

Performance and Capacity Advisory Panel

Wednesday 21st January 2009

6. Shared Services Update

Progress

- Following a meeting of the Leaders and Chief Executives of Cheshire East and Cheshire West and Chester it was agreed to set up a Joint Programme Development Team, to be jointly chaired by the 151 Officers. The purpose will be to ensure all the shared services are designed and developed to both councils satisfaction during the run up to April 09. A list of all the current proposed shared services are given in the appendix below.
- The Cheshire East Shared Services Project Team has now completed a draft Cheshire East Statement of Requirements for Back Office Shared Services for consultation with client departments, staff and unions.
- It is still proposed that a Joint Committee, comprising equal numbers of Elected Members from both Councils is set up for April 09, to govern all shared services, including the Back Office. To operate in a similar manner to the Building Control Committee the three District Councils have had in operation for the last couple of years.
- Since the last P&C Advisory Panel briefing, meetings have taken place on Back Office Shared Services with Managers at Crewe and staff affected in Congleton and a briefing provided for all staff via Talking East.
- Business Support Services (Administration, performance measurement, policy support etc.) within current County Council Departments and not within the scope of Shared Back Office Services (ICT, transactional finance, procure to pay and transactional HR) will continue to be part of departmental structures at 1 April 09 and reviewed at a later date.

Next steps

1. Joint Programme Development Team to now form and manage implementation of all shared services. Jointly appoint a Project Manager. Commence recruitment of a Manager for the Back Office Shared Services Unit.
2. Finalise governance agreement between the two councils
3. Map in more detail service delivery arrangements, including the location of all the seconded staff from both Cheshire East and Cheshire West and Chester to the Back Office Shared Service Unit.
4. Work up detailed service level agreements for all the services based on the Statement of Requirements.
5. Continue to engage staff in the developments and service design.

Appendix – List of currently proposed Shared Services

(i) TRANSITIONAL ARRANGEMENTS	(ii) CHESHIRE-WIDE SERVICES
Inclusion and education (including School Improvement, Extended Schools, Healthy Schools and Parent Partnership)	Shared Back Office
Autism Support	Pensions
Service for the Sensory Impaired	County Farms
Urban Traffic Control Unit	Civil Protection / Emergency Planning
Highways and Geotechnical Laboratory Service	Occupational Health
Transport Co-ordination	Archives
Childcare Strategy	Youth Offending Team*
Children Centre's Development Programme	Libraries – Specialist and Support Services
School Admissions (and the Appeals Service)	Emergency Out of Hours Service
School Transport Policy	International Unit
Student Finance	Waste Disposal Contracts and PFI
Support Services for Schools	Extra Care Housing
Outdoor Education Service	Pooled Budgets
Archaeological Service	Rural Touring Network
DAAT	
Commissioned Community Equipment Service	
Learning Resource Network	
Cheshire Domestic Abuse Partnership	

The following services have been identified by officers as appropriate for a joint arrangement in the short term. (The proposals have not been formally approved by Members.)

PARIS
ASW Partnership
NVQ Assessment Centre
Highways and Vehicle Term Maintenance Contract
Mineral and Waste planning
Cheshire & Warrington Partnership
Weaver Valley Enterprise
Customer Service – Contact Centre - Middlewich