

Shared Services Joint Committee

Agenda

Date:	Thursday, 3rd September, 2009
Time:	11.00 am
Venue:	Committee Suite 2, Westfields, Middlewich Road, Sandbach. CW11 1HZ

The agenda is divided into 2 parts. Part 1 is taken in the presence of the public and press. Part 2 items will be considered in the absence of the public and press for the reasons indicated on the agenda and at the foot of each report.

PART 1 – MATTERS TO BE CONSIDERED WITH THE PUBLIC AND PRESS PRESENT

1. **Apologies for Absence**

To note attendances , substitutes and any apologies for absence.

2. **Declarations of Interest**

To provide an opportunity for Members and Officers to declare any personal and/or prejudicial interests in any item on the agenda

3. **Public Speaking Time/Open Session**

Members of the public are entitled to address the Joint Committee on reports contained within the agenda. One person can speak in support of each item, and one against, with a limit of three minutes each. It would be helpful if any person wishing to speak would give prior notice to the Democratic Services Officer named below.

4. **Minutes of Previous meeting** (Pages 1 - 4)

To approve the minutes of the meeting held on 13 July 2009.

For any apologies or requests for further information, or to give notice of a question to be asked by a member of the public

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5. **Exclusion of the Press and Public**

The report relating to the remaining item on the agenda has been withheld from public circulation and deposit pursuant to Section 100(B)(2) of the Local Government Act 1972 on the grounds that the matters may be determined with the press and public excluded.

The Committee may decide that the press and public be excluded from the meeting during consideration of the following item pursuant to Section 100(A)4 of the Local Government Act 1972 on the grounds that it involves the likely disclosure of exempt information as defined in Paragraphs 2 and 3 of Part 1 of Schedule 12A to the Local Government Act 1972 and the public interest would not be served in publishing the information.

PART 2 – MATTERS TO BE CONSIDERED WITHOUT THE PUBLIC AND PRESS PRESENT

6. **Urgent Item - Shared Services ICT Staffing** (Pages 5 - 10)

To consider a joint report of the Borough Treasurer and Head of Assets (Cheshire East Council) and the Director of Resources (Cheshire West and Chester Council).

The Chairman of the Committee will not be present at the meeting and the Vice Chairman will, therefore, be in the Chair. In accordance with Section 100B (4)(b) of the Local Government Act 1972 the Vice Chairman has agreed that by reason of special circumstances this report should be considered as a matter of urgent business as any delay will result in additional costs to the Councils of both Cheshire East and Cheshire West and Chester.

CHESHIRE EAST COUNCIL

Minutes of a meeting of the **Shared Services Joint Committee**
held on Monday, 13th July, 2009 at East Committee Room - Municipal
Buildings, Earle Steet, Crewe, CW1 2BJ

PRESENT

Councillor P Mason (Chairman)
Councillor L Ford (Vice Chairman)

Councillors D Brown, F Keegan, P Mason, Jones, Ford and Short.

Officers in attendance:

Borough Treasurer and Head Of Assets (Cheshire East Council)
Legal Services Manager (Cheshire East Council)
Director of Resources (Cheshire West and Chester Council)
Head of Employee Centre (Cheshire Shared Services)
Head of Marketing and Communications (Cheshire West and Chester Council)

11 APOLOGIES FOR ABSENCE

There were no apologies for absence.

12 DECLARATIONS OF INTEREST

There were no declarations of interest.

13 PUBLIC SPEAKING TIME/OPEN SESSION

There were no questions from members of the public.

14 MINUTES OF PREVIOUS MEETING

RESOLVED

That the minutes of the meeting held on 10 June 2009 be approved as a correct record.

15 BUSINESS PLANS AND SERVICE DELIVERY STATEMENTS

The Committee received a report which referred to all of the shared services. It included a summary of the arrangements between the Cheshire East Council and Cheshire West and Chester Council.

The task of compiling the detailed documents forming the Business Plans and Service Delivery Statements had been very demanding and as a result it had not been possible to circulate them in time to be considered at the meeting.

Business Plans and Service Delivery Statements for the following Shared Services had been circulated since the agenda had been despatched: -

1. Civil Protection/Emergency Planning
2. Archives
3. Libraries
4. Emergency Duty Team
5. Rural Touring Network
6. Approved Mental Health Professional
7. Inclusion and Education
8. Autism Support
9. Sensory Impaired Services
10. Urban Traffic Control
11. Highways and Geotechnical Laboratory
12. Integrated Transport Service
13. Early Years Reform Programme
14. Children's Centre Development Programme
15. Schools Admissions
16. Student Finance
17. Learning Resource Network
18. CBS Supplies
19. NVQ Assessment Centre
20. Youth Offending Service
21. HR and Finance
22. Occupational Health

It was noted that the Business Plans and Service Delivery Statements for the following services were currently outstanding: -

1. Information and Communication Technology (ICT)
2. Farms Estates
3. International Unit
4. Highways Maintenance Contract
5. Outdoor Education
6. Archaeological Services
7. Drug and Alcohol Action Team
8. Commissioned Community Equipment
9. Domestic Abuse Partnership
10. Visual Impairment Services
11. Waste and Mineral Planning
12. Learning Disability Pooled Budget

A general discussion ensued on the Business Plans and Service Delivery Statements that had been signed off by the relevant managers, and some specific comments were made and briefly debated.

As it had not been possible to consider the documents in detail Members agreed to delegate approval of the Business Plans and Service Delivery Statements received and listed above to the Borough Treasurer and Head of Assets for Cheshire East Council, and to the Director of Resources for Cheshire West and Chester Council; in addition it was agreed that Members would forward any specific comments to them by no later than 24 July 2009.

It was agreed that the outstanding Business Plans and Service Delivery Statements would be considered at the next meeting of the Committee.

RESOLVED

1. Members agreed the approach outlined in the report and delegated power to the Borough Treasurer and Head of Assets for Cheshire East Council, and to the Director of Resources for Cheshire West and Chester Council, to finalise the Business Plans and Service Delivery Statements so far received and listed above.
2. That the outstanding Business Plans and Service Delivery Statements be considered at the next meeting of the Committee.

16 BRANDING AND COMMUNICATIONS

Consideration was given to a report on the development of branding for Cheshire Shared Services, and to a communications plan to support the effective delivery and understanding of Shared Services.

Following the last meeting of the Committee a number of suggestions had been investigated further and examples were circulated of the revised and updated designs including those for business cards, name badges, the internet site, uniforms and safety wear, vehicle livery and for a staff e-news letter.

In considering the application of the branding it was noted that there were some services that were to be shared on a short term basis, pending early review, and Members requested that the application of branding in these areas should be carefully considered in order to avoid unnecessary expenditure.

RESOLVED

That approval be given to the corporate branding for Shared Services to be applied in an appropriate manner, and that the communications implementation plan be agreed.

The meeting commenced at 2.00 pm and concluded at 3.15 pm

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

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