

**Committee:** Joint Commissioning Committee  
**Date:** Thursday 14 January 2016  
**Time:** 6.30 pm, or on the rising of the Joint Councils  
Employee Engagement Committee, whichever is later  
**Venue:** The Forum, Moat Lane, Towcester, NN12 6AD

### **Membership**

**Councillor Ian McCord (Chairman)**  
**Councillor Ken Attack**  
**Councillor Lizzy Bowen**  
**Councillor Roger Clarke**  
**Councillor Lynn Pratt**  
**Councillor Barry Richards**

**Councillor Nicholas Turner (Vice-Chairman)**  
**Councillor Phil Bignell**  
**Councillor Rebecca Breese**  
**Councillor Chris Lofts**  
**Councillor G A Reynolds**  
**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.

Cherwell District Council  
Bodicote House  
Bodicote  
Banbury  
Oxfordshire  
OX15 4AA

South Northamptonshire Council  
The Forum  
Moat Lane  
Towcester  
Northamptonshire  
NN12 6AD

#### **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 18 December 2015.

#### **6. Urgent Business**

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

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

The following items of business contain 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 negotiations, in connection with any labour matters 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 items 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.”

## **8. Shortlisting for the Director Vacancies**

\*\* This report will be circulated under separate cover to members of the Joint Commissioning Committee only \*\*

Exempt Report of Chief Executive

## **9. Re-admittance of the Public and Press**

The Committee to resolve to re-admit the public and press.

## **10. Incremental Progression and Appraisal Policies Interim arrangements for 2016/2017 (Pages 5 - 30)**

Report of Head of Transformation

### **Purpose of report**

To recommend an interim approach to manage the performance appraisals and incremental progression of all mainstream staff (excluding JMT) in the performance year 2016 – 2017 only and in doing so support the roll out of the new corporate competency framework as approved by both Councils in 2015.

### **Recommendations**

The meeting is recommended to:

- 1.1 Approve the updated interim Performance Appraisal Policy (Appendix 1).
- 1.2 Approve the new interim Incremental Progression Policy (Appendix 2) for implementation, in support of the corporate competency framework during 2016/17.

## **11. Proposal for a Joint Stand-by and On-Call Policy and Allowance (Pages 31 - 38)**

Report of Head of Transformation

### **Purpose of report**

To seek approval to implement a shared Stand-by and On-call policy and associated allowances for Cherwell District Council and South Northamptonshire Council.

### **Recommendations**

The meeting is recommended:

- 1.1 To approve the shared stand-by and on-call policy and associated allowances (Appendix 1).

## 12. **A Business Case for a Joint Customer Service Team** (Pages 39 - 46)

Director of Operational Delivery

### **Purpose of report**

This report presents the final business case following consultation for a joint Customer Service team 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 Customer Service team 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 (attached as exempt Appendix 2) and from the Joint Councils Employee Engagement Committee (to be reported verbally), and determine whether any amendment to the business case is required as a result of them.
- 1.2 To note that the business case will be considered in respect of non-staffing matters by CDC Executive on 1 February 2016 and by SNC Cabinet on 8 February 2016.
- 1.3 To approve the staffing aspects of the final business case to share a joint Customer Service between SNC and CDC (exempt appendix 1), including determination of the voluntary redundancy request referred to in paragraph 6.5 and exempt Appendix 3, subject to consideration and approval of the non-staffing implications by CDC Executive and SNC Cabinet.
- 1.4 To delegate authority to the Director of Operational Delivery in consultation with the Chairman of the Joint Commissioning Committee to make any non-significant amendments that may be required to the business case following the decision by CDC Executive and/or SNC Cabinet.

## 13. **A Business Case for a Joint Public Protection Service** (Pages 47 - 54)

Report of Director of Operational Delivery

### **Purpose of report**

This report presents the final business case following consultation for a Joint Public Protection 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 Public Protection Service and in doing so, seeks the Joint Commissioning Committee’s agreement to 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 (exempt appendix 2) and from the Joint Councils Employee Engagement Committee (updated verbally) and to determine whether any amendment to the business case is required as a result of them.
- 1.2 To note that the business case will be considered in respect of non-staffing matters by CDC Executive on 1 February 2016 and by SNC Cabinet on 8 February 2016.
- 1.3 To approve the staffing aspects of the final business case (exempt appendix 1) to share a joint Public Protection Service between SNC and CDC including the approach taken to redundancies, subject to consideration and approval of the non-staffing implications by CDC Executive and SNC Cabinet.
- 1.4 To delegate to the Director of Operational Delivery in consultation with the Chairman of the Joint Commissioning Committee any non-significant amendment that may be required to the business case following the decision by CDC Executive and/or SNC Cabinet.

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

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

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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 items 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.”

15. **A Business Case for a Joint Customer Service Team - Exempt Appendices**  
(Pages 55 - 96)
16. **A Business Case for a Joint Public Protection Service - Exempt Appendices**  
(Pages 97 - 132)

## **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, 01295 221589

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

Published on Wednesday 6 January 2016