

# **CHESHIRE EAST COUNCIL CHESHIRE WEST & CHESTER COUNCIL**

## **REPORT TO: SHARED SERVICES JOINT COMMITTEE**

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<b>Date of Meeting:</b>	27 January 2012
<b>Report of:</b>	Cheshire East – Director of Finance and Business Services Cheshire West & Chester – Director of Resources
<b>Subject/Title:</b>	Shared Service Position Statement and Termination of Sharing Arrangements

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### **1.0 Report Summary**

- 1.1 This report provides a summary of the current position of the shared service arrangements between Cheshire East (CE) and Cheshire West and Chester Councils (CWAC). In particular it highlights those short term shared services that have recently disaggregated to enable a transition to separate delivery arrangements in each Council as planned.
- 1.2 Appendix 1 provides a summarised position statement on all current shared service arrangements.

### **2.0 Recommendations**

- 2.1 That Members note the overall position statement relating to current shared service arrangements.
- 2.2 That Members endorse the Learning Resource Network and Autism Support Shared Service Transition Logs.

### **3.0 Reasons for Recommendations**

- 3.1 The position statement aims to ensure that the Joint Committee are up to speed on recent developments concerning shared service arrangements.
- 3.2 The proposed termination of the transitional shared services listed have been agreed with operational managers from both Councils and the shared service managers in accordance with the general shared service governance.

### **4.0 Wards Affected**

- 4.1 This report relates to shared services that operate across both Cheshire East and Cheshire West and Chester so all wards are affected in both Councils.

## **5.0 Local Ward Members**

5.1 Not applicable.

## **6.0 Policy Implications including - Climate change - Health**

6.1 None.

## **7.0 Financial Implications for Transition Costs**

7.1 The sharing arrangements for the Autism Support Shared Service concluded on 31 August 2011. Budgets have been updated for each council and final year end position agreed.

7.2 The sharing arrangements for the Learning Resource Network were concluded on 30 September 2011. Outstanding commitments were agreed between CE and CWAC councils and residual funding was divided between the two authorities in line the shared Service Agreement, therefore the uncommitted balance of £741,786 was split 50/50 (£370,893 each).

## **8.0 Financial Implications 20011/12 and beyond**

8.1 None

## **9.0 Legal Implications**

9.1 The Administrative Agreement sets out the overall arrangements in relation to the manner in which the Authorities will work together. The Shared Service Agreement and Secondment Agreement set out the mechanisms for disaggregating transitional shared services.

## **10.0 Risk Management**

10.1 There is a risk that where disaggregation of shared service arrangements are not formalised, that oversights may occur leading to deficits or imbalance in service delivery in the new arrangements put in place by former partners.

## **11.0 Background and Options**

11.1 Legal arrangements, business plans and service delivery statements have been developed for all shared services and presented to the Joint Officer Board and the Joint Committee.

11.2 The Business Plans supplement the Service Agreement. They provide details of the shared service operation, plans and investment for the next three years. These are regularly reviewed to ensure that they continue to meet the requirements of both councils.

11.3 All services are now working in accordance to these agreements and plans, delivering services to both Councils under the guidance of the Joint Officer Board and the Joint Committee.

11.4 An overview providing a current position statement on each shared service is contained in Appendix 1.

## **12.0 Transitioning Shared Services**

12.1 During 2010-11 the transition of several short term shared services has been completed with activity disaggregating to new arrangements within CE and CWAC. The governance supporting the shared service agreements require that the Joint Committee formally agree the termination of these sharing arrangements.

12.2 These include the Autism Support Shared Service and the Learning Resource Network and completed transition logs can be found in Appendix 2 and 3 respectively.

12.3 Transitional activity continues in several other areas as noted in Appendix 1.

## **13.0 Conclusion**

13.1 Good progress has been made on delivering the shared service agenda across Cheshire East and Cheshire West and Chester Councils. Activity to terminate short term arrangements is proceeding to plan although finalising the associated processes is taking a little longer than expected in practice.

## **14.0 Access to Information**

The background papers relating to this report can be inspected by contacting the report writers:

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### **Background Documents:**

*Cheshire East Cabinet Report – Shared Services – 7<sup>th</sup> October 2008*  
*Cheshire West and Chester Executive Report – Joint Liaison Committee*  
*Recommendations: Caretaker and Nominated Councils; Shared Services: Service Delivery Option; Shared Back Office Services – 15<sup>th</sup> October 2009*  
*Cheshire East Cabinet Report – Shared Services – 3<sup>rd</sup> March 2009*  
*Cheshire West and Chester Executive Report – Shared Services – 18<sup>th</sup> March 2009*  
*Cheshire East Cabinet Report – Shared Services – 23<sup>rd</sup> March 2009*  
*Cheshire Shared Services Joint Committee Report – 10<sup>th</sup> June 2009*

*Cheshire Shared Services Joint Committee Report – 13<sup>th</sup> July 2009*  
*Cheshire Shared Services Joint Committee Report – 3<sup>rd</sup> September 2009*  
*Cheshire Shared Services Joint Committee Report – 30<sup>th</sup> September 2009*  
*Cheshire Shared Services Joint Committee Report – 26<sup>th</sup> October 2009*  
*Cheshire Shared Services Joint Committee Report – 26<sup>th</sup> November 2009*  
*Cheshire Shared Services Joint Committee Report – 3<sup>rd</sup> February 2010*  
*Cheshire Shared Services Joint Committee Report – 12<sup>th</sup> March 2010*  
*Cheshire Shared Services Joint Committee Report – 31<sup>st</sup> March 2010*  
*Cheshire Shared Services Joint Committee Report – 28<sup>th</sup> May 2010*  
*Cheshire Shared Services Joint Committee Report – 16<sup>th</sup> July 2010*  
*Cheshire Shared Services Joint Committee Report – 17 September 2010*  
*Cheshire Shared Services Joint Committee Report – 29 October 2010*  
*Cheshire Shared Services Joint Committee Report – 26<sup>th</sup> November 2010*  
*Cheshire Shared Services Joint Committee Report – 7<sup>th</sup> January 2011*  
*Cheshire Shared Services Joint Committee Report – 25<sup>th</sup> February 2011*  
*Cheshire Shared Services Joint Committee Report – 18<sup>th</sup> March 2011*  
*Cheshire Shared Services Joint Committee Report – 29<sup>th</sup> July 2011*  
*Cheshire Shared Services Joint Committee Report – 30<sup>th</sup> September 2011*  
*Cheshire Shared Services Joint Committee Report – 25<sup>th</sup> November 2011*

*Documents are available for inspection at:*

*Cheshire East Democratic Services*

*Westfields*

*Middlewich Road*

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*or:*

*Cheshire West & Chester Democratic Services*

*HQ Building,*

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