

Minutes of a meeting of the **Shared Services Joint Committee**
held on Friday, 2nd August, 2019 at Committee Room 1 - Wyvern House,
The Drumber, Winsford, CW7 1AH

PRESENT

Cheshire East Council

Councillors Arthur Moran, Jill Rhodes and Amanda Stott

Cheshire West and Chester Council

Councillors Paul Donovan, Carol Gahan and Shelia Little (substitute for Cllr Karen Shore)

Officers in Attendance

Cheshire East Council

Alex Thompson, Director of Financial and Customer Services

Gareth Pawlett, Chief Information Officer

Heather Grove, Senior Manager Business Development Assurance and Collaboration

Rachel Graves, Democratic Services Officer

Cheshire West and Chester Council:

Mark Wynn, Chief Operating Officer

Karen McIlwaine, Joint Director of Governance

Laurence Ainsworth, Director of Public Services Reform

Peter Lloyd, Change and Technology Senior Manager

Aaron Thomas, Governance Lead Best4Business Programme

Jude Green, Corporate Manager Transactional Services

1 APPOINTMENT OF CHAIRMAN

RESOLVED:

That Councillor Jill Rhodes be appointed as Chairman of the Shared Services Joint Committee for the 2019/20 Municipal Year.

2 APPOINTMENT OF VICE CHAIRMAN

RESOLVED:

That Councillor Carol Gahan be appointed as Vice-Chairman of the Shared Services Joint Committee for the 2019/20 Municipal Year.

3 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillor Karen Shore.

4 DECLARATIONS OF INTEREST

No declarations of interest were made.

5 PUBLIC SPEAKING TIME/OPEN SESSION

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

6 MINUTES OF PREVIOUS MEETING

It was noted that in the minutes Cheshire East Councillors Paul Findlow and Paul Bates had been listed in error under the councillors present from Cheshire West and Chester Council.

RESOLVED:

That the minutes of the meeting held on 25 January 2019 be approved as a correct record and signed by the Chairman, subject to the of deletion of Councillors Paul Findlow and Paul Bates from the list of Cheshire West and Chester Councillors present.

7 BACKGROUND AND OVERVIEW OF SHARED SERVICES

The Committee considered a report which set out the background to, and an overview of, the Shared Services which currently existed between Cheshire East Council and Cheshire West and Chester Council.

The Committee was asked to note that the date of a future meeting in paragraph 5.5.2 should read 27 March 2020 not 2019.

A verbal update was given on the work undertaken by the Civil Protection and Emergency Planning Service in response to the flash flooding in Poynton/Bollington area on 31 July, which resulted in a major incident being declared and it was suggested that the Committee be briefed on actions undertaken by the Service in response to incidents when they arose.

RESOLVED: That

- 1 the report be noted; and
- 2 the Committee be briefed on the actions taken by the Civil Protection and Emergency Planning Service in response to incidents when they arose.

8 SHARED SERVICES PERFORMANCE OUTTURN 2018-19

The Committee considered a report which set out a summary of the outturn position for the Shared Service arrangements. It included both indicative financial and non-financial performance over the period 2018-19.

There had been a continuing good level of performance with all of the Shared Services being rated as 'Green' in terms of their overall financial performance. An overview of performance was detailed in Appendix 1 to the Report.

The Committee sought clarification on the overspend in Transactional Services and the underspend by ICT. They were informed that overspend in Transactional Services related to one off redundancy costs, which was equally split between the two Council, and the underspend in ICT was due a delay in recruitment ahead of the implementation of a new staffing structure.

RESOLVED:

That the Shared Services outturn performance for 2018-19 be noted.

9 ICT SERVICES UPDATE REPORT

The Committee considered a report which provided an update on progress with ICT, focussing on Evolution and implementation of a Target Operating Model.

The Evolution Programme was a transformational investment programme to enable both Councils to modernise, ensure compliance and deliver a flexible environment to underpin delivery.

The report set out work undertaken to date, the expenditure for the programme, challenges faced and set out the next steps for the programme.

RESOLVED: That

- 1 the progress to date and upcoming planned activity be noted; and
- 2 the benefits of the ICT Investment Programme (Evolution), the mobilisation of the programme and the progress to date be noted.

10 FINANCE & HR SYSTEM REPLACEMENT ("BEST4BUSINESS") PROGRAMME

The Committee considered a report which detailed the latest position with the implementation of the replacement HR and Finance system for the Councils and their partners.

The report provided an update on the status of the programme since the last report to the Committee in July 2018 and detailed the processes undertaken that led to the decision to defer the go-live date. Following completion of the gap analysis a revised programme plan would be produced. Until the plan has been produced and approved it was not possible to give indication of a revised go-live date.

It was request that the Committee receive regular updates on the Programme and to affect this it was suggested that an additional meeting of the Joint Committee be arranged for January 2020 and monthly Portfolio Holder briefings be held.

RESOLVED: That

- 1 the programme developments since the previous report to the Committee be noted;
- 2 the current programme of activities intended to develop and approve a revised programme and go live date be agreed;
- 3 a further report be brought to the next meeting of the Committee with an update on the revised programme; and
- 4 an additional meeting of the Shared Services Joint Committee be arranged for January 2020, along with monthly briefings for the Portfolio Holders.

11 EXCLUSION OF THE PRESS AND PUBLIC

RESOLVED:

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 as amended on the grounds that they involved the likely disclosure of exempt information as defined in Paragraph 3 of Part 1 of Schedule 12A of the Local Government Act 1972 and public interest would not be served in publishing the information.

12 FINANCE & HR SYSTEM REPLACEMENT ("BEST4BUSINESS") PROGRAMME

The Committee considered the confidential appendix.

RESOLVED:

That the potential next steps, as set out in the confidential appendix, be noted.

The meeting commenced at 10.30 am and concluded at 12.15 pm

Councillor J Rhodes (Chairman)