

**BROMSGROVE DISTRICT COUNCIL**

**MEETING OF THE WORCESTERSHIRE SHARED SERVICES JOINT COMMITTEE**

**MONDAY, 28TH FEBRUARY 2011 AT 4.00 P.M.**

PRESENT: Bromsgrove District Council: Councillor Mrs. M. Bunker  
Bromsgrove District Council: Councillor Mrs. M. A. Sherrey JP  
(substituting for Councillor P. Whittaker)  
Malvern Hills District Council: Councillor Mrs. B. Behan  
Malvern Hills District Council: Councillor R. Madden  
Redditch Borough Council: Councillor M. Braley  
Redditch Borough Council: Councillor G. Vickery  
Worcester City Council: Councillor Mrs. L. Hodgson (Vice-Chairman, in  
the Chair)  
Worcester City Council: Councillor F. Lankester  
Worcestershire County Council: Councillor S. Clee  
Worcestershire County Council: Councillor Mrs. J. M. L. A. Griffiths  
(substituting for Councillor D. Prodger, MBE)  
Wychavon District Council: Councillor Mrs. J. Pearce (substituting for  
Councillor Mrs. A. Mackison)  
Wychavon District Council: Councillor A. Dyke  
Wyre Forest District Council: Councillor J. Baker  
Wyre Forest District Council: Councillor P. Harrison (substituting for  
Councillor M. Hart)

Observers: Mr. I. Pumfrey, Head of Customer and Environmental  
Services, Malvern Hills District Council

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

Officers: Ms. J. Pickering, Mr. S. Jordan, Ms. C. Flanagan, Mr. S. Wilkes  
and Ms. P. Ross

The Vice-Chairman welcomed Members, substituting Members, officers  
and Mr. S. Wilkes, Worcestershire Regulatory Services, Business  
Manager to the meeting.

The Vice-Chairman requested that the Joint Committee's best wishes and  
thanks for her services as Chairman of the Worcestershire Shared  
Services Joint Committee be conveyed to Councillor Mrs. A. Mackison.

35/10 **APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillors Mrs. A. Mackison, M.  
Hart, D. Prodger, MBE and P. Whittaker.

36/10 **DECLARATIONS OF INTEREST**

No declarations of interest were received.

37/10 **MINUTES**

The minutes of the meeting of the Worcestershire Shared Service Joint Committee held on 25th November 2010 were submitted.

**RESOLVED** that the minutes be approved as a correct record.

38/10 **PROJECT PLAN UPDATE**

Mr. I. Edwards, Regulatory Services Project Manager provided Members with a summary of progress against plans for the period 26th November 2010 to 28th February 2011. He informed Members of the Key achievements within each work stream as detailed in the report. Transformation would be a priority for the project as the service now had its structure in place and would begin to undergo the Systems Thinking approach in partnership with Vanguard.

Following further discussion on transformation and timescales, the Head of Worcestershire Regulatory Services informed the Committee that successful and sustainable service transformation demanded learning and understanding across all areas of the system and that an 'Introduction to Systems Thinking Workshops' would be provided for Members. Further discussion followed on the Worcestershire Regulatory Services High Level Implementation Plan and the need for more detailed information to be provided on the plan with regard to Information and Communications Technology and Transformation (ICT & T).

**RESOLVED** that the Regulatory Services Project Manager be tasked to provide more detailed information as requested by Members on the Worcestershire Regulatory Services High Level Implementation Plan for the meeting of the Committee to be held on 23rd June 2011.

39/10 **WORCESTERSHIRE REGULATORY SERVICES SERVICE PLAN 2011-2012**

The Committee gave consideration to the Worcestershire Regulatory Services, Service Plan 2011/2012. The draft Service Plan had been considered by the Committee at its meeting on 25th November 2010. The Vice-Chairman informed the Committee that the Head of Worcestershire Regulatory Services had revised the recommendation. The Vice-Chairman informed Members of the revised recommendation to be considered.

The Head of Worcestershire Regulatory Services informed the Committee that this was the first Service Plan. The Service Plan outlined the way in which the service's activities would link into local priorities, particularly around local sustainable community strategies. The Service Plan had been designed to provide Members with a picture of the operating environment, within which the

service operated, the main factors that would impact on service delivery and the five key priorities.

The Head of Worcestershire Regulatory Services responded to Members' questions regarding the five key priorities. Following further discussion on the five key priorities and partnerships, the Head of Worcestershire Regulatory Services noted the revisions to the Worcestershire Regulatory Services, Service Plan 2012/2012 agreed by the Committee.

The Executive Director, Finance and Corporate Resource, Bromsgrove District Council informed Members that updated financial information would be included within the Service Plan once the revised budget had been approved by the Committee.

**RESOLVED** that, subject to the revisions agreed and the updated financial information as referred to in the preamble above, the Worcestershire Regulatory Services, Service Plan 2011/2012 be approved.

40/10 **WORCESTERSHIRE REGULATORY SERVICES PERFORMANCE SUMMARY**

The Committee considered a report on the current levels of performance in relation to work carried out by Worcestershire Regulatory Services (WRS) on behalf of each Council.

The WRS Business Manager introduced the report and in doing so informed the Committee of the on-going performance of the service against plans agreed before the establishment of Regulatory Services on 1st June 2010. From April 2011, WRS would have a single Service Plan with agreed outcomes and performance measures.

The Head of Worcestershire Regulatory Services responded to Members' questions regards outcomes and performance measures for each individual authority. He informed Members that the Management Board had been requested to identify any specific (local) information that would be required or reported against. Members could also identify particular elements or local issues to be drawn out and reported on for their individual authorities.

**RESOLVED** that the performance in relation to the work carried out by Worcestershire Regulatory Services on behalf of each Council be noted.

41/10 **WORCESTERSHIRE REGULATORY SERVICES - REVISION TO PARTNER % SHARE % 2011/2012 - 2013/2014**

The Committee considered a report which detailed the proposed revisions to the 3 year budget projections, 2011/2012 – 2013/2014 as a result of post transfer issues and the significantly reduced costs associated with accommodation as a result of the move to Wyatt House.

**RESOLVED:**

- (a) that the revised budget to reflect changes in the base salary and the reduction in accommodation costs be approved as follows:
- 2011/2012           £ 6,026,725
  - 2012/2013           £ 5,670,980
  - 2013/2014           £ 5,670,980
- (b) that the revised percentage partner share for allocation of the budget to reflect the reduction in the base salary, as set out below, be approved.

	<b>REVISED % ALLOCATION 2011/12</b>
Bromsgrove	11.16%
Malvern Hills	9.67%
Redditch	10.65%
Worcester City	10.99%
Wychavon	16.72%
Wyre Forest	10.93%
Worcester County	29.88%

42/10    **WORCESTERSHIRE REGULATORY SERVICES FINANCIAL MONITORING  
JUNE - DECEMBER 2010 - 2011**

The Committee considered a report which provided details of the financial position for the period June 2010 to December 2010 for both revenue and capital expenditure.

**RESOLVED:**

- (a) that the repayment of funds as a result of post transfer scope and staffing changes be approved as follows:
- Redditch Borough Council           £35,098
  - Worcester City Council               £12,906
- (b) that the financial position of the service for June 2010 to December 2010 be noted.

43/10    **WORCESTERSHIRE SHARED SERVICES JOINT COMMITTEE - MEETING  
DATES FOR 2011 / 2012**

The Committee considered the proposed meeting dates scheduled for 2011/2012.

**RESOLVED** that the Worcestershire Shared Services Joint Committee meeting dates and time for 2011/2012 be approved as follows:

- Thursday 23rd June 2011, 4:00pm – Annual Meeting
- Thursday 29th September 2011, 4:00pm
- Thursday 24th November 2011, 4:00pm – Budget Meeting
- Thursday 23rd February 2012, 4:00pm

The meeting closed at 5.35 p.m.

Chairman

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