessary to exclude the press and public.

22

Business Case for a Joint Property and Investment Service - Exempt Appendices

Resolved

- (1) That the exempt appendices be noted.

23

Urgent Business

There were no items of urgent business.

(All officers, with the exception of the Interim Assistant Director – Transformation Governance and the Interim Democratic and Elections Manager, left the meeting at the conclusion of this item)

24

Joint Appraisal Sub Committee

The Assistant Director- Transformational Governance submitted a report to consider changes to the appraisal process for the Chief Executive.

The Committee was advised that the Deputy Head of Paid Service was currently Paul Sutton, Chief Finance Officer/Section 151 Officer.

Resolved

- (1) That the report be noted and the following arrangements for conducting the Chief Executive's Appraisal be agreed:

Dates: The appraisal should continue to be conducted in March and with a six month review in October. All dates will be arranged by an independent facilitator through the Senior PA to the Deputy Head of Paid Service.

Process:

- 1) Chief Executive prepares her draft submission on how she has achieved her targets and met her role profile in the competency framework (this element replaces the 360 degree appraisal) and suggests targets for next year based on agreed corporate priorities (agreed at February councils).
- 2) Meeting between Chief Executive and independent facilitator to prepare for appraisal, discuss draft and critical friend approach. Draft revised to finalised version following meeting.
- 3) Meeting with opposition group leaders (or nominated deputy in case of absence) and independent facilitator to discuss draft and any issues and themes to be discussed at the appraisal
- 4) Meeting between Leaders of the Councils (or nominated deputy in case of absence) and independent facilitator to discuss draft and any issues, issues raised by opposition group leaders and themes to be discussed at the appraisal
- 5) Informal preparation discussion between Chief Executive and independent facilitator
- 6) Appraisal meeting with Leaders of the Councils (or nominated deputy in case of absence), Chief Executive and independent facilitator
- 7) Independent facilitator drafts outcomes, agreed with Leaders of the Councils and then passed to Chief Executive for her comment.
- 8) Final document agreed and filed by Deputy Head of Paid Service, summary of outcomes and objectives circulated to all group leaders.

- 9) Summary of outcomes and objectives sent to Democratic and Elections Manager for reporting into next available JCC as an exempt report.
- (2) That responsibility and all functions relating to the Chief Executive's Appraisal be delegated to the Deputy Head of Paid Service and consequently the Joint Appraisal Sub-Committee not be appointed to.

The meeting ended at 7.20 pm

Chairman:

Date: