

**PRESENT:** Councillor Les Ford (Chairman)

Councillors David Brown, Wesley Fitzgerald, Peter Mason and Richard Short

Apologies for absence were received from Councillor Mike Jones

Officers in attendance:	Julie Gill	– Director of Resources
	Simon Goacher	– Head of Legal and Democratic Services
	Jackie Gray	– Lead Officer for Performance and Audit
	Amanda Ridge	– Transformation Project Manager
	Lisa Quinn	– Borough Treasurer & Head of Assets
	Chris Williams	– Interim Integrated Transport Manager
	Melanie Henniker	– HR Delivery Manager
	Julie Openshaw	– Legal Team Leader
	Deborah Ridgeley	– Democratic Services Officer

**66 DECLARATIONS OF INTEREST**

Members did not declare any personal or prejudicial interests.

**67 MINUTES**

**DECIDED: That**

The Minutes of the meeting held on 25 February 2011 be approved as a correct record and signed by the Chairman.

**68 PUBLIC QUESTION TIME/OPEN SESSION**

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

**69 SHARED SERVICES POSITION STATEMENT**

Members considered the joint report of the Borough Treasurer & Head of Assets (Cheshire East Council) and the Director of Resources (Cheshire West and Chester Council) which set out the current position of the Shared Service arrangements. Members were informed that four Shared Services required extensions to the existing deadlines to enable further work to be carried out. It was requested that the following extensions be considered:-

- Learning Resource Network – until 30 September 2011
- Urban Traffic Control – until 31 March 2012
- Emergency Duty Team – until 4 April 2011
- Archaeology – until 30 June 2011.

Two completed Transition Logs were appended to the report, concerning the Cheshire Domestic Abuse Shared Service and the Visual Impaired Shared Service, which had been successfully disaggregated. Members were informed that work was continuing to complete the Transition Logs for several shared services and it was anticipated that those for Community Equipment, Drug and Alcohol Team and Children's Centres would be submitted to the next meeting of the Committee. The closure of CBS Supplies was nearing completion and the remaining assets were being cleared with the possibility of a small income from their sale.

**DECIDED: That**

- (i) the extensions to the Shared Services outlined above be approved; and
- (ii) the overall position statement relating to the current shared service arrangements be noted.

Reasons for Decision:

The changes to the shared services enables the functions they provide to continue to be delivered, whilst the most appropriate long term arrangements are considered.

Alternative Options:

Options for the future delivery of longer term shared services are being explored. The short term services have either been disaggregated or continued to meet the needs of both councils.

**70 INTEGRATED TRANSPORT UNIT SHARED SERVICE**

Members considered the joint report of the Borough Treasurer & Head of Assets (Cheshire East Council) and the Director of Resources (Cheshire West and Chester Council) which provided an update on the activity relating to the transitional Integrated Transport Shared Service. Members also considered a request for a short extension of the current shared service arrangements for certain limited functions, which the Committee had previously agreed would continue to be shared over the long term.

Members considered the work carried out to date with regards to the close down of the necessary work strands and the progress made towards the permanent shared service arrangement with a possible service level agreement, that would meet the strategic and operational needs of both authorities.

**DECIDED: That**

- (i) the closedown of a number of work strands of the transition plan as outlined in the report, be approved as they have been successfully concluded;
- (ii) authority be delegated to Cheshire East's Service Manager and Cheshire West and Chester's Service Manager in Transport

Coordination to finalise the outstanding actions such as transfer of assets (Office equipment, a limited number of vehicle transfers), removal costs and the finalisation of certain processes such as the year-end financial accounts and input of detailed budgets/contract transfers that may occur after the cessation of the majority of the shared service on 31 March 2011;

- (iii) the expenditure to date and sharing of the costs to each authority be noted, with £25,000 of the previously agreed total of £205,000 for ICT related disaggregation costs be approved, with each authority bearing an appropriate share; and
- (iv) the extension of the Shared Service for concessionary travel card production, concessionary travel reimbursement, and Traveline Services for a period of six months, ending on 30 September 2011, to allow a long term strategy for these aspects of service delivery to be devised, be approved.

#### Reasons for Decision:

The current shared service arrangement for the Integrated Transport Services expires on 31 March 2011 and certain tasks are likely to extend beyond this, such as the post-year end audit and accounts and require a short extension beyond March to accommodate this. ICT disaggregation requires some limited investment in additional hardware and software, which would be shared between the two authorities.

#### Alternative Options:

As part of the agreed process of disaggregation, work towards resolving the longer term shared solution for certain aspects of service delivery, such as concessionary bus pass card production, concessionary travel reimbursement of bus operators and Traveline public transport information call centre. A detailed permanent solution will be submitted to the Joint Committee in the next 2 – 3 months.

#### **71 ANY OTHER BUSINESS WHICH THE CHAIRMAN CONSIDERS URGENT THAT MAY BE DEALT WITH IN THE PUBLIC PART OF THE MEETING**

There were no items of urgent business.

#### **72 EXCLUSION OF THE PRESS AND PUBLIC DECIDED: That**

The press and public be excluded from the meeting during consideration of the remaining item on the agenda, pursuant to Section 100(A) of the Local Government Act 1972 on the grounds that it involves the likely disclosure of exempt information as defined in paragraph 3 Part 1 of Schedule 12A to the Local Government Act 1972 and that the public interest would not be served in publishing the information.

## 73 SHARED SERVICES VOLUNTARY REDUNDANCIES

Members considered the joint report of the Borough Treasurer & Head of Assets (Cheshire East Council) and Director of Resources (Cheshire West and Chester Council) regarding requests for redundancies.

Members were informed one of the requests had been withdrawn at this time and it was suggested this be delegated to the Section 151 Officers for determination.

### **DECIDED: That**

- (i) The recommendation of the Joint Officer Board that the applications for Voluntary Redundancy, as detailed in Appendix A of the report, be approved with effect from 31 March 2011, and the costs be shared in line with the Shared Service legal agreement; and
- (ii) The first request for Voluntary Redundancy be delegated to the Section 151 Officers for determination.

### Reason for the Decision;

In order to assist the restructure and downsizing of staffing, Cheshire East Council is currently undertaking a voluntary redundancy programme, which resulted in a number of staff from Shared Services indicating their desire to leave on these grounds.

### Alternative Options;

The consideration of the requests for voluntary redundancy have taken into account the need to retain sufficient skills and capacity within the shared services to meet the expected work programmes within the available budget.

Chairman .....

Date .....