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Cherwell District Council and South Northamptonshire

Joint Commissioning Committee

Minutes of a meeting of the Joint Commissioning Committee held at Bodicote House, Bodicote, Banbury, Oxfordshire OX15 4AA, on 1 October 2015 at 6.30 pm

Present: Councillor Ian McCord (Chairman)
Councillor Nicholas Turner (Vice-Chairman)

Councillor Ken Atack
Councillor Rebecca Breese
Councillor G A Reynolds
Councillor Barry Richards
Councillor Lizzy Bowen
Councillor Chris Lofts

Officers: Sue Smith, Chief Executive
Adrian Colwell, Head of Strategic Planning and the Economy
Paul Sutton, Head of Finance and Procurement
James Doble, Democratic and Elections Manager
Claire Taylor, Business Transformation Manager
Paula Goodwin, Human Resources and Organisational Development Manager
Angela Chisholm, Human Resources Business Partner - Development and Bicester
Lana Holman, Interim HR Business Partner
Hedd Vaughan Evans, Transformation Project Manager
Natasha Clark, Team Leader, Democratic and Elections

13 **Declarations of Interest**

There were no declarations of interest.

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

There were no petitions or requests to address the meeting.

15 **Chairman's Announcements**

There were no Chairman's announcements.

16 **Minutes**

The minutes of the meeting of the Committee held on 10 August 2015 were agreed as a correct record and signed by the Chairman.

Proposal for a Joint Economic Growth Service

The Head of Strategic Planning and the Economy submitted a report which presented the final business case, following consultation, for a Joint Economic Growth Service across Cherwell District Council (CDC) and South Northamptonshire Council (SNC) and sought approval of the staffing elements of the business case.

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

In introducing the report, the Head of Strategic Planning and the Economy advised the Committee that the non-staffing elements of the business case had been agreed by the Cherwell District Council Executive at their meeting of 7 September 2015 and the South Northamptonshire Council Cabinet at their meeting of 14 September 2015.

In response to Members' comments, the Head of Strategic Planning and the Economy explained that the proposal was for one team across both councils however there would continue to be separate Economic Strategies for each district. The business case ensured that a district focus was retained as there would be district leads and the team would be based at both CDC and SNC ensuring the joint team had local knowledge within each district.

Resolved

- (1) That 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 be noted.
- (2) That it be noted 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.
- (3) That it be noted 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.
- (4) That the staffing aspects of the final business case to share a joint Economic Growth Service between SNC and CDC be approved and authority delegated to the Head of Strategic Planning and the Economy, in consultation with the Chairman of the Joint Commissioning Committee and the CDC Lead Member for Financial Management, any subsequent non-significant amendment that may be required to the business case.
- (5) That a report be submitted to the Transformation Joint Working Group and subsequently the JCC for review setting out the proposed efficiency and indicators relating to the implementation of the new team and that

this be monitored by the SNC Cabinet and CDC Executive in twelve months' time.

18 **Finance Restructure Proposal**

The Head of Finance and Procurement submitted a report which presented the final proposal, following consultation, for a restructure of the existing shared Corporate Finance service across Cherwell District Council (CDC) and South Northamptonshire Council (SNC) and sought agreement of the staffing elements of the proposal.

Resolved

- (1) That 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 be noted.
- (2) That it be noted that as the proposal was for a restructure of an existing shared service between Cherwell District Council (CDC) and South Northamptonshire Council (SNC) and there were negligible financial implications, the proposal did not need to be considered by either CDC Executive or SNC Cabinet.
- (3) That the staffing aspects of the final proposal to restructure the existing shared Corporate Finance team between SNC and CDC be approved and authority delegated to the Head of Finance and Procurement, in consultation with the Chairman of the Joint Commissioning Committee and the CDC Lead Member for Financial Management, for any subsequent non-significant amendment that may be required to the proposal.

19 **Transformation Programme Governance**

The Chief Executive submitted a report which provided an update with regards to transformation programme governance following the implementation of new governance arrangements in June 2015 (i.e. the Joint Commissioning Committee (JCC) and the Joint Councils Employee Engagement Committee (JCEEC)).

The report made 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.

In response to Members' comments regarding the Commercial Development Panel and the informal Transformation Reference Group, the Democratic and Elections Manager explained that meetings of the Panel and Group would be ad-hoc. Whilst there would be a core membership for each to ensure continuity, meetings would be open to all elected Members from both authorities.

20 **Exclusion of the Press and Public**

Resolved

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, Paragraph 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.

21 **Transformation Programme Governance - Exempt Appendix**

The Democratic and Elections Manager provided an overview of the proposals contained in the exempt appendix which related to the Joint Council's Employee and Engagement Committee.

22 **Readmittance of the Press and Public**

Resolved

That the press and public be readmitted to the meeting.

23 **Transformation Programme Governance**

Having readmitted the press and public, the Committee voted on the recommendations.

Resolved

- (1) That the Joint Arrangements Steering Group (JASG) be discontinued and it be noted that the informal role of reviewing draft business cases for joint working prior to the formal consultation process would now be undertaken by the Joint Commissioning Committee (JCC) and that all members would be informed during the consultation phase of business cases. All other functions related to joint working could be undertaken by the JCC.
- (2) That the respective Full Councils be recommended to agree to increase the membership of the JCC be increased from 4 to 6 elected members from each council and that the frequency of JCC meetings be increased to bi-monthly diarised meetings to ensure effective Member oversight of the transformation programme.
- (3) That it be agreed 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.

- (4) That it be agreed to implement the proposed 'Commercial Development Panel' (as a sub-group of the JCC) comprising three members from CDC and three members for SNC 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.
- (5) That, in the light of feedback from Members, it be agreed that communication and engagement activities around the transformation programme be widened. To support this there should be more frequent updates on the transformation programme in Member communications, ad hoc Member and group briefings to 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 established, consisting of 12 members from each council, but open to any Members which would provide an opportunity for questions and answers and any updates around the transformation programme, with this event happening twice a year.
- (6) That the proposals outlined in section 2 of the paper attached at exempt appendix 1 (exempt annex to the Minutes as set out in the Minute Book) be developed and progressed through the appropriate engagement, consultative and decision making processes.
- (7) That a report be submitted 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).
- (8) That it be noted that as a consequence of resolutions (1), (2), (3), (4) and (6) above, it would be necessary 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 could be implemented.

Councillor Barry Richards requested that his abstention on resolution (6) be recorded.

24 **Urgent Business**

There were no items of urgent business.

25 **Exclusion of the Public and Press**

Resolved

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.

26 **Proposal for a Joint Economic Growth Service - Exempt Appendices**

Resolved

- (1) That the exempt appendices to the report be noted.

27 **Finance Restructure Proposal - Exempt Appendices**

Resolved

- (1) That the exempt appendices to the report be noted.

28 **Proposal for a Joint Transport Resource**

The Head of Strategic Planning and the Economy submitted an exempt report which presented the final business case following consultation for a Joint Transport Resource across Cherwell District Council (CDC) and South Northamptonshire Council (SNC) and sought approval of the staffing elements of the business case.

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

In introducing the report, the Head of Strategic Planning and the Economy advised the Committee that the non-staffing elements of the business case would be considered by the CDC Executive at their meeting of 5 October 2015 and the SNC Cabinet at their meeting of 12 October 2015.

In response to Members' comments, the Head of Strategic Planning and the Economy advised that as a strategic network ran between, and affected, both councils, it would be advantageous for the transport resource to cover both districts. It was however acknowledged that it could be reviewed and revisited if it turned out that the business was not exactly right.

Resolved

- (1) That the responses to the consultation process with the affected staff and trade union representatives and received as detailed in the consultation log and from the Joint Councils Employee Engagement Committee be noted.
- (2) That it be noted that the business case will be considered in respect of non-staffing matters by Cherwell District Council Executive on 5 October 2015.

- (3) That it be noted that the business case will be considered in respect of non-staffing matters by the South Northamptonshire Council Cabinet on 12 October 2015.
- (4) That the staffing aspects of the final business case to share a Transport Resource between SNC and CDC be approved and authority be delegated to the Head of Strategic Planning and the Economy, in consultation with the Chairman of the Joint Commissioning Committee and the CDC Lead Member for Financial Management, to make any subsequent non-significant amendment that may be required to the business case.
- (5) That the CDC Executive and SNC Cabinet be requested to review the Joint Transport Resource in twelve months' time.

Councillor Chris Lofts requested that his vote against this item be recorded.

The meeting ended at 8.00 pm

Chairman:

Date:

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By virtue of paragraph(s) 4 of Part 1 of Schedule 12A of the Local Government Act 1972.

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