

Committee: Joint Commissioning Committee
Date: Thursday 1 October 2015
Time: 6.30 pm
Venue: Bodicote House, Bodicote, Banbury, Oxfordshire
OX15 4AA

Membership

Councillor Ian McCord (Chairman)
Councillor Ken Atack
Councillor G A Reynolds
Councillor Lizzy Bowen

Councillor Nicholas Turner (Vice-Chairman)
Councillor Rebecca Breese
Councillor Barry Richards
Councillor Chris Lofts

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.

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NN12 6AD

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4. **Chairman's Announcements**

To receive communications from the Chairman.

5. **Minutes** (Pages 1 - 4)

To confirm as a correct record the Minutes of the meeting held on 10 August 2015.

6. **Proposal for a Joint Economic Growth Service** (Pages 5 - 12)

Report of Head of Strategic Planning and the Economy

Purpose of report

This report presents the final business case following consultation for a Joint Economic Growth Service across Cherwell District and South Northamptonshire Councils (hereafter "Cherwell" or "CDC" and "South Northamptonshire" or "SNC" respectively).

The report recommends the formation of a two way Joint Economic Growth Service and in doing so seeks the Joint Commissioning Committee's agreement for the staffing elements of the business case.

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

Recommendations

The meeting is recommended:

- 1.1 To consider the responses to the consultation process with the affected staff and trade union representatives received as detailed in the consultation log and from the Joint Councils Employee Engagement Committee (attached as an appendix) and whether any amendment to the business case is required as a result of them.
- 1.2 To note that the business case was considered in respect of non-staffing matters by CDC Executive on 7 September 2015 and approved, subject to similar consideration and approval by SNC Cabinet and approval of the staffing implications by the Joint Commissioning Committee.
- 1.3 To note that the business case was considered in respect of non-staffing matters by SNC Cabinet on 14 September 2015 and approved following similar consideration and approval by CDC Executive, subject to consideration and approval of the staffing implications by the Joint Commissioning Committee.
- 1.2 To approve the staffing aspects of the final business case to share a joint Economic Growth Service between SNC and CDC and to delegate to the Head of Strategic Planning and the Economy in consultation with the Chairman of the Joint Commissioning Committee any subsequent non-significant amendment that may be required to the business case.

7. Finance Restructure Proposal (Pages 13 - 20)

Report of Head of Finance and Procurement

Purpose of report

This report presents the final proposal following consultation for a restructure of the existing shared Corporate Finance service across Cherwell District and South Northamptonshire Councils (hereafter “Cherwell” or “CDC” and “South Northamptonshire” or “SNC” respectively).

The report recommends the restructure and in doing so seeks the Joint Commissioning Committee’s agreement for the staffing elements of the proposal.

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

Recommendations

The meeting is recommended:

- 1.1 To consider the responses to the consultation process with the affected staff and trade union representatives received as detailed in the consultation log and from the Joint Councils Employee Engagement Committee (attached as an appendix) and whether any amendment to the business case is required as a result of them.
- 1.2 To note that as the proposal is for a restructure of an existing shared service between CDC and SNC and there are negligible financial implications, the proposal does not need to be considered by either CDC Executive or SNC Cabinet.
- 1.3 To approve the staffing aspects of the final proposal to restructure the existing shared Corporate Finance team between SNC and CDC and to delegate to the Head of Finance and Procurement in consultation with the Chairman of the Joint Commissioning Committee any subsequent non-significant amendment that may be required to the proposal.

8. Transformation Programme Governance (Pages 21 - 26)

Report of Chief Executive

Purpose of report

The purpose of this report is to provide an update with regards to transformation programme governance following the implementation of new governance arrangements in June 2015 (i.e. the Joint Commissioning Committee, hereafter referred to as JCC, and the Joint Councils Employee Engagement Committee referred to as JCEEC).

The report makes recommendations to ensure governance arrangements remain effective and transparent and are ready to respond to any developments with regards to joint working and/or the development of any commercial opportunities.

Recommendations

The meeting is recommended:

- 1.1 To discontinue the Joint Arrangements Steering Group (JASG). (The informal role of reviewing draft business cases for joint working prior to the formal consultation process should now be undertaken by the JCC. Additionally all members will be informed during the consultation phase of business cases. All other functions related to joint working can be undertaken by the JCC).
- 1.2 To recommend to the respective Councils that the membership of the JCC be increased from 4 to 6 from each council and that the frequency of JCC meetings is increased to bi-monthly diarised meetings to ensure effective Member oversight of the transformation programme.
- 1.3 To agree that the Transformation Joint Working Group (TJWG) continues to meet on a monthly basis as an informal sub-group of JCC to oversee the detail of the transformation programme, the development of business cases and any other proposals relating to transformation and organisational change.
- 1.4 To agree to implement the proposed 'Commercial Development Panel' (as a sub-group of the JCC) to oversee any developmental work that is undertaken on commercial ideas. This would include the detailed oversight of workstream 11 (commercial development) and any opportunity for commercialising existing services. Following informal consideration in August 2015 by JCC it is recommended that the make-up of this group will be 3 members from SNC and three members from CDC and the first meeting would be late October – early November 2015.
- 1.5 In the light of feedback from Members to agree that communication and engagement activities around the transformation programme are widened. To support this it is proposed that there are more frequent updates on the transformation programme in Member communications, ad hoc Member and group briefings take place for matters of significance (for example the recent round of Member briefings held on proposed management changes) and an informal Transformation Reference Group is established, consisting of 12 members from each council, but open to any Members this would provide an opportunity for questions and answers and any updates around the transformation programme, initially it is proposed that this event would happen twice a year.
- 1.6 To agree that the proposals outlined in section 2 of the paper attached at exempt appendix 1 are developed and progressed through the appropriate engagement, consultative and decision making processes.
- 1.7 To agree that a report is brought to a future meeting of JCC to consider appropriate three way governance for services shared with Stratford on Avon DC (currently ICT and Legal) and the wider transformation programme taking account of decisions made by Stratford DC with regards to how they wish to proceed with the confederation approach (decision expected October 2015).
- 1.8 To note that should recommendations 1.1, 1.2, 1.3, 1.5 and 1.6 be agreed, there will be a need to review certain HR policies and procedures that may

be impacted. Following this review, certain policies and procedures may need to be updated and agreed before the recommendations can be implemented.

9. Urgent Business

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

10. Exclusion of the Public and Press

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

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 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 decisions in public, they are recommended to pass the following recommendation:

“That under Section 100A of the Local Government Act 1972, the public and press be excluded from the meeting for the following items of business on the ground that, if the public and press were present, it would be likely that exempt information falling under the provisions of Schedule 12A, Part 1, Paragraphs 2, 3 and 4 would be disclosed to them, and that in all the circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information.”

11. Proposal for a Joint Economic Growth Service - Exempt Appendices (Pages 27 - 58)

12. Finance Restructure Proposal - Exempt Appendices (Pages 59 - 90)

13. Transformation Programme Governance - Exempt Appendix (Pages 91 - 94)

14. Proposal for a Joint Transport Resource (Pages 95 - 142)

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 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, 01295 221589

Sue Smith
Chief Executive