

WORCESTERSHIRE DISTRICT COUNCILS AND COUNTY COUNCIL

MEETING OF THE WORCESTERSHIRE SHARED SERVICES

JOINT COMMITTEE

FRIDAY, 11TH JUNE 2010 AT 4.16 P.M.

PRESENT: Bromsgrove District Council: Councillor Mrs. M. Bunker
Malvern District Council: Councillor Mrs. B. Behan
Malvern District Council: Councillor R. Madden
Redditch Borough Council: Councillor M. Braley
Worcester City Council: Councillor Mrs. L. Hodgson
Worcester City Council: Councillor F. Lankester
Worcestershire County Council: Councillor S. Clee
Wychavon District Council: Councillor Mrs. A. Mackison
Wychavon District Council: Councillor A. Dyke
Wyre Forest District Council: Councillor J. Baker

Invitees: Mr. I. Edwards, Regulatory Services Project Manager

Officers: Mr. S. Jordan, Ms. C. Flanagan, Mrs. S. Sellers and Ms. P. Ross

1/10 **ELECTION OF CHAIRMAN**

RESOLVED that Councillor Mrs. A. Mackison, Wychavon District Council be elected as Chairman of the Joint Committee for the ensuing municipal year.

The Chairman welcomed Members to the first meeting of the Worcestershire Shared Services Joint Committee. At the request of the Chairman brief introductions were given by those present. The Chairman confirmed the elected Chairman and Vice-Chairman would continue in office for a period of 12 months as set out in Part 1, Schedule 1 of the Joint Committee – Terms of Reference until the Annual General Meeting of the Joint Committee to be held during June 2011.

2/10 **ELECTION OF VICE-CHAIRMAN**

RESOLVED that Councillor Mrs. L. Hodgson, Worcester City Council be elected as Vice-Chairman of the Joint Committee for the ensuing municipal year.

3/10 **APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillors M. Hart, Wyre Forest District Council, D. Prodger, MBE, Worcestershire County Council and G. Vickery, Redditch Borough Council.

4/10 **ROLES AND RESPONSIBILITIES**

The Head of Worcestershire Regulatory Services welcomed everyone to the first meeting of the Joint Committee and informed Members that currently Shared Services Regulatory were progressing extremely well.

Members were asked to note that the roles and responsibilities of the Joint Committee were covered within the Terms of Reference. The Head of Worcestershire Regulatory Services highlighted the need for Members to act as the conduit link to ensure their respective Councils and Members were kept informed on the progress and work of the Joint Committee including decisions made and feedback from reports presented to the Joint Committee meetings and any general issues.

The Head of Worcestershire Regulatory Services advised Members that all Member Authorities would need to consider and receive recommendations from the Joint Committee on any policy developments discussed at Joint Committee meetings for final adoption by each individual member authority. The Head of Worcestershire Regulatory Services responded to questions from Members with regards to majority decisions by the Joint Committee and adoption or possible non adoption of policy developments by any individual Member Authority.

5/10 **TERMS OF REFERENCE**

The Committee considered the Joint Committee – Terms of Reference as set out in Part 1 – Schedule 1, Worcestershire Shared Services Partnership Agreement. The Head of Worcestershire Regulatory Services drew Members' attention to key items within the Terms of Reference and the rules for the conduct of meetings and proceedings of the Joint Committee. Members were informed that arrangements had been made for agendas, reports and minutes of Joint Committee Meetings to be included on all member authority websites.

Members discussed the frequency of meetings and agreed that during the initial stages quarterly meetings be organised with an early December meeting to ensure budgets were submitted to Member Authorities for approval as part of the business plan.

Further discussion followed on monitoring the operational performance of the shared service by ensuring that service delivery was measured in accordance with the agreed key performance indicators and outcomes with an annual report to member authorities.

Members considered and discussed individual and joint Overview and Scrutiny arrangements to account for the activities of the Joint Committee. The Head of Worcestershire Regulatory Services advised Members of the possible two key roles for Overview and Scrutiny; an overview and scrutiny of the service that each individual member authority may want to undertake or an overview and scrutiny of a specific aspect of the service relating to an individual member authority such as a performance or financial issue. The Head of Worcestershire Regulatory Services suggested that Member

Authorities work together to try and avoid duplication of effort and to minimise the number of Overview and Scrutiny exercises related to the same subject.

RESOLVED that The Head of Worcestershire Regulatory Services be tasked to provide Members with details of the proposed Performance Measures and Outcome Measures to the next meeting of the Joint Committee including:

- National Indicators
- Local Area Assessment
- HUB response times
- Outcome Measures including Licensing and public safety

6/10 **SCHEME OF DELEGATION / STATEMENT OF PARTNER REQUIREMENTS**

The Head of Worcestershire Regulatory Services provided Members with brief details of the Scheme of Delegation. Each individual authority had delegated powers to the Joint Committee and the Head of Worcestershire Regulatory Services with the Licensing function outside of that Scheme of Delegation. Licensing decisions would therefore remain within each individual authority.

The Head of Worcestershire Regulatory Services responded to Members' questions regarding local service delivery and advised Members of the future availability of a wider range of officers and expertise on which to draw upon.

7/10 **PROJECT IMPLEMENTATION PLAN**

Mr. I. Edwards, Regulatory Services Project Manager provided Members with details of the Worcestershire Regulatory Services High Level Implementation Plan, Stages 1 to 4 which provided a breakdown of each different stage within the project –

- STAGE 1 Initiation Stage
- STAGE 2 Design of the project, design of the new business processes, design of the organisation and the design of the Information Technology (IT) that supports the new processes
- STAGE 3 Development of the selected (IT), new business processes identified put into place and implement the changes to bring about the new service
- STAGE 4 Closure of the project and a review of the project, has the project achieved its objectives.

The Head of Worcestershire Regulatory Services responded to Members' questions regarding the Management structure and briefly explained the statutory 30 day consultation period and process and the need to manage the transition process carefully.

The Regulatory Services Project Manager confirmed that flexibility and future proofing would be a core requirement of any new IT System procured and that Worcestershire Hub integration was included within the plan.

The Head of Worcestershire Regulatory Services responded to Members' questions regarding issues arising that could impact on the time and cost of the project plan. He advised Members that the Project Board that was chaired by the Chief Executive of the Host Authority would be kept informed of any variations or exception reports. Below the Project Board was the Project Implementation Team which kept control of the project and would report to the Project Board very early on if any issues or concerns were raised so corrective action could be taken straight away.

RESOLVED:

- (a) that the Regulatory Services Project Manager be tasked to provide a more detailed plan to the next meeting of the Joint Committee; and
- (b) that the Joint Committee be kept informed of any certain milestone dates and any critical items including slippage to the Project Implementation Plan.

8/10 **COMMUNICATIONS**

Members considered future press releases and public relations regarding the Joint Committee. The Head of Worcestershire Regulatory Services informed Members that he produced a monthly newsletter and would ensure all Members received future copies.

The Head of Worcestershire Regulatory Services responded to Members' questions regarding press releases issued and informed Members that press releases had been issued regarding Worcestershire Shared Services with good national coverage and national interest being shown. He also informed Members of the Communications Strategy.

RESOLVED:

- (a) that the Communications Team of Bromsgrove District Council, the Host Authority be responsible for all public relations and communications regarding the Joint Committee;
- (b) that future press releases and comments be agreed with the Chairman of the Joint Committee and the Head of Worcestershire Regulatory Services prior to publication;
- (c) that relevant information be made available on all Member Authority websites;
- (d) that the Head of Worcestershire Regulatory Services be tasked to ensure all Members received the monthly newsletter produced; and
- (e) that the Committee Services Officer be tasked to provide all Members with the updated Joint Committee Membership list.

9/10 **NEXT MEETING**

Members considered the frequency, time and venue of future meetings, following discussion is was:

RESOLVED:

- (a) that, for a period of 12 months, quarterly meetings be held at Bromsgrove District Council, and
- (b) that the next meeting of the Joint Committee be held on Thursday 9th September 2010 at 4:30pm, Committee Room, Bromsgrove District Council.

The meeting closed at 5.31 p.m.

Chairman