

Minutes of a virtual meeting of the **Shared Services Joint Committee**
held on Friday, 25th March, 2022

PRESENT **Cheshire East Council**
Councillors Paul Findlow, Jill Rhodes and Amanda Stott

Cheshire West and Chester Council
Councillors Paul Donovan and Carol Gahan.

Officers in attendance:

Cheshire East Council

Jane Burns, Executive Director Corporate Services
Alex Thompson, Director of Finance and Customer Services
Brendan Flanagan, Head of Rural & Cultural Economy
Heather Grove, Senior Manager: Business Assurance, Development and
Collaboration
Julie Gregory, Legal Team Manager
Rachel Graves, Democratic Services Officer

Cheshire West and Chester Council

Laurence Ainsworth, Director of Public Service Reform
Aaron Thomas, B4B PMO and Governance Lead
Claire Jones, Finance Manager
Paul Cassidy, Legal

34 APOLOGIES FOR ABSENCE

Apologies were received from Councillor K Shore (Cheshire West and
Chester Council).

35 DECLARATIONS OF INTEREST

No declarations of interest were made.

36 PUBLIC SPEAKING TIME/OPEN SESSION

No questions had been submitted prior to the meeting.

37 MINUTES OF PREVIOUS MEETING

RESOLVED:

That the minutes of the meeting held on 21 January 2022 be approved as
a correct record.

38 ARCHIVES RELOCATION PROJECT: DEVELOPMENT PHASE UPDATE

Consideration was given to the report which provided an update on the Archives Relocation Project.

A formal review of the project has been undertaken by the National Lottery Heritage Fund in December 2021. The development phase review was passed successfully and feedback from the review had been positive. Formal notification of the successful review was received in January 2022 and work on RIBA Stage 3 had commenced and was timetabled to complete in the Summer, with the planning applications to follow in Autumn.

RESOLVED:

That the current status of the Archives Relocation Project be noted.

39 SHARED SERVICE REVIEW UPDATE REPORT

Consideration was given to the report which provided an update on the progress with the Shared Services Review.

The in-depth review of the ICT Shared Services was currently focused on the technical aspects and had begun to consider the financial aspects. It was anticipated that this would be completed by April 2022 and the full findings from the review would be reported to the next meeting.

A full implementation plan from the review of Transactional Services was being drafted but had not been finalised due to the priority to support implementation of UNIT 4. It was expected that the implementation plan would be reported to the Joint Committee meeting in June 2022.

The review of the six smaller shared services had made recommendations to update service level agreements and budgeting arrangements. It was proposed to put in place more proportionate governance and reporting for these shared services based on categorisation of the six services as either 'shared service', 'managed service' and 'strategic partnership'. Paragraph 7.5 of the report set out the revised approach to business planning and reporting for the six smaller shared services.

RESOLVED: That the Joint Committee

- 1 note the progress to date of the Shared Services Reviews
- 2 note the revised approach to business planning and reporting, as set out in section 7.5 of the report.

40 **BEST4BUSINESS UPDATE**

Consideration was given to the report which detailed the latest position regarding the implementation of the replacement HR and Finance System for the Councils and their partners.

The report provided details on developments following the second programme go live, an update on the post go-live transition plan which would lead to and support programme closure, and an update on the proposed approach for the planned lessons learnt review of the programme later in 2022.

The period of 'hypercare' had been extended until the end of March 2022 to ensure that remaining defects were resolved, the roadmap of system development, upgrade and fixes were in place leading up to the financial year end in March 2022, continued support provided by external programme management advisors, and the continuing secondment arrangements for staff to support these activities.

A 'lessons learnt' review would be carried out by the Joint Committee and the Joint Scrutiny Working Group later in the year. The draft terms of reference had been shared with both and an informal discussion meeting would be arranged to consider them.

RESOLVED: That the Joint Committee

- 1 note the continuing activities leading to programme closure and exit from hypercare;
- 2 note the "transition to business as usual" plan; and
- 3 note the proposed approach to the 'lessons learned' programme review.

41 **SHARED SERVICES FORWARD PLAN**

Consideration was given to the Forward Plan for the Shared Services Joint Committee.

It was reported that the date for the January 2023 meeting should be 27 January 2023 and not 17 January 2023 as stated in the Forward Plan.

It was noted that the Chair and support for the Joint Committee would swap back to Cheshire West and Chester Council from the June 2022 meeting.

RESOLVED:

That the Shared Services Forward Plan be noted.

The meeting commenced at 10.00 am and concluded at 10.48 am

Councillor J Rhodes