

Minutes of a meeting of the **Shared Services Joint Committee**  
held on Friday, 27th April, 2012 at Committee Room 1 - Wyvern House,  
The Drummer, Winsford, CW7 1AH

**PRESENT**

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

Councillors D Brown, Mike Jones and L Riley

**Officers**

Cheshire East Council

Lisa Quinn – Director of Finance and Business Services  
Julie Openshaw – Legal Team Leader  
Jackie Gray – Shared Services and Procurement Manager  
Rachel Graves – Democratic Services Officer

Cheshire West and Chester Council

Julie Gill – Director of Resources

**37 APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillor Michael Jones.

**38 DECLARATIONS OF INTEREST**

There were no declarations of interest.

**39 PUBLIC SPEAKING TIME/OPEN SESSION**

No members of the public were present.

**40 MINUTES OF PREVIOUS MEETING**

**RESOLVED:**

That the minutes of the meeting held on 24 February 2012 be approved as a correct record.

**41 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.

The disaggregation of the Urban Traffic Control shared service had now been completed and the transition log was presented for endorsement. The service was formally located in Backford Hall, Chester and some equipment would remain on site although arrangements were in place to remove it to alternative premises early in May 2012. The Joint Committee was requested to endorse the Transition Log on the basis that the final sign off be delegated to the Joint Officer Board, once all equipment had been removed from Backford Hall.

The Occupation Health service was being considered for transfer to a separate legal entity to facilitate greater collaboration with partners and increase trading potential. It was requested that a report on the progress with the Occupational Health Service be brought to the next meeting.

**RESOLVED:** That

- (1) the overall position statement relating to current shared service arrangements be noted.
- (2) the Urban Traffic Control Transition Log be endorsed and final sign off be delegated to the Joint Officer Board.
- (3) a report be brought to the Joint Committee on the progress with the Occupational Health Service.

The meeting commenced at 2.07 pm and concluded at 2.28 pm

Councillor P Mason (Chairman)