



Shared Services Joint Committee

Agenda

Date: Friday, 24th February, 2012
Time: 2.00 pm
Venue: Committee Room 1 - Wyvern House, The Drummer, Winsford, CW7 1AH

The agenda is divided into 2 parts. Part 1 is taken in the presence of the public and press. Part 2 items will be considered in the absence of the public and press for the reasons indicated on the agenda and at the foot of each report.

PART 1 – MATTERS TO BE CONSIDERED WITH THE PUBLIC AND PRESS PRESENT

1. Apologies for Absence

To note attendances, substitutes, and any apologies for absence.

2. Declarations of Interest

To provide an opportunity for Members and Officers to declare any personal and/or prejudicial interest in any item on the agenda.

3. Public Speaking Time/Open Session

Members of the public are entitled to address the Joint Committee on reports contained within the agenda. One person can speak in support of each item, and one against, with a limit of three minutes each. It would be helpful if any person wishing to speak would give prior notice to the Democratic Services Officer named below.

4. Minutes of Previous meeting (Pages 1 - 4)

To approve the minutes of the meeting held on 27 January 2012.

5. Transitional Shared Service - Youth Offending Team (Pages 5 - 10)

To consider an extension of this shared service until 30 September 2012.

For any apologies or requests for further information, or to give notice of a question to be asked by a member of the public

Contact: Cherry Foreman
Tel: 01270 686463
E-Mail: cherry.foreman@cheshireeast.gov.uk

6. **Exclusion of the Press and Public**

The reports relating to the remaining items on the agenda have been withheld from public circulation and deposit pursuant to Section 100(B)(2) of the Local Government Act 1972 on the grounds that the matters may be determined with the press and public excluded.

The Committee may decide that the press and public be excluded from the meeting during consideration of the following items pursuant to Section 100(A)4 of the Local Government Act 1972 on the grounds that they involve the likely disclosure of exempt information as defined in Paragraphs 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.

PART 2 – MATTERS TO BE CONSIDERED WITHOUT THE PUBLIC AND PRESS PRESENT

7. **Emergency Planning Service** (Pages 11 - 18)

To consider a report of the Manager of this service.

CHESHIRE EAST COUNCIL

Minutes of a meeting of the **Shared Services Joint Committee**
held on Friday, 27th January, 2012 at Cheshire West and Chester Council
HQ, 58 Nicholas Street, Chester, CH1 2NP

PRESENT

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

Councillors D Brown, M Jones, L Riley and H Manley (for Cllr Mike Jones CWAC).

OFFICERSCheshire East Council

Lisa Quinn – Director of Finance and Business Services
Julie Openshaw – Legal Team Leader
Debbie Wain – HR Delivery

Cheshire West and Chester Council

Simon Goacher – Head of Legal and Democratic Services
Julie Gill – Director of Resources
Claire Jones – Finance Manager
Amanda Ridge – Transformation Project Manager
Deborah Ridgely – Democratic Services Officer

Shared Services

John Callan – ICT Shared Service
Jackie Gray – Shared Services Manager

22 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillor Mike Jones (CWAC).
Councillor Herbert Manley attended as his substitute.

23 DECLARATIONS OF INTEREST

There were no declarations of interest.

24 PUBLIC SPEAKING TIME/OPEN SESSION

No members of the public were present.

25 MINUTES OF PREVIOUS MEETING**RESOLVED**

That the minutes of the meeting held on 25 November 2011 be approved as a correct record.

26 SHARED SERVICE POSITION STATEMENT

Consideration was given to a report summarising the current position of the shared service arrangements between Cheshire East (CE) and Cheshire West and Chester Councils (CWAC). In particular it highlighted those short term shared services that had recently disaggregated to enable a transition to separate delivery arrangements in each Council as planned. An appendix to the report detailed the position on all current shared service arrangements.

It was reported that an Archives Review meeting was due to be held in the near future and it was hoped that an update on the Youth Offending Service would be available at the next meeting. Discussions were ongoing regarding the International Unit and the termination of the lease for the Brussels Office.

RESOLVED

1. That the overall position statement relating to current shared service arrangements be noted.
2. That the Learning Resource Network and Autism Support Shared Service Transition Logs be endorsed.

27 FINANCIAL REVIEW 2011-2012

Consideration was given to a report summarising the forecast outturn for the third quarter of 2011-12; it was noted that this was the third year of operation for many of the shared services. An appendix to the report detailed the projection for individual services.

The Director of Finance and Business Services (CE) referred to the regular reports that were made to the Committee and to ongoing discussions aimed at improving the overall situation. The position concerning the ICT service was discussed, for which new operating models were being investigated; the level of future demand was also discussed.

RESOLVED

That the overall outturn position relating to current shared service arrangements be noted.

28 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 involves the likely disclosure of exempt information as defined in Paragraphs 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.

29 SHARED SERVICE VOLUNTARY REDUNDANCIES

Consideration was given to the joint report of the Director of Finance and Business Services (CE) and the Director of Resources (CWAC).

RESOLVED

That approval be given to the request for the funding of the one-off costs for ICT Shared Service redundancies and for work to commence on preparing Compromise Agreements for those colleagues accepted for Voluntary Redundancy.

The meeting commenced at 2.00 pm and concluded at 2.35 pm

Councillor P Mason (Chairman)

This page is intentionally left blank

CHESHIRE EAST COUNCIL CHESHIRE WEST & CHESTER COUNCIL

REPORT TO: SHARED SERVICE JOINT COMMITTEE

Date of Meeting:	24 th February 2012
Report of:	Cheshire East – Borough Treasurer & Head Of Assets Cheshire West & Chester – Director of Resources
Subject/Title:	Shared Services Report regarding proposed extensions to transitional shared service – Youth Offending Team

1 Report Summary

- 1.1 This report provides an update on activity relating to transitional Shared services and proposals that affect their operation that require consideration by the shared Services Joint Committee.

2 Recommendations

- 2.1 That members approve the extension of the transitional Youth Offending Shared Service until 30 September 2012 to allow CWAC to review activity in order to inform future delivery.

3 Reasons for Recommendations

- 3.1 The proposed change for this service has been agreed with operational managers from both Councils and the shared service managers in accordance with the general shared service governance. An extension is sought to ensure a smooth transition to an alternative delivery model for Youth Offending Services in Cheshire. In summary the position of Cheshire East whilst not excluded from the pan Cheshire arrangements, is to continue with the current arrangement whilst CWAC is minded to pursue an alternative arrangement which is to enter into a formal partnership with Halton and Warrington YOT.
- 3.2 The change to this shared service enables the functions they provide to continue to be delivered while the most appropriate long-term arrangement is considered.

4 Wards Affected

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

5 Local Ward Members

5.1 Not applicable.

**6 Policy Implications including - Climate change
- Health**

6.1 None.

7 Financial Implications for Transition Costs

7.1 The costs of transitioning to alternative arrangements in each Council have yet to be established. Once these are known they will be reported to Members

8 Financial Implications

8.1 The shared funding arrangements for the YOS are based on 47% CE: 53% CWAC split. The budget for 2012-13 is yet to be finalised as the amount of grant funding is still to be confirmed so financial implications are based on current year budget.

8.2 The 2011/12 budget for Cheshire East and Cheshire West and Chester contributions is £1,015,250. There are other funding streams from the likes of the Youth Justice Board and statutory partners such as Health, Police and Probation. As a result of the Shared Service Budget Challenge process the Cheshire YOS was requested to make 20% efficiency savings in 2011-12. This will be achieved and the service will deliver a balanced position at year end. It is anticipated that the YOS will receive its full year's budget allocation from all funding streams for 2012-13 and that any residual funds remaining after the transition to new arrangements has been completed will be divided on the basis of the cost sharing agreement.

9 Legal Implications

9.1 As the sharing arrangements for this shared service 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 will work together. This requires that in the event of either party terminating the Agreement a

period of not less than 6 months, or a lesser or greater period if agreed, be provided. CWAC had advised CE of their intention to terminate the current arrangements for a shared YOS however it is estimated that a six month extension to existing arrangements will be required to facilitate a safe transition to new arrangements in each authority. A formal resolution of this Committee is necessary to provide a legal basis for the extension of the shared services.

10 Risk Management

- 10.1 The main risk with the transition of the Youth Offending Service is the potential disruption of services provide to vulnerable young people and potentially increased risks within communities. This sharing arrangement is currently due to terminate on 30 March 2012 however this provides insufficient time to complete disaggregation and a safe transition to new arrangements. The requested extension will provide for a period of stability to service users and employees whilst the transition process is planned and implemented..

11 Background and Options

- 11.1 In 2009 Legal arrangements, business plans and service delivery statements were developed for all shared services and presented to the Joint Officer Board and the Joint Committee. These are regularly reviewed to ensure that they remain relevant to the services being delivered.
- 11.2 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..
- 11.3 A number of shared services committed to undertake strategic reviews to determine the most appropriate delivery model for the future in the business plans. The YOS has recently undergone this process.

12 Youth Offending Service

- 12.1 The Youth Offending Service has been designated a transitional shared service to ensure that a strategic review is undertaken and the most appropriate long-term model introduced. This work was completed by the Youth Justice Board in March 2011 and the recommendation was for the current arrangement to continue. Two previous extensions have been agreed by this committee.

- 12.2 Work to identify an appropriate long-term model has progressed in accordance with the terms of reference agreed by the Joint Officer Board, with both Cheshire East and Cheshire West & Chester client managers completing an initial analysis of their long term requirements of the service. However, during the second phase of the review, to determine whether the current sharing arrangements can and should satisfy these requirements an approach was received from the Cheshire Sub-region Leadership Team requested that options for a potential pan-Cheshire Youth Offending Service be explored.
- 12.3 This aspect of the review has now been completed and it has concluded that a pan-Cheshire Youth Offending Service be implemented. CWAC are minded to support this recommendation and join up with the Warrington and Halton Youth Offending Service whilst CE Council do not believe that this provides the best option for their service users moving forward. Therefore it has been agreed that current shared arrangements between the two authorities be dissolved in favour of pursuing alternative service delivery arrangements.
- 12.4 The current arrangements between CE and CWAC for a shared YOS are due to terminate on 30 March 2012. However a further extension up until 30 September 2012 is being requested to ensure that a comprehensive transition plan can be agreed and implemented by the two Councils. This will allow for wider consultation on the new arrangements whilst ensuring a good degree of business continuity and stability to service users during the transitional period.

13 Access to Information

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

Officer: Lisa Quinn, Borough Treasurer & Head of Assets – Cheshire East Council / Julie Gill, Director of Resources – Cheshire West & Chester Council
Tel No: 01270 686628 / 01244 977830

Email: lisa.quinn@cheshireeast.gov.uk /
Julie.gill@cheshirewestandchester.gov.uk

Background Documents:

Documents are available for inspection at:

Cheshire East Cabinet Report – Shared Services – 7th October 2008

Cheshire West and Chester Executive Report – Joint Liaison Committee

Recommendations: Caretaker and Nominated Councils; Shared Services:

Service Delivery Option; Shared Back Office Services – 15th October 2009

Cheshire East Cabinet Report – Shared Services – 3rd March 2009

Cheshire West and Chester Executive Report – Shared Services – 18th March 2009

Cheshire East Cabinet Report – Shared Services – 23rd March 2009

Cheshire Shared Services Joint Committee Report – 10th June 2009
Cheshire Shared Services Joint Committee Report – 13th July 2009
Cheshire Shared Services Joint Committee Report – 3rd September 2009
Cheshire Shared Services Joint Committee Report – 30th September 2009
Cheshire Shared Services Joint Committee Report – 26th October 2009
Cheshire Shared Services Joint Committee Report – 26th November 2009
Cheshire Shared Services Joint Committee Report – 3rd February 2010
Cheshire Shared Services Joint Committee Report – 12th March 2010
Cheshire Shared Services Joint Committee Report – 31st March 2010
Cheshire Shared Services Joint Committee Report – 28th May 2010
Cheshire Shared Services Joint Committee Report – 16th July 2010
Cheshire Shared Services Joint Committee Report – 17 September 2010
Cheshire Shared Services Joint Committee Report – 29 October 2010
Cheshire Shared Services Joint Committee Report – 26th November 2010
Cheshire Shared Services Joint Committee Report – 7th January 2011

Documents are available for inspection at:

Cheshire East Democratic Services

Westfields

Middlewich Road

Sandbach

CW11 1HZ

or:

Cheshire West & Chester Democratic Services

HQ Building,

Nicholas Street,

Chester,

CH1 2NP

This page is intentionally left blank

Document is Restricted

This page is intentionally left blank