

**Committee:** Joint Commissioning Committee

**Date:** Thursday 1 December 2016

**Time:** 6.30 pm

**Venue:** The Forum, Moat Lane, Towcester NN12 6AE

### **Membership**

**Councillor Nicholas Turner (Chairman)**  
**Councillor Ken Attack**  
**Councillor Phil Bignell**  
**Councillor Roger Clarke**  
**Councillor G A Reynolds**  
**Councillor Dan Sames**

**Councillor Ian McCord (Vice-Chairman)**  
**Councillor Anthony S. Bagot-Webb**  
**Councillor Rebecca Breese**  
**Councillor Chris Lofts**  
**Councillor Barry Richards**  
**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.

**4. Chairman's Announcements**

Cherwell District Council  
Bodicote House  
Bodicote  
Banbury  
Oxfordshire  
OX15 4AA

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

To receive communications from the Chairman.

5. **Minutes** (Pages 1 - 6)

To confirm as a correct record the Minutes of the meeting held on

6. **Employment Statistics Quarter 2: 1 July to 30 September 2016** (Pages 7 - 22)

Report of Head of Transformation

**Purpose of report**

To present employment statistics for information and monitoring purposes.

**Recommendations**

The meeting is recommended to:

- 1.1 Note the contents of the report.

7. **Recruitment of Joint Chief Executive** (Pages 23 - 32)

Report of Joint Chief Executive and Chief Finance Officer

**Purpose of report**

To seek approval to recruit a Joint Chief Executive along with the pay and package to be offered, to consider the recruitment process including the use of search and recruitment consultants.

**Recommendations**

The meeting is recommended:

- 1.1 To agree to the recruitment of a Joint Chief Executive.
- 1.2 To consider the pay and package review and agree any changes to the current terms and conditions.
- 1.3 To note the submissions from the search and recruitment companies and identified preferred bidder and to delegate to the Head of Paid Service or her deputy, in consultation with the Leaders of CDC and SNC, authority to agree the terms of the appointment of the preferred bidder and the associated decisions regarding the finalisation of the material for publication including:
  - i. Job advertisement
  - ii. 'Micro site' domain name, if required
  - iii. 'Micro site' copy, including Leaders' letter of introduction

- 1.4 To note the timescale for the recruitment process and that interim arrangements for the Head of Paid Service, Returning Officer and Electoral Registration Officer positions will be required.

**8. Draft Business Cases: Joint Planning Policy and Growth Strategy Team and Joint Design and Conservation Team (Pages 33 - 42)**

Report of Head of Strategic Planning and the Economy and Head of Development Management

**Purpose of report**

This report presents the final business cases for a Joint Planning Policy and Growth Strategy Team and a Joint Design and Conservation 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 Joint Planning Policy and Growth Strategy Team and a Joint Design and Conservation Team and in doing so seeks the Executive's agreement for the non-staffing elements of the business cases.

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 3 and 4) 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 5 December 2016 and by SNC Cabinet on 12 December 2016.
- 1.3 To approve the staffing aspects of the final business cases to create a Joint Planning Policy and Growth Strategy Team and a Joint Design and Conservation Team between CDC and SNC, subject to similar consideration and approval of the non-staffing aspects of the business case by CDC Executive and SNC Cabinet.
- 1.4 To delegate to the Head of Development Management and the Head of Strategic Planning and the Economy responsibility for implementation of the business cases, including approving the costs of any potential redundancies, in consultation with the Chief Finance Officer, subject to the business case being agreed by both Councils.

**9. Progress on the Establishment of Revenues and Benefits Teckal Company - Verbal Update**

Verbal Update by Assistant Director Governance and Transformation

**10. Urgent Business**

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

**11. 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 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 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 and that in all the circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information.”

**12. Draft Business Cases: Joint Planning Policy and Growth Strategy Team and Joint Design and Conservation Team - Exempt Appendices (Pages 43 - 134)**

**13. Draft Business Case: Joint Housing Services (Pages 135 - 172)**

Exempt Report of Head of Regeneration and Housing

## 14. **Benefits Realisation Review: Performance and Insight Team** (Pages 173 - 190)

Exempt Report of Director – Strategy and Commissioning

### **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](mailto:natasha.clark@cherwellandsouthnorthants.gov.uk), 01295 221589

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

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