

# Public Document Pack



South Northamptonshire Council

**Committee:** Joint Commissioning Committee  
**Date:** Tuesday 19 April 2016  
**Time:** 11.00 am  
**Venue:** Bodicote House, Bodicote, Banbury, Oxfordshire  
OX15 4AA

## 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

[www.cherwell.gov.uk](http://www.cherwell.gov.uk)

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#### **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 7 April 2016.

#### **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 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.”

#### **8. Joint Property and Investment Services - Draft Business Case (Pages 5 - 40)**

Exempt Report of Head of Regeneration and Housing

## **9. Interviews for Chief Finance Officer**

Information for this item will be circulated to Joint Commissioning Committee members separately to this agenda pack.

The Committee agreed the candidates for interview at their meeting on 7 April 2016. Berwick Partners, who have been appointed to oversee the recruitment process, are currently liaising with candidates and the interview schedule and pack will be circulated to Committee members when it has been finalised by Berwick Partners.

## **10. Update on the Management Restructure (Pages 41 - 44)**

Exempt Report of Chief Executive

## **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.

### **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**

Published on Monday 11 April 2016

# Agenda Item 5

## 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 7 April 2016 at 6.30 pm

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

Councillor Ken Atack  
Councillor Rebecca Breese  
Councillor Chris Lofts  
Councillor G A Reynolds  
Councillor Barry Richards  
Councillor Barry Wood

Substitute Members: Councillor Karen Cooper (In place of Councillor Phil Bignell)  
Councillor Peter Rawlinson (In place of Councillor Roger Clarke)  
Councillor Anthony S. Bagot-Webb (In place of Councillor Lizzy Bowen)

Also Present: Lesley Shore, West Midlands Employers  
Anna Jay, Berwick Partners

Apologies for absence: Councillor Phil Bignell  
Councillor Lizzy Bowen  
Councillor Roger Clarke  
Councillor Lynn Pratt

Officers: Sue Smith, Chief Executive  
Karen Curtin, Commercial Director (Bicester), for agenda item 6  
Paul Sutton, Head of Finance and Procurement, for agenda item 8  
Claire Taylor, Business Transformation Manager, for agenda item 6  
Natasha Clark, Team Leader, Democratic and Elections

#### 103 **Declarations of Interest**

There were no declarations of interest.

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

There were no petitions or requests to address the meeting.

105 **Chairman's Announcements**

There were no Chairman's announcements.

106 **Minutes**

The Minutes of the meeting of the Committee held on 17 March 2016 were agreed as a correct record and signed by the Chairman.

107 **Urgent Business**

The Chairman reported that he had agreed to add one item of urgent business to the agenda, Draft ICT Staffing Structure. A decision was required before the next meeting of the Committee to enable the consultation to commence on 11 April 2016 (subject to JCC approval), in accordance with the proposed implementation timetable. As the item was restricted, it would be considered as the first item of business after the exclusion of the press and public.

108 **Exclusion of the Public and Press**

**Resolved**

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.

109 **Draft ICT Staffing Structure (two way)**

The Commercial Director (Bicester) submitted an exempt report which presented a draft staffing structure for the two way ICT Service across Cherwell District and South Northamptonshire Councils. It represented the first stage in the transition plan to bring ICT back into a two way service.

The Transformation Programme Manager updated the Committee on the comments of the Transformation Joint Working Group, which had considered the proposals at their meeting of 6 April 2016.

Members thanked officers for their hard work in drafting the proposals and noted that there had already been input from staff, which had been taken into consideration for the proposed structure.

**Resolved**

- (1) That, having considered the staffing structure for a Joint two way ICT Service, the proposals be endorsed as a basis for consultation with staff and trade unions.

- (2) That it be noted that the proposals contained within the draft staffing structure were draft and that a period of four weeks staff consultation be agreed to ensure there was time to effectively engage with current post holders and actively seek feedback.
- (3) That it be noted that at this stage the staffing structure aimed to bring stability to the service so the capacity and leadership can be put in place to deliver the improvements required and as such there would need to be a review of the final staffing structure after a period of operation to ensure it was delivering against business objectives and the longer term savings targets associated with harmonisation, which it was suggested take place before March 2017.

(Karen Curtin and Claire Taylor left the meeting at the conclusion of this item)

110 **Joint Revenues and Benefits Service - Draft Business Case**

The Head of Finance and Procurement submitted an exempt report which presented the draft business case for a Joint Revenues and Benefits Service across Cherwell District and South Northamptonshire Councils.

**Resolved**

- (1) That having considered the draft business case for a Joint Revenues and Benefits Service, it be endorsed as a basis for consultation with staff and trade unions.

(Paul Sutton left the meeting at the conclusion of this item)

111 **Short-listing of Applications for the Post of Chief Finance Officer**

Berwick Partners submitted an exempt report which presented the outcome of the interviews of the candidates on the longlist for the post of Chief Finance Officer to enable the Committee to identify the candidates who would be on the shortlist.

Anna Jay presented the report of Berwick Partners on the outcome of the longlist interviews.

Having considered the report of Berwick Partners, based on their merit, Members agreed that the candidates set out in the exempt minute should proceed to the interview stage.

Members subsequently considered and endorsed the proposed technical assessment, presentation topic and questions for the interviews.

**Resolved**

- (1) That the report from Berwick Partners on the outcome of the longlist interviews be noted.
- (2) That based on their merit, the candidates as set out in the exempt minute should proceed to the interview stage.

The meeting ended at 7.40 pm

Chairman:

Date:



# Agenda Item 8

By virtue of paragraph(s) 1, 2, 3, 4 of Part 1 of Schedule 12A of the Local Government Act 1972.

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