

## **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: