

Cherwell District Council and South Northamptonshire Council

Joint Commissioning Committee

Minutes of a meeting of the Joint Commissioning Committee held at The Forum, Moat Lane, Towcester, NN12 6AD, on 14 January 2016 at 6.30 pm

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

Councillor Ken Atack
Councillor Phil Bignell
Councillor Lizzy Bowen
Councillor Rebecca Breese
Councillor Roger Clarke
Councillor Chris Lofts
Councillor Lynn Pratt
Councillor Barry Wood

Substitute Members: Councillor Sean Woodcock (In place of Councillor Barry Richards)

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

Apologies for absence: Councillor G A Reynolds
Councillor Barry Richards

Officers: Sue Smith, Chief Executive
Ian Davies, Director of Operational Delivery
Claire Taylor, Business Transformation Manager, from agenda item 10 only
Paula Goodwin, Human Resources and Organisational Development Manager, from agenda item 10 only
Belinda Stanton, Transformation Project Manager, from agenda item 10 only
Angela Chisholm, Human Resources Business Partner - Development and Bicester, from agenda item 10 only
Natasha Clark, Team Leader, Democratic and Elections

60 Declarations of Interest

There were no declarations of interest.

61 Petitions and Requests to Address the Meeting

There were no petitions or requests to address the meeting.

62 **Chairman's Announcements**

There were no Chairman's announcements.

63 **Minutes**

The Minutes of the meeting of the Committee held on 18 December 2015 were agreed as a correct record and signed by the Chairman.

64 **Urgent Business**

There were no items of urgent business.

65 **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 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.

66 **Shortlisting for the Director Vacancies**

The Chief Executive submitted an exempt report to consider the outcome of the interviews of the candidates on the longlist for the two Director vacancies and to identify the candidates who will be on the shortlist.

The Chief Executive introduced Lesley Shore, West Midlands Employers, who was providing her with external, independent HR support and Anna Jay, Berwick Partners, the recruitment consultants carrying out the recruitment for the management restructure on behalf of the councils.

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

Having considered the applications and 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.

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.

(Anna Jay and Lesley Shore left the meeting at the conclusion of this item)

67 **Re-admittance of the Public and Press**

Resolved

That the public and press be re-admitted to the meeting.

(The Business Transformation Manager, the Transformation Project Managers and the Democratic and Elections Team Leader joined the meeting.

68 **A Business Case for a Joint Customer Service Team**

The Director of Operational Delivery submitted a report which presented the final business case following consultation for a joint Customer Service team across Cherwell District and South Northamptonshire Councils and sought agreement of the staffing elements of the business case.

The proposal was part of the wider transformation programme across the two Councils.

The Director of Operational Delivery confirmed that the Joint Councils Employee and Engagement Committee had considered and endorsed the business case, recommending to the Joint Commissioning Committee that it be approved.

Resolved

- (1) That the responses to the consultation process with affected staff and trade union representatives received, as detailed in the exempt consultation log, and from the Joint Councils Employee Engagement Committee be noted and it be noted that no further amendments to the business case were required as a result of them.
- (2) That it be noted that the business case would be considered in respect of non-staffing matters by CDC Executive on 1 February 2016 and by SNC Cabinet on 8 February 2016.
- (3) That the staffing aspects of the final business case to share a joint Customer Service between SNC and CDC including approval of the voluntary redundancy request be approved, subject to consideration and approval of the non-staffing implications by CDC Executive and SNC Cabinet.
- (4) That authority be delegated to the Director of Operational Delivery 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.

69 **Incremental Progression and Appraisal Policies Interim arrangements for 2016/2017**

The Head of Transformation submitted a report which recommended an interim approach to manage the performance appraisals and incremental progression of all mainstream staff (excluding JMT) in the performance year 2016/2017 only and in doing so support the roll out of the new corporate competency framework as approved by both Councils in 2015.

In presenting the report, the Shared Human Resources and Organisational Development Manager advised the Committee that the Framework had been endorsed the Joint Councils Employee Engagement Committee.

Resolved

- (1) That the updated interim Performance Appraisal Policy be approved.
- (2) That the new interim Incremental Progression Policy be approved for implementation, in support of the corporate competency framework during 2016/17.

70 **Proposal for a Joint Stand-by and On-Call Policy and Allowance**

The Head of Transformation submitted a report to seek approval to implement a shared Stand-by and On-call policy and associated allowances for Cherwell District Council and South Northamptonshire Council.

In presenting the report, the HR Business Partner for Development and Bicester advised the Committee that the Framework had been endorsed the Joint Councils Employee Engagement Committee.

In considering the report, Members agreed that the definition of being “on-call” should also include the requirement to be “fit for work” and that the policy should be reworded to enable more than one member of staff per service to receive a standby or on-call payment at any one given time in exceptional circumstances.

Resolved

- (1) That the shared stand-by and on-call policy and associated allowances be approved, subject to authority being delegated to the Chief Executive to amend the definition of “on-call” and to enable more than one member of staff per service to receive a standby or on-call payment at any one given time in exceptional circumstances.

71 **A Business Case for a Joint Public Protection Service**

The Director of Operational Delivery submitted a report which presented the final business case following consultation for a Joint Public Protection Service across Cherwell District and South Northamptonshire Councils and sought agreement of the staffing elements of the business case.

The proposal was part of the wider transformation programme across the two Councils.

The Director of Operational Delivery confirmed that the Joint Councils Employee and Engagement Committee had considered and endorsed the business case, recommending to the Joint Commissioning Committee that it be approved.

Resolved

- (1) That the responses to the consultation process with affected staff and trade union representatives received, as detailed in the exempt consultation log, and from the Joint Councils Employee Engagement Committee be noted and it be noted that no further amendments to the business case were required as a result of them.
- (2) That it be noted that the business case would be considered in respect of non-staffing matters by CDC Executive on 1 February 2016 and by SNC Cabinet on 8 February 2016.
- (3) That the staffing aspects of the final business case to share a Joint Public Protection Service between SNC and CDC be approved, subject to consideration and approval of the non-staffing implications by CDC Executive and SNC Cabinet.
- (4) That authority be delegated to the Director of Operational Delivery 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.

72 **Exclusion of the Press and Public**

There being no questions on the exempt appendices to the Business Case for a Joint Customer Service and the Business Case for a Joint Public Protection Service, it was not necessary to exclude the press and public.

73 **A Business Case for a Joint Customer Service Team - Exempt Appendices**

Resolved

- (1) That the exempt appendices be noted.

74 **A Business Case for a Joint Public Protection Service - Exempt Appendices**

Resolved

- (2) That the exempt appendices be noted.

The meeting ended at 8.15 pm

Chairman:

Date: