

Minutes of a meeting of the **Shared Services Joint Committee**  
held on Friday, 22nd November, 2019 at Room G1 - Wyvern House, The  
Drumber, Winsford, CW7 1AH

## **PRESENT**

### **Cheshire East Council**

Councillors A Moran, J Rhodes (Chairman) and A Stott

### **Cheshire West and Chester Council**

Councillors P Donovan, C Gahan (Vice-Chairman) and K Shore

### **Officers in Attendance**

#### **Cheshire East Council**

Frank Jordan, Executive Director Place  
Jane Burns, Executive Director Corporate Services  
Gareth Pawlett, Chief Information Officer  
Paul Goodwin, Acting Deputy S151 Officer  
Asif Ibrahim, Head of Legal Services  
Rachel Graves, Democratic Services Officer

#### **Cheshire West and Chester Council**

Mark Wynn, Chief Operating Officer  
Laurence Ainsworth, Director of Public Service Reform  
Heloise MacAndrew, Joint Director of Governance  
Phil Lloyd, Change and Technology Manager  
Aaron Thomas, Governance Lead Best4Business Programme

## **13 APOLOGIES FOR ABSENCE**

There were no apologies for absence.

## **14 DECLARATIONS OF INTEREST**

No declarations of interest were made.

## **15 PUBLIC SPEAKING TIME/OPEN SESSION**

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

## **16 MINUTES OF PREVIOUS MEETING**

### **RESOLVED:**

That the minutes of the meeting held on 2 August 2019 be confirmed as a correct record and signed by the Chairman.

## **17 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 report set out the planned activities achieved to date, which included improving overall resilience with three data centres providing services to the councils and thereby reducing the risk of losing the data centre completely; reducing the number of applications that needed supporting by 25% and decommissioning those no longer required; and introducing over 250 Technology Champions and Bright Sparks across both councils to support the transition to Windows 10 and Office 365.

The Committee noted that the programme to migrate the majority of its users to Windows 10 and Office 365 would commence in November 2019, as it has taken longer than originally envisaged due to the complexities caused by the number of applications, and the different end users requirements of the two council. The aim was to migrate the majority of users by the end of June 2020.

**RESOLVED:** That

- 1 the progress to date and upcoming planned activity be noted;
- 2 the benefits of the ICT Investment programme (Evolution) , the mobilisation of the programme and progress to date be noted;
- 3 the challenges currently faced on deployment and associated mitigating activities be noted; and
- 4 the revised timescale for the deployment of Windows 10 and Office 365, as outlined in paragraph 7.1, be agreed.

## **18 BEST4BUSINESS UPDATE**

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

The report included the draft Cabinet report which detailed the outcomes of the full programme review and made recommendations on the delivery of programme and the governance arrangements to be put in place.

The Committee received a presentation which outlined the programme review outcomes and the benefits and risks associated with it.

Consideration was given to the recommendations of the Cabinet Report and it was suggested that recommendation 2.1.4 should include “in consultation with the relevant Portfolio Holder.”

**RESOLVED:** That

- 1 the recommendations to Cabinet be agreed subject to the inclusion of “in consultation with the relevant Portfolio Holder” in recommendation 2.1.4; and
- 2 the revised approach to delivery of the Best4Business programme and governance structure, as set out in the Cabinet report, be agreed.

**19 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 1971 and public interest would not be served in publishing the information.

**20 BEST4BUSINESS UPDATE**

The Committee considered the confidential appendices.

**RESOLVED:**

That the revised forecast budget and programme plan, set out in the draft Cabinet report and confidential appendices, be noted.

The meeting commenced at 2.00 pm and concluded at 3.15 pm

Councillor J Rhodes (Chairman)