

CHESHIRE EAST COUNCIL CHESHIRE WEST & CHESTER COUNCIL

REPORT TO: SHARED SERVICE JOINT COMMITTEE

Date of Meeting:	31 March 2010
Report of:	Cheshire East – Borough Treasurer & Head Of Assets Cheshire West & Chester – Director of Resources
Subject/Title:	Transitional Shared Service Update: Archaeological Service and Drugs and Alcohol Action Team - Shared Services Report regarding proposed extensions to transitional shared services

1.0 Report Summary

- 1.1 This report provides an update on activity relating to transitional shared services and outlines the reasons to extend the sharing arrangements for two services.

2.0 Decision Requested

- 2.1 That members approve extensions of the legal sharing arrangements to the following services as indicated:
- Drug and Alcohol Action Team (DAAT) – 1 month to 30th April 2010
 - Archaeological Planning and Advisory Service – 3 months to 30th June 2010
- 2.1 That members approve the revision of the appropriate contractual documents (Service agreements and Secondment agreements) to reflect any agreed extensions to the DAAT and the Archaeological Planning and Advisory Services.

3.0 Reasons for Recommendations

- 3.1 The proposed changes for these services have been agreed with operational managers from both councils and the shared service managers in accordance with the general shared service governance.
- 3.2 The changes in both services are to allow for the transition to alternative service delivery arrangements which cannot be achieved by 31st March 2010.

4.0 Wards Affected

- 4.1 This report relates to shared services that operate across both Cheshire East and Cheshire West and Chester so all wards are affected in both councils.

5.0 Local Ward Members

5.1 Not applicable

6.0 Policy Implications including - Climate change - Health

6.1 None

7.0 Financial Implications for Transition Costs (Authorised by the Borough Treasurer)

7.1 The DAAT is wholly funded by grant and therefore no further costs should be incurred by Cheshire East and Cheshire West and Chester in the event of an extension being granted.

7.2 For Archaeological Planning and Advisory Services, the business plan for 2009-10 indicates that net costs of £275,472 were anticipated for the shared service. Assuming that the service continues in its current form for a further three months, an ongoing cost of approximately £68,868 will be incurred in order to extend the shared services. The cost will be split as follows:

- 60% payable by Cheshire West and Chester, i.e. £41,320
- 40% payable by Cheshire East, i.e. £27,548

The extension of this funding will mean that there is no requirement to fund alternative arrangements for this period. While no figures are available for this at this time, it is not anticipated that this extension will incur additional cost to either Council.

8.0 Financial Implications 2009/10 and beyond (Authorised by the Borough Treasurer)

8.1 For those services where the sharing arrangement is extended, the contribution of each Council will need to be considered through an updated business plan that will need to be agreed by both Councils

9.0 Legal Implications (Authorised by the Borough Solicitor)

9.1 As the sharing arrangements for these shared services are being revised, the following legal documents will need to be revised:

- The Service Agreements for these services
- The secondment arrangements for these services

9.2 The Administrative Agreement sets out the overall arrangements in relation to the manner in which the authorities work together.

9.3 A formal resolution of this Committee is necessary to provide a legal basis for the extension of a shared service

10.0 Risk Management

- 10.1 There is a risk that, where services are being extended, they do not deliver the required operational and financial outcomes required by both Councils. This will be monitored by the Joint Officer Board and Joint Committee.

11.0 Background and Options

- 11.1 Legal arrangements, business plans and service delivery statements have been developed for all shared services and presented to the Joint Officer Board and the Joint Committee.
- 11.2 The Business Plan supplements the Service Agreement. It provides details of the Shared Service operation, plans and investment for the next three years. However, the requirements beyond the first year of operation are subject to change as each Council further develops their needs and objectives. As such, the Business Plan is subject to yearly review and amendment as appropriate.
- 11.3 The Service Delivery Statement sets out the measures by which the shared service performance will be assessed, including performance indicators and benchmarks.
- 11.4 All services are now working in accordance to these agreements and plans, delivering services to both Councils under the guidance of the Joint Officer Board and the Joint Committee. However, as work progresses, the need to extend some of the shared service arrangements is being identified, as outlined in the following sections.

12.0 Drug and Alcohol Action Team

- 12.1 The Drug and Alcohol Team (DAAT) is a transitional shared service scheduled to end on 31st March 2010 subject to a more appropriate long term model being put in place. The development of this model is well underway but this needs to be ratified by the DAAT Board which does not due to meet until early April 2010. Therefore a one month extension to the shared service arrangements is being requested to provide sufficient time for the transition to the new arrangements once ratified by this board.

13.0 Archaeological Planning and Advisory Service

- 13.1 The Archaeological Planning and Advisory Service is a transitional shared service, scheduled to end on 31st March 2010 subject to a strategic review to determine the most appropriate long-term model for delivering these functions.
- 13.2 This review is almost complete with options for future service delivery identified for further consideration. A preferred option is likely to be agreed shortly before this meeting takes place but further work will be required to manage the service through any required transition.

Therefore a three month extension is initially being requested.
However, if it transpires that this can be reduced an oral update will be provided at the meeting.

13.0 Access to Information

The background papers relating to this report can be inspected by contacting the report writer:

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