

## **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 29 October 2015 at 6.30 pm

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

Councillor Ken Atack  
Councillor Phil Bignell  
Councillor Rebecca Breese  
Councillor Roger Clarke  
Councillor Chris Lofts  
Councillor Lynn Pratt  
Councillor G A Reynolds  
Councillor Barry Richards  
Councillor Barry Wood

Also Present: Lesley Shore, West Midlands Employers (for agenda item 10)

Apologies for absence: Councillor Lizzy Bowen

Officers: Sue Smith, Chief Executive  
Jo Pitman, Head of Transformation, for agenda item 9  
Paula Goodwin, Human Resources and Organisational Development Manager, for agenda item 6  
Claire Taylor, Business Transformation Manager, for agenda item 6  
Natasha Clark, Team Leader, Democratic and Elections

#### **29 Declarations of Interest**

There were no declarations of interest.

#### **30 Petitions and Requests to Address the Meeting**

There were no petitions or requests to address the meeting.

#### **31 Chairman's Announcements**

The Chairman welcomed Councillors Phil Bignell, Roger Clarke, Lynn Pratt and Barry Wood to the Committee. The Councillors had been appointed to the Committee following the decision of the respective Councils earlier in the month to increase

membership of the Committee to 12 members, 6 each from Cherwell District Council and South Northamptonshire Council.

32 **Minutes**

The Minutes of the meeting of the Committee held on 1 October 2015 were agreed as a correct record and signed by the Chairman.

33 **Draft Role Competencies Profiling Policy**

The Chief Executive submitted a report which presented the draft Role Competencies Profiling Policy, the first stage in the implementation of the competency framework within the Organisational Development workstream.

In introducing the report, the Business Transformation Manager explained that the role profiles would sit alongside the job description and person specification for each post. These documents determined the grade of a post whilst the role competency profile was not linked to job evaluation and grading, rather the competencies were behavioural indicators which would be used for learning and development.

The Committee was advised that trained staff would draft the role competency profiles which would then be reviewed by managers and subsequently moderated.

The Business Transformation Manager confirmed that the Joint Councils Employee and Engagement Committee had considered and endorsed the Policy, recommending to the Joint Commissioning Committee that it be adopted.

In response to Members' comments, the Human Resources and Organisational Development Manager explained that, once completed, the role profile would be included in recruitment packs. It was anticipated it would result in a more robust recruitment as it would be competency based.

**Resolved**

- (1) That the draft Role Competencies Profiling Policy for use on all roles within both Councils, that will support the roll out of the competency framework, be approved.

34 **Urgent Business**

There were no items of urgent business.

35 **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 1, 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.

### 36 **A Business Case to Create a Joint Communications and Marketing Service**

The Head of Transformation submitted an exempt report which presented the final business case for a Joint Communications and Marketing Service across South Northamptonshire Council (SNC) and Cherwell District Council (CDC) and sought agreement of the staffing elements of the business case.

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

The Head of Transformation 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 affected staff and trade union representatives received, as detailed in the consultation log and from the Joint Councils Employee Engagement Committee be noted and it be noted that no further amendments to the business case were required as a result of them.
- (2) As set out in the exempt minutes
- (3) That, having regard to resolutions (1) and (2), the staffing aspects of the proposed final business case to share a joint Communications and Marketing Service between CDC and SNC, subject to consideration and approval of the non-staffing matters by CDC Executive on 2 November 2015 and SNC Cabinet on 9 November 2015 be approved.
- (4) That authority be delegated to the Head of Transformation, in consultation with the CDC and SNC Leaders, whose respective portfolios included Communications, any non-significant amendment/s that may be required to the business case following the decision of this meeting or the CDC Executive or the SNC Cabinet.
- (5) As set out in the exempt minutes.

(All officers, with the exception of the Chief Executive and the Democratic and Elections Team Leader left the meeting at the conclusion of this item).

### 37 **Management Restructure**

The Chief Executive submitted an exempt report which presented the outcome of the consultation on the management restructure, sought consideration of the final business case and sought approval to commence recruitment to the Director posts and to invite applications for voluntary redundancy from those in scope of this review, subject to approval of the business case.

The Chief Executive introduced Lesley Shore, West Midlands Employers, who was providing her with external, independent HR support.

In introducing the report, the Chief Executive advised the Committee of the key changes that had been made to the final business case. Appraisal related pay had been deleted and pay, terms and conditions had been confirmed. Following the adoption of the Competency Framework, role profiles for the director posts had also been included. There had been some minor amendments of job descriptions and, in light of the internal review of safeguarding across the two authorities, safeguarding had been included as a responsibility for the Operations Director.

The Committee was advised that the outcome of the consultation was broadly supportive of the two phased approach and proposal to have three directors. The responses had all be comments rather than questions and therefore no responses had been given.

The Chief Executive 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.

The Chief Executive advised the Committee that she had been in contact with Berwick Partners and recommended the councils engage the recruitment consultant should external recruitment be required.

In considering the report, some Members raised concerns regarding extending the recruitment process but acknowledged it would be necessary if any of the posts remained vacant. The Chief Executive explained that voluntary redundancy requests would be considered by the Committee and any interviews with staff in scope would be conducted at their 16 November meeting. If any posts remained vacant, they would be advertised internally and externally simultaneously and she would liaise with Berwick Partners regarding dates for recruitment to any vacant posts. These would be notified to the Committee in due course.

In response to Members' comments regarding the payment of a special responsibility allowance to the Section 151 Officer and the Monitoring Officer, the Chief Executive explained that these were statutory posts with additional responsibility and personal risk so it was usual practise to apply a special responsibility allowance to the role. Going forward it was not known at which level these roles would be appointed at and, if not, Director level, an allowance should be paid to compensate for the extra responsibility. Members noted that the appointment to these roles was made by the respective Full Councils.

### **Resolved**

- (1) That the outcome of the consultation be noted.
- (2) That the final business case for the first phase of the management restructure and the commencement of recruitment to the new posts, on the pay, terms and conditions as set out in the exempt report be agreed.
- (3) That the invitation to the post holders in scope for the first phase of the management restructure to apply for Voluntary Redundancy be approved.

- (4) That it be noted that the Joint Councils Employee Engagement Committee had endorsed the business case and recommended to the Joint Commissioning Committee that it be adopted.

The meeting ended at 8.23 pm

Chairman:

Date: