

# **CHESHIRE EAST COUNCIL**

Minutes of a meeting of the **Shared Services Joint Committee**  
held on Monday, 13th July, 2009 at East Committee Room - Municipal  
Buildings, Earle Steet, Crewe, CW1 2BJ

## **PRESENT**

Councillor P Mason (Chairman)  
Councillor L Ford (Vice Chairman)

Councillors D Brown, F Keegan, P Mason, Jones, Ford and Short.

Officers in attendance:

Borough Treasurer and Head Of Assets (Cheshire East Council)  
Legal Services Manager (Cheshire East Council)  
Director of Resources (Cheshire West and Chester Council)  
Head of Employee Centre (Cheshire Shared Services)  
Head of Marketing and Communications (Cheshire West and Chester Council)

## **11 APOLOGIES FOR ABSENCE**

There were no apologies for absence.

## **12 DECLARATIONS OF INTEREST**

There were no declarations of interest.

## **13 PUBLIC SPEAKING TIME/OPEN SESSION**

There were no questions from members of the public.

## **14 MINUTES OF PREVIOUS MEETING**

RESOLVED

That the minutes of the meeting held on 10 June 2009 be approved as a correct record.

## **15 BUSINESS PLANS AND SERVICE DELIVERY STATEMENTS**

The Committee received a report which referred to all of the shared services. It included a summary of the arrangements between the Cheshire East Council and Cheshire West and Chester Council.

The task of compiling the detailed documents forming the Business Plans and Service Delivery Statements had been very demanding and as a result it had not been possible to circulate them in time to be considered at the meeting.

Business Plans and Service Delivery Statements for the following Shared Services had been circulated since the agenda had been despatched: -

1. Civil Protection/Emergency Planning
2. Archives
3. Libraries
4. Emergency Duty Team
5. Rural Touring Network
6. Approved Mental Health Professional
7. Inclusion and Education
8. Autism Support
9. Sensory Impaired Services
10. Urban Traffic Control
11. Highways and Geotechnical Laboratory
12. Integrated Transport Service
13. Early Years Reform Programme
14. Children's Centre Development Programme
15. Schools Admissions
16. Student Finance
17. Learning Resource Network
18. CBS Supplies
19. NVQ Assessment Centre
20. Youth Offending Service
21. HR and Finance
22. Occupational Health

It was noted that the Business Plans and Service Delivery Statements for the following services were currently outstanding: -

1. Information and Communication Technology (ICT)
2. Farms Estates
3. International Unit
4. Highways Maintenance Contract
5. Outdoor Education
6. Archaeological Services
7. Drug and Alcohol Action Team
8. Commissioned Community Equipment
9. Domestic Abuse Partnership
10. Visual Impairment Services
11. Waste and Mineral Planning
12. Learning Disability Pooled Budget

A general discussion ensued on the Business Plans and Service Delivery Statements that had been signed off by the relevant managers, and some specific comments were made and briefly debated.

As it had not been possible to consider the documents in detail Members agreed to delegate approval of the Business Plans and Service Delivery Statements received and listed above to the Borough Treasurer and Head of Assets for Cheshire East Council, and to the Director of Resources for Cheshire West and Chester Council; in addition it was agreed that Members would forward any specific comments to them by no later than 24 July 2009.

It was agreed that the outstanding Business Plans and Service Delivery Statements would be considered at the next meeting of the Committee.

## RESOLVED

1. Members agreed the approach outlined in the report and delegated power to the Borough Treasurer and Head of Assets for Cheshire East Council, and to the Director of Resources for Cheshire West and Chester Council, to finalise the Business Plans and Service Delivery Statements so far received and listed above.
2. That the outstanding Business Plans and Service Delivery Statements be considered at the next meeting of the Committee.

## 16 **BRANDING AND COMMUNICATIONS**

Consideration was given to a report on the development of branding for Cheshire Shared Services, and to a communications plan to support the effective delivery and understanding of Shared Services.

Following the last meeting of the Committee a number of suggestions had been investigated further and examples were circulated of the revised and updated designs including those for business cards, name badges, the internet site, uniforms and safety wear, vehicle livery and for a staff e-news letter.

In considering the application of the branding it was noted that there were some services that were to be shared on a short term basis, pending early review, and Members requested that the application of branding in these areas should be carefully considered in order to avoid unnecessary expenditure.

## RESOLVED

That approval be given to the corporate branding for Shared Services to be applied in an appropriate manner, and that the communications implementation plan be agreed.

The meeting commenced at 2.00 pm and concluded at 3.15 pm