CHESHIRE EAST COUNCIL

Minutes of a meeting of the **Shared Services Joint Committee**
held on Wednesday, 10th June, 2009 at Committee Suite 1,Westfields,
Middlewich Road, Sandbach CW11 1HZ

PRESENT

Councillor (none)
Councillor (none)

Councillors F Keegan, P Mason, Jones, Ford and Short

Apologies

Councillors D Brown

1 APPOINTMENT OF CHAIRMAN

RESOLVED

That Councillor Peter Mason be appointed Chairman of the Committee for the coming year.

2 APPOINTMENT OF VICE CHAIRMAN

RESOLVED

That Councillor Les Ford be appointed Vice Chairman of the Committee for the coming year.

3 APOLOGIES FOR ABSENCE

4 DECLARATIONS OF INTEREST

There were no declarations of interest.

5 PUBLIC SPEAKING TIME/OPEN SESSION

There were no questions from members of the public.

6 SHARED SERVICES JOINT COMMITTEE - TERMS OF REFERENCE

Consideration was given to the Constitution and Terms of Reference of the Shared Services Joint Committee, as set out in the Cheshire East Borough Council and Cheshire West and Chester Borough Council Shared Services Administrative Agreement. It was reported that the next meeting of the Committee would be on 13 July 2009 at 2.00 pm and that the meetings would then be bi-monthly unless otherwise determined by the Joint Committee.

RESOLVED

1. That the Constitution and Terms of Reference of the Shared Services Joint Committee be noted.

2. That the Terms of Reference of the Shared Services Joint Officer Board be noted.

3. That the contents of the Financial Memorandum be noted.

4. That the date of the next meeting be noted.

7   JOINT COMMITTEE SHARED SERVICES PROGRESS REPORT

Consideration was given to a report which updated the Joint Committee on progress to date in the development of Business Plans and Service Delivery Statements for each of the thirty-five Shared Services established by Cheshire East Council and Cheshire West and Chester Council.

Clarification was given in respect of specific points raised and it was reported that at the next meeting the aim would be to approve the Business Plans and Service Delivery Statements, and to agree the performance review mechanism up to 31 March 2010.

RESOLVED

1. That the progress made in the development of the Shared Services Business Plans and Service Delivery Statements be noted.

2. That the work to be completed to achieve the approval of the completed Business Plans and Service Delivery Statements at the next meeting be noted.

8   CHESHIRE SHARED SERVICES COMMUNICATIONS

Consideration was given to a Communications Plan, to support the effective delivery and understanding of the service. Part of this plan included the branding of communication items such as stationary, signage, and the website, as well as uniforms, livery and signage. Members were shown examples of proposals for these items and discussed ideas for possible changes and improvements. It was agreed that the suggestions would be investigated further and considered again at the next meeting of the Committee.

RESOLVED

That the report be noted and that the Communications Plan be considered further at the next meeting of the Committee.

9   EXCLUSION OF THE PRESS AND PUBLIC

RESOLVED

That in accordance with Section 100(A)4 of the Local Government Act 1972 the public be excluded from the meeting for the following item on the grounds that it may involve the likely disclosure of exempt information as defined in Paragraph 4

of Part 1 of Schedule 12A to the Local Government Act 1972 and public interest in maintaining the exemption outweighs the public interest in disclosing it.

(Paragraph 4 relates to information relating to any consultations or negotiations, or contemplated consultations or negotiations, in connection with any labour relations matter arising between the authority or a Minister of the Crown and employees of, or officer holders under the authority.)

10 **SHARED SERVICES - CONSULTATION PROCESS**

Consideration was given to this report updating the Committee on the consultation process.

RESOLVED

That the report be approved.

The meeting commenced at 2.00 pm and concluded at 3.10 pm

Councillor (none)