

**Committee:** Joint Commissioning Committee  
**Date:** Thursday 20 July 2017  
**Time:** 6.30 pm  
**Venue:** The Forum, Moat Lane, Towcester, NN12 6AD

### **Membership**

**Councillor Anthony S. Bagot-Webb**  
**Councillor Rebecca Breese**  
**Councillor Mike Kerford-Byrnes**  
**Councillor Ian McCord**  
**Councillor Barry Richards**  
**Councillor Nicholas Turner**

**Councillor Phil Bignell**  
**Councillor Roger Clarke**  
**Councillor Chris Lofts**  
**Councillor D M Pickford**  
**Councillor Dan Sames**  
**Councillor Barry Wood**

## **AGENDA**

- 1. Apologies for Absence and Notification of Substitutes**
- 2. Appointment of Chairman for the Municipal Year 2017-2018**
- 3. Appointment of Vice-Chairman for the Municipal Year 2017-2018**
- 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.

## 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 - 12)

To confirm as a correct record the Minutes of the meeting held on 30 March 2017 and to note the informal notes of the inquorate meeting held on 20 June 2017.

## 8. **Benefits Realisation Review: Human Resources and Organisational Development** (Pages 13 - 18)

Report of Assistant Director – Commercial Development and Innovation

### **Purpose of report**

This report presents the final recommendations to reconfigure the HR and OD Service following the completion of the benefits realisation review and staff consultation.

The report recommends restructuring the service into a HR and Payroll Service and in doing so seeks the Joint Commissioning Committee's (JCC) agreement for all elements of the proposal.

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.
- 1.2 To approve the final recommendations including the restructure proposal to create a HR and Payroll Service shared across Cherwell District and South Northamptonshire Councils (hereafter Cherwell or CDC and South Northamptonshire or SNC respectively)., including determination of any redundancies that could arise as a result of the implementation process and to delegate to the Assistant Director – Commercial Development and Innovation in consultation with the Chairman of the Joint Commissioning Committee any subsequent non-significant amendment that may be required to the proposal.

- 1.3 To delegate to the Assistant Director – Commercial Development and Innovation responsibility for implementation of the business case, including approving the costs of any redundancies, in consultation with the Chief Finance Officer.

**9. Harmonisation of Terms and Conditions - Policies for Adoption**  
(Pages 19 - 42)

Report of Assistant Director – Commercial Development and Innovation

**Purpose of report**

To seek Member approval for the adoption of two policies that can be applied to all employees of Cherwell District and South Northamptonshire Councils: Compassionate leave policy and Market supplement policy.

**Recommendations**

The meeting is recommended:

- 1.1 To approve the revised compassionate leave policy (Appendix 1).
- 1.2 To approve the introduction of a market supplement policy (Appendix 2).

**10. Notification of Urgent Action 2017/18 Cost of living pay award for the Joint Management Team and Shared Service Managers** (Pages 43 - 46)

Report of Interim Chief Executive / Interim Head of Paid Service

**Purpose of report**

To inform Members of the decision taken by the Interim Chief Executive / Head of Paid Service under urgent powers in consultation with the Chairman (Councillor Barry Wood) and Vice-Chairman (Councillor Ian McCord) of the Joint Commissioning Committee to approve the 2017/18 pay award for the Joint Management Team (JMT) and Shared Managers so it coincides with the general award and implementation date.

**Recommendations**

The meeting is recommended:

- 1.1 To note the urgent action taken by the Interim Chief Executive / Head of Paid Service to approve the 2017/18 pay award for the Joint Management Team and Shared Managers.

**11. Notification of Urgent Action: Final Business Case - Joint Development Management Service; and, Benefits Realisation Review: Human Resources and Organisational Development** (Pages 47 - 54)

Report of Director of Operational Delivery

## **Purpose of report**

To report the urgent action taken by the Interim Chief Executive to commence the implementing of the business case for the Shared Development Management Service and the consultation process for the Benefits Realisation Review: Human Resources and Organisational Development

## **Recommendations**

The meeting is recommended:

- 1.1 To note the urgent action taken by the Interim Chief Executive.

## **12. Urgent Business**

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

## **13. 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.”

**14. Benefits Realisation Review: Human Resources and Organisational Development - Exempt Appendices** (Pages 55 - 94)

**15. Harmonisation of Terms and Conditions: Policies for Consultation**  
(Pages 95 - 114)

Exempt report of Assistant Director - Commercial Development and Innovation

**16. Pay, Grading and Harmonisation of Terms and Conditions: Update**  
(Pages 115 - 120)

Exempt Report of Assistant Director – Commercial Development and Innovation

### **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 [democracy@cherwellandsouthnorthants.gov.uk](mailto:democracy@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

**Yvonne Rees**  
**Chief Executive**

Published on Wednesday 12 July 2017