

Minutes of a meeting of the **Shared Services Joint Committee**  
held on Friday, 30th June, 2023 in the The Council Chamber, Wyvern House,  
The Drumber, Winsford, CW7 1AH

**PRESENT:**

**Cheshire East Council:** Councillors John Bird, Jill Rhodes (Chair) and  
Patrick Redstone

**Cheshire West and Chester Council :** Councillors Paul Donovan,  
Nathan Pardoe and Karen Shore

Officers in attendance:

**Cheshire East Council:**

Alex Thompson, Director of Finance and Customer Services

Garth Pawlett, Chief Information Officer

Heather Grove, Senior Manager, Business Development Assurance and  
Collaboration

Julie Gregory, Legal Team Manager - Place/Corporate

Rachel Graves, Democratic Services

**Cheshire West and Chester Council:**

Simon Riley, Chief Operating Officer

Laurence Ainsworth, Director of Public Service Reform

Peter Lloyd, Head of Transformation and Technology

Catherine Salt, Senior Legal Manager

**Shared Services Managers**

Mark Leah, Team Leader - Cheshire Archaeology Planning Advisory Service

Paul Newman, Archives and Local Studies Manager

Kim Parks-Smith, Transactional Services Manager

Chris Samuel, Senior Manager – Emergency Planning.

**1 APPOINTMENT OF CHAIR**

**RESOLVED:**

That Councillor Jill Rhodes be appointed Chair for the municipal year  
2023/24.

**2 APPOINTMENT OF VICE CHAIR**

**RESOLVED:**

That Councillor Carol Gahan be appointed as Vice Chair for the municipal  
year 2023/24.

### **3 APOLOGIES FOR ABSENCE**

Apologies were received from Councillor C Gahan, with Councillor N Pardoe substituting.

### **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**

#### **RESOLVED:**

That the minutes of the meeting held on 17 March 2023 be approved as a correct record.

### **7 SHARED SERVICES 2022-23 OUTTURN: YEAR END REVIEW**

The Committee considered the summary of the 2022-23 year end performance for the Shared Services arrangements between Cheshire East Council and Cheshire West and Chester Council against agreed business plans.

There Committee was advised that the report included financial and non-financial performance information for the period 1 April 2022 to 31 March 2023 and provided a summary of each of the key areas of performance including the budget position, priorities and objectives, key performance indicators, and risks and issues across all of the shared services.

Attention was drawn to section 5 of the report, which detailed the overall budget and performance for each of the 5 shared services. Full details for each of the individual shared services were detailed in Appendix 1 to the report.

It was noted that Transactional Services has an overspend of £1,085,00 due to ongoing increased staffing costs and a loss of income from schools. It was anticipated that the Service Review would reduce the overspend in the new financial year. However additional temporary posts would still be required during 2023/24 to enable Unit 4 to continue to be developed and embedded for users.

ICT were also reporting an overspend of £1,637,000 due to reduced income from projects, loss of income from schools and the impact of higher inflation. Mitigation had been put in place with an underspend on

staffing but this was not in itself sufficient to offset the reduced income. Budgets for 2023/24 had been adjusted to reflect the loss of schools' business and a new model for ICT was being designed to achieve a sustainable position.

**RESOLVED:**

That the Committee note the Shared Services performance for 2022-23.

**8 SHARED SERVICE BUSINESS PLANNING - 2023/2024**

The Committee considered the Business Plans for 2023/24 for the five shared services.

The Committee's attention was drawn to the Business Plans for the 5 shared services attached at Appendix 1 to the Report. The Business Manager for the shared services were in attendance and each gave a short overview of their services plan.

In relation to the Transactional Services Business Plan, discussion took place around issues with Unit 4 and the problems being faced by schools and it was reported that changes in the system were being implemented so that there would be a clear set out process for schools to follow to raise any issues.

It was suggested that a glossary of terms should be included to help with the technical terms used in the reports.

**RESOLVED:**

That the Committee approve the Business Plans for the shared services for 2023/24.

**9 THE FUTURE MODEL FOR ICT: MOBILISATION UPDATE**

The Committee considered a report on progress to date on the Hybrid ICT programme.

A procurement process had been undertaken to secure a transformation partner to support delivery of the programme. Castlerigg Consultancy Ltd had been appointed to act as the programme director and they had commenced activity on the programme in early May with a series of stakeholder meetings and workshops.

A joint scrutiny task group to hold the Shared Services Joint Committee and the programme to account would be established. The final terms of reference would be endorsed by Members and the groups nominations had been sought.

The Committee asked for an update on the risks and details of the staff and TU engagement to be included in the next update report.

**RESOLVED:**

That the Committee note the latest update on the Hybrid ICT Programme.

The meeting commenced at 10.00 am and concluded at 11.40 am

Councillor J Rhodes