

Minutes of a meeting of the **Shared Services Joint Committee**  
held on Friday, 26th July, 2013 at Committee Room 1 - Wyvern House, The  
Drumber, Winsford, CW7 1AH

**PRESENT**

Councillor D Brown (Chairman)  
Councillor L Ford (Vice-Chairman)

Councillors B Moran, P Raynes and L Jones

**Officers**

Cheshire East Council

Jackie Gray, Shared Services Manager and Temporary Procurement Unit  
Manager

Julie Openshaw, Legal Team Leader

Martin Potts, Head of ICT Business Development – Public Sector (for Item 15  
only)

Andrew Arditti, Community Engagement – Connecting Cheshire (for Item 15  
only)

Rachel Graves, Democratic Services Officer

Cheshire West and Chester Council

Julie Gill, Director of Resources

Meic Sullivan-Gould, Interim Head of Legal and Democratic Services

Sharon Barclay, Project Manager Transformation

Paul Newman, Archives and Local Studies Manager (for Item 15 only)

**11 APOLOGIES FOR ABSENCE**

Apologies were received from Councillor L Riley.

**12 DECLARATIONS OF INTEREST**

Councillor D Brown declared in the interests of openness in relation to  
Item 15 – Shared Services Position Statement, that he was a Cheshire  
East Council representative on the Board of one of the sub contractors  
involved in Superfast Broadband project.

**13 PUBLIC SPEAKING TIME/OPEN SESSION**

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

**14 MINUTES OF PREVIOUS MEETING**

**RESOLVED:**

That the minutes of the meeting held on 28 June 2013 be approved as a  
correct record and signed by the Chairman.

It was agreed that future meetings of the Shared Services Joint Committee would commence at 1.30 pm.

## **15 SHARED SERVICE POSITION STATEMENT**

Consideration was given to a report which provided a summary of the current position on three key projects:- Archives Site Options, Public Sector Network and Superfast Broadband.

It had been agreed that a Site Options Appraisal/Feasibility Study would be undertaken into new premises for Cheshire Archives and Local Study Service. Funding had been agreed for the Study as part of the Shared Services budget challenge process in October 2012 with funding coming on stream in April 2013. A brief to inform the Study had been prepared to inform the procurement exercise to engage a suitable consultant to undertake the work. A copy of the brief was attached to the report and the Committee was asked to approve the content.

It was requested that a breakdown of the costs involved in the study be forwarded to Committee members. A report would be brought back to the Committee at the end of Stage 1, which would report on the outcome of the site options appraisal.

The National Public Service Network programme was a joint Government and industry programme to revolutionise the way National Government, Local Authorities and the Third Sector buy with better efficiency and use voice and data networks and the ICT services that run over them. A collaborative approach had been adopted across Cheshire and Merseyside with the project being led by Cheshire West and Chester ICT Strategy Service. An invitation to Tender was issued in November 2012 which resulted in five suppliers giving full tender responses. In February 2013, BT Global Services was selected as the preferred bidder for the Cheshire and Merseyside Public Service Network.

Following a five week period of due diligence, a notice of non award of contract was issued and BT Global Services and the other four bidders were notified. It had been agreed that the tender should be re-run. Consultants Analysys Mason had been commissioned to review and validate procurement route, tender specification and cost analysis. It was expected that tender would be released in August.

The Connecting Cheshire Partnership of four local authorities were leading the roll out of Superfast Broadband across the area and had awarded a contract to BT to deliver fibre broadband to areas hitherto outside the commercial development of fibre broadband. Work had begun with Openreach, BT's local network division, to plan the deployment and begin the process of planning the 'how, where and when' with engineers surveying locations and analysing the best way to roll out the network.

The project had received 15m funding from the ERDF, and within this was the requirement to deliver a Business Support Programme that would

enable eligible SMEs to access a comprehensive package of free support to enable them to exploit the benefits of fibre broadband such as HD video-conferencing, e-commerce and cloud computing. Following a tender process Peninsula Enterprise (working with Groundwork Cheshire) were selected, pending a period of due diligence, to provide the support programme.

**RESOLVED:** That

- 1 the overall position statement relating to current Shared Services be noted;
- 2 the brief for the Site Options/Feasibility Study for the Archive be approved;
- 3 the progress on the Public Sector Network and Superfast Broadband projects be noted.

**16 EXCLUSION OF THE PRESS AND PUBLIC**

**RESOLVED:**

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 involved the likely disclosure of exempt information as defined in Paragraph 1 and 2 of Part 1 of Schedule 12A to the Local Government Act 1972 and public interest would not be served in publishing the information.

**17 VOLUNTARY REDUNDANCY**

Consideration was given to the joint report by the Head of Commercial Strategy, Business Innovation and Performance (Cheshire East Council) and Director of Resources (Cheshire West and Chester Council) regarding a number of requests for voluntary redundancy.

**RESOLVED:**

That the applications for Voluntary Redundancy, as detailed in the Appendix to the report, be approved for implementation before 30 September 2013.

The meeting commenced at 3.05 pm and concluded at 3.40 pm

Councillor D Brown (Chairman)