

Committee: Joint Commissioning Committee
Date: Thursday 26 May 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 Ken Atack	Councillor Anthony S. Bagot-Webb
Councillor Phil Bignell	Councillor Rebecca Breese
Councillor Roger Clarke	Councillor Chris Lofts
Councillor Ian McCord	Councillor G A Reynolds
Councillor Barry Richards	Councillor Dan Sames
Councillor Nicholas Turner	Councillor Barry Wood

AGENDA

- 1. Apologies for Absence and Notification of Substitutes**
- 2. Appointment of Chairman for the Municipal Year 2016/17**
- 3. Appointment of Vice-Chairman for the Municipal Year 2016/17**
- 4. 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.

Cherwell District Council
Bodicote House
Bodicote
Banbury
Oxfordshire
OX15 4AA

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

5. **Petitions and Requests to Address the Meeting**

The Chairman to report on any requests to submit petitions or to address the meeting.

6. **Chairman's Announcements**

To receive communications from the Chairman.

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

To confirm as a correct record the Minutes of the meeting held on 19 April 2016.

8. **A Business Case for a Joint Community and Leisure Service** (Pages 5 - 12)

Report of Director of Operational Delivery

Purpose of report

This report presents the final business case following consultation for a Joint Community and Leisure 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 Community and Leisure 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 (attached as 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 6 June 2016 and by SNC Cabinet on 13 June 2016.
- 1.3 To approve the staffing aspects of the final business case (Appendix 1) to share a joint Community and Leisure Service between SNC and CDC, 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.

9. Business Case for a Joint Revenues and Benefits Service (Pages 13 - 20)

Report of Head of Finance and Procurement

Purpose of report

This report presents the final business case following consultation for a joint Revenues and Benefits 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 Revenues and Benefits 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 (attached as 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.
- 1.5 To note that the business case will be considered in respect of non-staffing matters by CDC Executive on 6 June 2016 and by SNC Cabinet on 13 June 2016.
- 1.6 To approve the staffing aspects of the final business case to create a joint Revenues and Benefits service between SNC and CDC, subject to consideration and approval of the non-staffing implications by CDC Executive and SNC Cabinet.
- 1.7 To delegate authority to the Head of Finance and Procurement 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.

10. Appointment of Joint Appraisal Sub-Committee for 2016-17

The responsibility for appraising the Joint Chief Executive lies with elected members appointed to the Joint Appraisal Sub Committee.

The Joint Appraisal Sub Committee is made up of a total of 8 members (including the Leaders from each Council), drawn from the Joint Commissioning Committee.

The Joint Commissioning Committee is recommended to appoint members to sit on the Joint Appraisal Sub-Committee for the municipal year 2016-17.

Meeting dates of the Joint Appraisal Sub-Committee are scheduled for 6 October 2016 (The Forum, Moat Lane, Towcester) and 2 March 2017 (Bodicote House, Bodicote).

11. Urgent Business

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

12. Exclusion of the Public and Press

The following item of business contains 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 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 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 item 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.”

13. **A Business Case for a Joint Community and Leisure Service - Exempt Appendices** (Pages 21 - 88)
14. **Business Case for a Joint Revenues and Benefits Service - Exempt Appendices** (Pages 89 - 136)
15. **ICT Staffing Structure (two way)** (Pages 137 - 160)
Exempt Report of Commercial Director

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

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