

## Cherwell District Council and South Northamptonshire

### Joint Commissioning Committee

Minutes of a meeting of the Joint Commissioning Committee held at Bodicote House, Bodicote, Banbury, Oxfordshire OX15 4AA, on 30 March 2017 at 6.30 pm

- Present: Councillor Barry Wood (Chairman)  
Councillor Ian McCord (Vice-Chairman)
- Councillor Ken Atack  
Councillor Phil Bignell  
Councillor Rebecca Breese  
Councillor Roger Clarke  
Councillor Mike Kerford-Byrnes  
Councillor Chris Lofts  
Councillor G A Reynolds  
Councillor Barry Richards
- Substitute Members: Councillor D M Pickford (In place of Councillor Dan Sames)
- Apologies for absence: Councillor Anthony S. Bagot-Webb  
Councillor Dan Sames
- Officers: Scott Barnes, Director of Strategy and Commissioning  
Karen Curtin, Commercial Director  
Ian Davies, Interim Chief Executive / Head of Paid Service  
Paul Sutton, Chief Finance Officer / Section 151 Officer  
Claire Taylor, Assistant Director - Commercial and Innovation  
Hedd Vaughan Evans, Transformation Project Manager  
Mandy Targett, HR Business Partner for Resources  
Natasha Clark, Interim Democratic and Elections Manager

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### Declarations of Interest

#### **8. Benefits Realisation Review: Proposal for a Strategic Intelligence and Insight Team.**

Claire Taylor, Declaration, as her substantive post was included in the business case and would leave the meeting for the duration of the item.

#### **12. Benefits Realisation Review: Proposal for a Strategic Intelligence and Insight Team - Exempt Appendices.**

Claire Taylor, Declaration, as her substantive post was included in the business case and would leave the meeting for the duration of the item.

#### **15. Phase Two Management Restructure.**

James Doble, Declaration, due to his current role and would leave the meeting for the duration of the item.

**16. Interim Head of Paid Service Remuneration.**

Ian Davies, Declaration, as the report related to his remuneration and would leave the meeting for the duration of the item.

109 **Petitions and Requests to Address the Meeting**

There were no petitions or requests to address the meeting.

110 **Chairman's Announcements**

There were no Chairman's announcements.

111 **Minutes**

The Minutes of the Special Meeting held on 3 March 2017 and the Minutes of the meeting held on 10 March 2017 were agreed as correct records and signed by the Chairman.

112 **Health and Safety Operational Review**

The Commercial Director submitted a report which presented the final outcome of the Health and Safety Service review, which was part of the Joint Business Case for the Property and Investment Service which was agreed by Cherwell District and South Northamptonshire Councils in July 2016.

The report recommended the transfer of the Corporate Health and Safety Manager into the joint Property and Investment Service as a shared post and in doing so, sought the agreement of the Joint Commissioning Committee for all elements of the proposal.

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

**Resolved**

- (1) That the outcome of the Health and Safety operational review be endorsed and the transfer of the Corporate Health and Safety Manager into the Joint Property and Investment Service as a shared post be approved.
- (2) That it be noted that the Health and Safety review follows on from the Joint Business Case for the Property and Investment Service which was approved by all committees in July 2016.
- (3) That it be noted that there were no immediate staffing implications from the proposal as the current postholder was retiring and that the new shared post would be advertised.

113 **Final Business Case: Joint Housing Services**

The Commercial Director submitted a report which presented the final business case following consultation for a joint Housing 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 Commercial Director 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 the affected staff and trade union representatives received and from the Joint Councils Employee Engagement Committee be considered and noted and it be determined that no amendment to the business case was 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 3 April 2017 and by SNC Cabinet on 10 April 2017.
- (3) That the staffing aspects of the final business case to create a Joint Private Sector Housing Service and a Joint Housing Service 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, be approved.
- (4) That responsibility be delegated to the Commercial Director responsibility for the implementation of the business cases, including approving the costs of any redundancies, in consultation with the Chief Finance Officer, subject to the business case being agreed by both Councils.
- (5) That it be noted that the savings realised from this proposal would be held in reserve and earmarked for Housing to provide additional resources that may be required to cope with any increased demand resulting from recent legislative changes.

114 **Benefits Realisation Review: Proposal for a Strategic Intelligence and Insight Team**

The Director – Strategy and Commissioning submitted a report which presented the final proposal following consultation for a new Strategic Intelligence and Insight Team across Cherwell District and South Northamptonshire Councils and sought agreement of all elements of the business case.

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

The Commercial Director confirmed that the Joint Councils Employee and Engagement Committee had considered and endorsed the proposal case, recommending to the Joint Commissioning Committee that it be approved.

**Resolved**

- (1) That the responses to the consultation process with the affected staff and trade union representatives received and from the Joint Councils Employee Engagement Committee be considered and noted and it be determined that no amendment to the business case was required as a result of them.
- (2) That the final proposal to create a new Strategic Intelligence and Insight Team shared between SNC and CDC, including determination of the voluntary redundancy request be approved and authority delegated to the Director – Strategy and Commissioning in consultation with the Chairman of the Joint Commissioning Committee to make any subsequent non-significant amendment that may be required to the proposal.
- (3) That responsibility be delegated to the Director – Strategy and Commissioning for the implementation of the business case, including approving the costs of any redundancies, in consultation with the Chief Finance Officer.

115 **Urgent Business**

There were no items of urgent business.

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

117 **Final Business Case: Joint Housing Services - Exempt Appendices**

**Resolved**

- (1) That the exempt appendix to the Final Business Case: Joint Housing Services be noted.

118 **Benefits Realisation Review: Proposal for a Strategic Intelligence and Insight Team - Exempt Appendices**

**Resolved**

- (1) That the exempt appendix to the Benefits Realisation Review: Proposal for a Strategic Intelligence and Insight Team be noted.

119 **Draft Business Case: Joint Development Management Service**

The Head of Development Management submitted an exempt report which presented the draft business case for joint working in Development Management across Cherwell District and South Northamptonshire Councils.

**Resolved**

- (1) That, having given due consideration, the Draft Business Case for a Joint Development Management Service be endorsed as the basis for consultation with staff and trade unions.

120 **Proposal to Complete the Harmonisation of Terms and Conditions**

The Commercial Director submitted an exempt report to seek agreement from JCC to proceed with consultation in relation to proposals to complete the process of harmonisation of terms and conditions.

**Resolved**

- (1) As set out in the exempt minutes.
- (2) As set out in the exempt minutes.
- (3) As set out in the exempt minutes.

121 **Phase Two Management Restructure**

The Interim Chief Executive / Head of Paid Service gave a verbal update on the Phase Two Management Restructure.

The Committee was advised that following her appointment as the new Chief Executive, Yvonne Rees, had held discussions with the Leaders and confirmed she wished to shape the next stage of the management process which had a number of implications that he and the Directors, as the Senior Management Team (SMT) would be considering.

The Interim Chief Executive / Head of Paid Service advised that it was anticipated that the start date for the new Chief Executive would be confirmed imminently. In the meantime, SMT were reviewing the current interim arrangements, approved budgets and business plans to that adequate resource was in place to ensure delivery of the priorities of both Cherwell District Council

and South Northamptonshire Council and to allow the new Chief Executive time to give consideration to future permanent arrangements.

**Resolved**

- (1) That the verbal update be noted.

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**Interim Head of Paid Service Remuneration**

The Assistant Director – Transformational Governance submitted an exempt report relating to remuneration for the Interim Head of Paid Service.

**Resolved**

- (1) As set out in the exempt minutes.

The meeting ended at 8.25 pm

Chairman:

Date: