

Minutes of a meeting of the **Shared Services Joint Committee**  
held on Friday, 13th September, 2013 at Committee Room 2 - Wyvern  
House, The Drummer, Winsford, CW7 1AH

**PRESENT**

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

Councillors B Moran, P Raynes, L Jones and L Riley

**Officers**

Cheshire East Council

Vivien Quayle, Head of Commercial Strategy, Innovation and Performance  
Julie Openshaw, Legal Team Leader  
Steve Wilcox, Finance Lead  
Rachel Graves, Democratic Services Officer

Cheshire West and Chester Council

Julie Gill, Director Resources  
Sharon Barclay, Project Manager Transformation  
Graham Gresty, Senior Accountant  
James Barclay, Project Officer

Dominic Whelan, Cheshire Shared Services Managing Director

**18 APOLOGIES FOR ABSENCE**

There were no apologies for absence.

**19 DECLARATIONS OF INTEREST**

No Declarations of Interest were made.

**20 PUBLIC SPEAKING TIME/OPEN SESSION**

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

**21 MINUTES OF PREVIOUS MEETING**

**RESOLVED:**

That the minutes of the meeting held on 26 July 2013 be approved as a correct record and signed by the Chairman.

## **22 SHARED SERVICE FIRST QUARTER FINANCIAL REVIEW 2013-14**

Consideration was given to a report which provided a summary of the financial position at First Quarter Review 2013-14 for the remaining Shared Services.

Details of the outturn projections for these Shared Services were shown in Appendix 1 to the Report. It was noted that the Farms Shared Service and ICT Shared Service were currently forecasting significant budgetary variances.

The Farm Shared Service was forecasting an total underspend of £0.287m, which was due to lower than expected farm maintenance costs in both Cheshire East and Cheshire West & Chester. It was requested that a report on the farm maintenance programme be brought to a future meeting.

The ICT Shared Service was reporting a total forecast overspend of £0.418m before remedial measures (£0.524m) which would reduce the forecast outturn to an overall underspend of £0.106m. The gross overspend was mainly due to the significant number of additional project hours (estimated 70,000 additional hours) that were expected to be commissioned by both Councils above the 40,000 guaranteed amount and the capacity of the ICT Shared Services Target Operating Model. To deliver the additional work, external partner and external contractors would need to be engaged. The hourly rate for external delivery was higher than the current income rate for project work, which was resulting in a forecast overspend of £0.524m. The ICT Shared Services had prior approval, as part of its Target Operating Model to charge the market rate for additional project costs.

### **RESOLVED:**

That the overall first quarter financial review relating to Shared Services be noted.

The meeting commenced at 1.35 pm and concluded at 2.10 pm

Councillor D Brown (Chairman)