

**BROMSGROVE DISTRICT COUNCIL**

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

**THURSDAY, 29TH SEPTEMBER 2011 AT 4.00 P.M.**

PRESENT: Councillors Mrs. L. Hodgson (Chairman), M. Braley (Vice-Chairman), M. A. Bullivant, Mrs. B. Behan, P. Grove (during Minute No's 12/11 to 17/11), P. Harrison (substituting for Councillor J. Baker), P. Mould, A. N. Blagg, D. Thain, F. Lankester, K. Jennings, Mrs. E. Stokes and M. Hart

Also in attendance: David Evans, Audit Manager, Audit Commission (during Minute No. 12/11)

Observers: Mr. V. Allison, Deputy Managing Director, Wychavon District Council, Mr. I. Pumfrey, Head of Customer and Environmental Services, Malvern Hills District Council and Ms. A. Scarce, Committee Services Officer, Bromsgrove District Council

Invitees: Councillor J. Riaz, Licensing Chairman, Worcester City Council

Officers: Ms. J. Pickering, Mr. S. Jorden, Ms. C. Flanagan, Mrs. D. Randall, Mr. I. Edwards and Ms. P. Ross

9/11 **APOLOGIES**

Apologies for absence were received from Councillors J. Baker, Wyre Forest District Council and C. B. Taylor, Bromsgrove District Council.

10/11 **DECLARATIONS OF INTEREST**

No declarations of interest were received.

11/11 **MINUTES**

The minutes of the meeting of the Worcestershire Shared Services Joint Committee held on 23rd June 2011 were submitted.

With reference to an undertaking given at the previous meeting, the Executive Director, Finance and Corporate Resources, Bromsgrove District Council apologised to Members for not having provided this information and agreed that more detailed information on miscellaneous expenses would be provided in future reports to the Joint Committee.

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

12/11 **AUDIT COMMISSION ANNUAL GOVERNANCE REPORT 2010/2011**

A copy of the Annual Governance Report for 2010/2011 was considered. The Chairman welcomed Mr. D. Evans, Audit Manager from the Audit Commission to the meeting. Mr. D. Evans informed Members that he would present the report in the absence of Ms. L. Cave, District Auditor, who had submitted her apologies.

The Executive Director Finance and Corporate Resources, Bromsgrove District Council informed Members that this was the first year that accounts had to be prepared in compliance with The International Financial Reporting Standards, which had resulted in additional work for officers.

Mr. D. Evans informed Members of the minor issues and amendments that had been raised with the Executive Director Finance and Corporate Resources, Bromsgrove District Council. Officers had accepted these minor revisions and he asked the Joint Committee to consider these before approving the Annual Governance Report 2010/2011.

Mr. D. Evans responded to questions from Members with regard to the Joint Committee being considered as a 'smaller relevant body'.

**RESOLVED:**

- (a) that the Audit Commission Annual Governance Report 2010/2011 be noted;
- (b) that the Statement of Accounts 2010/2011 not be amended to reflect the issues raised by the Audit Commission for the reasons discussed during the meeting; and
- (c) that the letter of representation on behalf of the Joint Committee be approved.

13/11 **STATEMENT OF ACCOUNTS 2010/2011**

Consideration was given to the report relating to the financial information for the year 2010/2011. The Statement of Accounts reflected the position from June 2010 to March 2011 for the new Worcestershire Regulatory Services and therefore was the first set of accounts referred for approval by the Joint Committee.

**RESOLVED** that the Statement of Accounts 2010/2011 be approved.

14/11 **WORCESTERSHIRE REGULATORY SERVICES PERFORMANCE INFORMATION APRIL - JUNE 2011**

The Committee considered a report which detailed the performance data for Worcestershire Regulatory Services for the period April 2011 to June 2011.

The Head of Worcestershire Regulatory Services responded to questions from Members with regard to future reporting. He informed Members that he was due to meet with the Joint Committee Management Board to discuss future reporting including a comprehensive list of key outcomes and performance

measures. Once determined this information would be made available to Joint Committee Members during 2012.

**RESOLVED** that the performance data for Worcestershire Regulatory Services for the period April 2011 to June 2011 be noted.

15/11 **PROJECT MANAGEMENT SUPPORT**

Mr. I. Edwards, Regulatory Services Project Manager provided Members with details of the current project management resources arrangement and the reduction in days due to the increased demand on the Project Manager from the Worcestershire County Council's Bold Programme.

Members were further informed that on 14th September 2011 the Worcestershire Regulatory Services Management Board had accepted the proposal to seek to recruit a full / part time Project Manager to manage delivery of the remaining Information Communications Technology (ICT) and Transformation products.

The Chairman expressed sincere thanks to Mr. I. Edwards for his contribution as Regulatory Services Project Manager.

Further discussion followed on the development of a robust ICT operating system and the role of Systems Thinking in order to determine the ICT needs and requirements for Worcestershire Regulatory Shared Services. The Head of Worcestershire Regulatory Services confirmed to Members that they would be advised of the procurement process and once developed the ICT Project Plan would be shared with the Joint Committee.

16/11 **WORCESTERSHIRE REGULATORY SERVICES ENFORCEMENT POLICY**

The Committee considered a report which sought to provide a Worcestershire Regulatory Services (WRS) single Enforcement Policy to be used across the county in relation to all enforcement activities.

The Head of Worcestershire Regulatory Services informed Members that The Regulators Compliance Code was fairly prescriptive in terms of what needed to be included within an Enforcement Policy, seeking to ensure that local authorities took a measured approach to enforcement. The Enforcement Policy would allow the service to operate in a consistent way across the county in relation to all enforcement matters.

The Legal Service Manager, Redditch Borough Council responded to questions from Members regarding minor changes to the WRS Enforcement Policy, Introduction. Comments received from the legal team at Bromsgrove District Council and Redditch Borough Council for inclusion within the policy had not been received in time to incorporate into the Enforcement Policy presented at the meeting.

Following further explanation and discussion with the Legal Service Manager, Redditch Borough Council with regard to the minor changes it was

**RESOLVED** that the agreed changes to the Worcestershire Regulatory Services (WRS) Enforcement Policy, Introduction, be incorporated and Members receive a copy of the WRS Enforcement Policy with the published Joint Committee minutes.

**RECOMMENDED** that, subject to the agreed changes to the Worcestershire Regulatory Services Enforcement Policy, Introduction, the Council for each Member Authority adopts the policy.

17/11 **WORCESTERSHIRE REGULATORY SERVICES JOINT COMMITTEE**  
**BUDGET MONITORING APRIL 2011 - JULY 2012**

The Committee considered a report which detailed the financial position for the period April 2011 to July 2012.

The Executive Director Finance and Corporate Resources, Bromsgrove District Council introduced the report and informed the Committee that there were no major issues to report in relation to the financial position April 2011 to July 2012.

Following further discussion, the Executive Director Finance and Corporate Resources, Bromsgrove District Council agreed to provide Joint Committee Members with more detailed information on miscellaneous expenses.

**RESOLVED:**

- (a) that the Executive Director Finance and Corporate Resources, Bromsgrove District, be tasked to provide Joint Committee Members with more detailed information on miscellaneous expenses by 10th October 2011, and
- (b) that the financial position for the period April 2011 to July 2012 be noted.

The meeting closed at 5.17 p.m.

Chairman