

Date: 10 July 2008

TO: All Members of the **Joint Staff Committee**  
FOR ATTENDANCE – **(Membership yet to be agreed)**

TO: All Other Members of South Oxfordshire District  
Council and the Vale of White Horse District  
Council  
FOR INFORMATION

At meetings to be held on Wednesday 16 July 2008, South Oxfordshire and Vale of White Horse District Councils will each consider a proposal to establish a shared senior management team to serve both Councils. This proposal includes the establishment of this Committee. If the proposal is not agreed then the meeting of this Committee will not proceed.

## NOTICE OF A MEETING OF THE JOINT STAFF COMMITTEE

Dear Sir/Madam

Your attendance is requested at a meeting of the **Joint Staff Committee** to be held in the **Guildhall, Abingdon** on **Friday, 18th July, 2008** at **4.15 pm**.

Yours faithfully

MARGARET REED  
Head of Legal and Democratic Services

TERRY STOCK  
Chief Executive

A Large print version of this agenda and any background papers referred to may be inspected by prior arrangement with Steven Corrigan, Democratic Services Manager (South Oxfordshire District Council) telephone 01491 823049, email [steven.corrigan@southoxon.gov.uk](mailto:steven.corrigan@southoxon.gov.uk) or Carole Nicholl, Head of Democratic Services & Deputy Monitoring Officer (Vale of White Horse District Council) on telephone number (01235) 540305, email [carole.nicholl@whitehorsedc.gov.uk](mailto:carole.nicholl@whitehorsedc.gov.uk).

Please note that this meeting will be held in a wheelchair accessible venue. If you would like to attend and have any special access requirements, please let one of the Democratic Services Officer know before the meeting and they will do their best to meet your requirements.

# **A G E N D A**

## **Open to the Public including the Press**

### **Map (Page 3)**

A map showing the location of the venue for this meeting is attached.

1. **Election of Chairman**

2. **Election of Vice-Chairman**

3. **Notification of Substitutes and Apologies for Absence**

To record the attendance of Substitute Members, if any, who have been authorised to attend and to receive apologies for absence.

4. **Declarations of Interest**

To receive any declarations of personal or personal and prejudicial interests in respect of items on the agenda for this meeting.

5. **Urgent Business and Chairman's Announcements**

To receive notification of any matters which the Chairman determines should be considered as urgent business and the special circumstances which have made the matters urgent, and to receive any announcements from the Chair.

6. **Membership of Meeting**

The Committee will comprise six councillors, three representing South Oxfordshire District Council and three representing the Vale of White Horse District Council.

7. **Terms of Reference** (Page 4)

To note the Terms of Reference of the Committee (attached).

8. **Appointment of Recruitment Consultants**

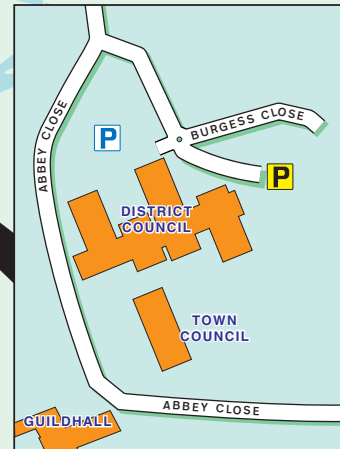
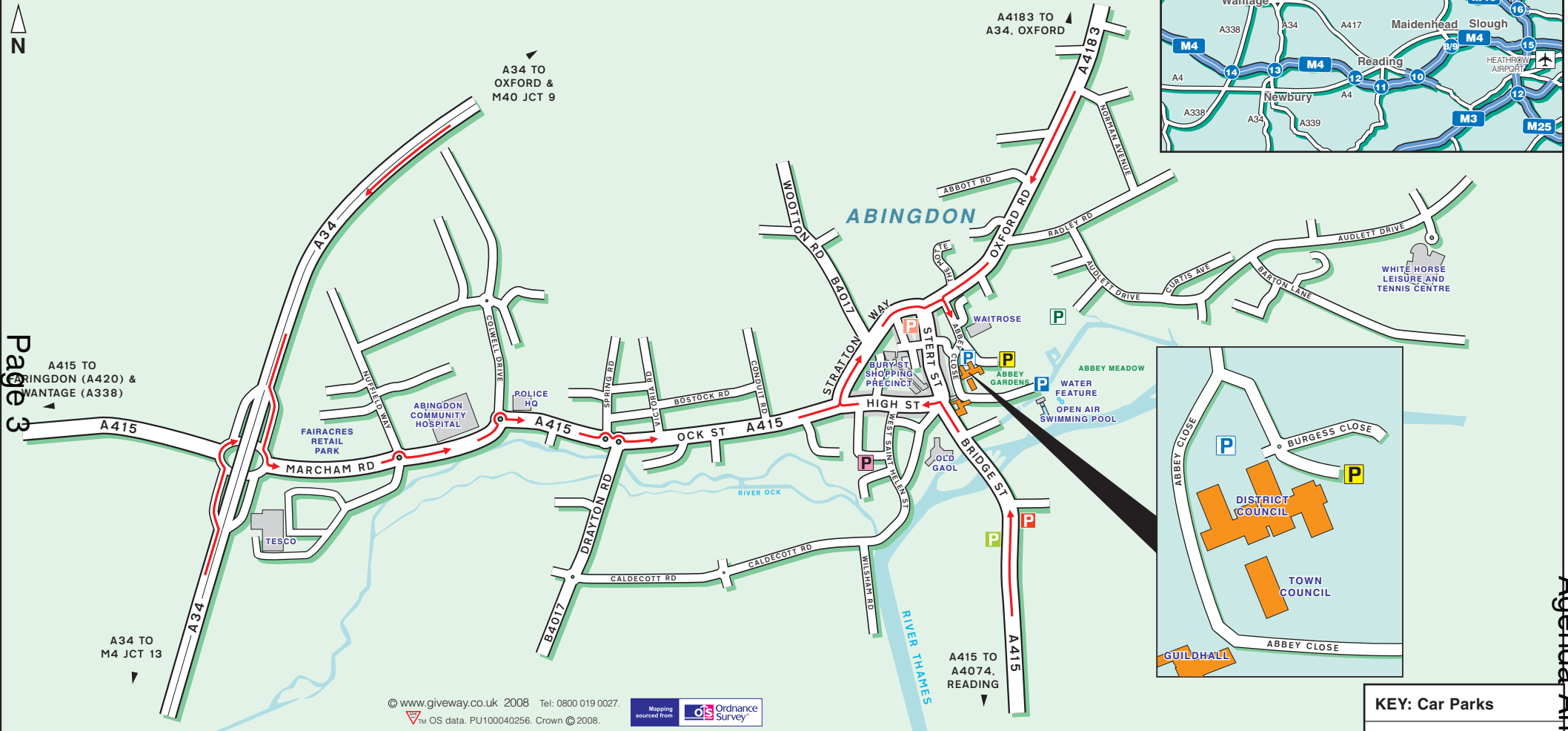
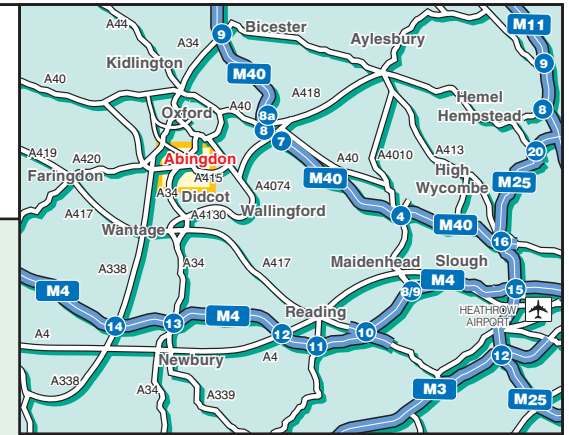
To consider reports (to be circulated separately).

9. **Recruitment Timetable**

To consider the Recruitment Timetable (to be circulated separately).

## **Exempt Information Under Section 100A(4) of the Local Government Act 1972**

None.



**KEY: Car Parks**

	Abbey Close
	Cattle Market
	Charter Multi-storey
	Civic
	Rye Farm
	Hales Meadow
	Audlett Drive
	West St Helen Street

**By rail** – the nearest main line railway stations to Abingdon are either Didcot Parkway (seven miles) or Oxford (eight miles). Radley railway station is located on the main line between Oxford and Didcot and is three miles from Abingdon town centre. For details of train times visit [www.nationalrail.co.uk](http://www.nationalrail.co.uk) or call 08457 484950

**By bus** – there are a number of bus routes serving Abingdon town centre. For details of services and timetables, visit Oxfordshire County Council's website at [www.oxfordshire.gov.uk](http://www.oxfordshire.gov.uk). Contact details for bus operators can be found on the travel information pages on our website [www.whitehorsedc.gov.uk](http://www.whitehorsedc.gov.uk)

**Parking** – details of car parks charges can be found on our website

## **Terms of Reference for the Joint Staff Committee**

The purpose of this Committee is to undertake those non-executive functions relating to the employment of Officers in the shared senior management team.

The Committee comprises three members from each Council and may determine those matters delegated to it by both Councils or, where this is not the case, make recommendations to each Council.

The initial membership shall comprise:

South Oxfordshire District Council – Leader, one Conservative member and one Liberal Democrat member

Vale of White Horse District Council – Leader, one Liberal Democrat and one Conservative member

The Leader may be substituted by another Executive/Cabinet member. Other members of the Committee may be substituted by any member of that Council's political group (ie, executive or non-executive)

The initial terms of reference for this Committee shall be:

- Establish the framework for recruitment of Chief Executive and senior staff.
- Select a consultant to assist initially in the recruitment of the Chief Executive.
- Determine the procedure to apply for appointing the Chief Executive
- Determine the terms and conditions of service to apply to senior posts.
- Determine, with advice from the Chief Executive once appointed, the procedure to apply for making appointments to Strategic Directors, Deputy/Head of Service.
- To act as the appointment panel for the short-listing and interviewing for all senior posts and to make recommendations on appointments to each Council.
- To consider any requests for voluntary redundancy and to make recommendations to each Council.