

Minutes of a meeting of the **Shared Services Joint Committee**
held on Friday, 11th June, 2021 at Council Chamber, Wyvern House,
The Drumber, Winsford CW7 1AH

PRESENT:

Cheshire East Council

Councillors Paul Findlow, Jill Rhodes and
Amanda Stott (substitute for Councillor A Moran)

Cheshire West and Chester Council

Councillors Carol Gahan, Paul Donovan and
Karen Shore

Officers in attendance: **Cheshire East Council**

Frank Jordan, Executive Director Place
Jane Burns, Executive Director Corporate Services
Jo Wilcox, Head of Financial Management
Julie Gregory, Legal Team Manager
Rachel Graves, Democratic Services

Cheshire West and Chester

Mark Wynn, Chief Operating Officers
Laurence Ainsworth, Director of Public Service Reform
Peter Lloyd, Head of Change and Technology

1 APPOINTMENT OF CHAIR

It was moved and seconded that Councillor Jill Rhodes be appointed as
Chair for the 2021-22 municipal year.

RESOLVED:

That Councillor Jill Rhodes be appointed as Chair for the 2021-22
Municipal Year.

2 APPOINTMENT OF VICE CHAIR

It was moved and seconded that Councillor Carol Gahan be appointed as
the Vice Chair.

RESOLVED:

That Councillor Carol Gahan be appointed as Vice Chair for the 2021/22
Municipal Year.

3 APOLOGIES FOR ABSENCE

Apologies were received from Councillor A Moran (Cheshire East Council).

4 DECLARATIONS OF INTEREST

No Declarations of Interest were made.

5 PUBLIC SPEAKING TIME/OPEN SESSION

No members of the public were in attendance and no questions had been submitted prior to the meeting.

6 MINUTES OF PREVIOUS MEETING

RESOLVED:

That the minutes of the meeting held on 19 February 2021 be approved as a correct record.

7 BEST4BUSINESS UPDATE

Frank Jordan, Executive Director Place, Cheshire East Council, presented a report which was a regular update on the latest position regarding the implementation of the replacement HR and Finance system for the councils and their partners. The report updated on progress in the following key areas since the last formal meeting of the committee in February 2021: -

- the remaining programme for delivery
- the financial position of the remaining programme
- governance and oversight of the programme.

Attention was drawn to the programme plan update in section 5 of the report and the issues and queries which arose following the Finance 'Go Live' in February 2021, and also to the revised programme for the Finance and Payroll 'Go Live' to ensure implementation was carried out safely and without exposing the Councils and their partners to unnecessary risks.

RESOLVED: That

- 1 the current position on the implementation plan and timetable for the remaining programme be agreed;
- 2 the reported financial position of the remaining programme be noted; and
- 3 the ongoing activity in relation to Member oversight and governance be agreed.

8 SHARED SERVICE REVIEW UPDATE REPORT

Jane Burns, Executive Director Corporate Services, Cheshire East Council, presented a report on the progress of the shared services review.

The report provided an updated, at paragraph 2.1, on the progress made against the Phase 1 deliverables, and reported that Phase 2 and Phase 3 activity had already commenced.

The next steps for the review were to refine and agree the baselining and benchmarking costs for ICT and for the Project Board to discuss and agree the ICT model options emerging from the Evaluation. A meeting would be held between both Council's senior officer leadership teams to discuss the strategic alignment and future opportunities.

RESOLVED:

That the content of the report be agreed and noted.

9 SHARED SERVICE BUSINESS PLANS: 2020/2021 QUARTER 3 REVIEW AND SHARED SERVICES BUSINESS PLANS 2021/22

Jane Burns, Executive Director Corporate Services, Cheshire East Council, introduced a report which provided a summary of the 2020/21 Quarter 3 Business Plan Position for the Shared Services and presented the Shared Services Business Plans 2021/22.

The report included financial and non-financial performance information as at the end of Quarter 3 2020-21 and provided a summary of overall performance along with a rating for financial performance, performance against delivery of business plan objectives and key performance indicators for each of the Shared Services. In terms of overall performance, Transactional Services were currently rated as Red due to having a forecast budget variance of more than 10%. In relation to the budget five services had forecast a balance financial position, two services an underspend and two services – ICT and Transactional Services, were forecasting a year end overspend. Most of the services had been impacted by the Covid-19 pandemic and some service objectives and key performance indicators, set at the beginning of the financial year, were now unachievable.

It was noted that the Shared Service Business Plans for 2021/22 were subject to change, as any recommendations of the Shared Services Review would need to be reflected in them.

RESOLVED: That

- 1 the Shared Services 2020/21 Quarter 3 Business Plan performance be noted; and
- 2 the Shared Service Business Plans for 2021/2022 be noted.

The meeting commenced at 2.15 pm and concluded at 2.45 pm

Councillor J Rhodes