

## JOINT COMMITTEE

Date 26<sup>th</sup> June 2014

## WORCESTERSHIRE REGULATORY SERVICES ANNUAL REPORT

### **Recommendation**

That the Joint Committee notes the Annual Report for 2014 and agree that a copy be forwarded to each Chief Executive of the 7 partner authorities.

### **Contribution to Priorities**

Not applicable

### **Introduction/Summary Background**

Under the Worcestershire Shared Services Partnership Service Level Agreement Worcestershire Regulatory Services is required to submit to the Joint Committee an annual report that covers the performance of the shared service and provides a summary of the finances. The report covers the period from 1<sup>st</sup> April 2013 to 31 March 2014. If endorsed by the Joint Committee, a copy will be forwarded to each Chief Executive of each member authority.

### **Report**

Under Clause 12 of Part 1 of the Shared Services Partnership Agreement the Joint Committee is required to receive a report at its annual meeting which will be held no later than 30 June. The report covers the period from 1 April 2013 to 31 March 2014. The annual report is co-signed by the Head of Worcestershire Regulatory Services and the Lead Financial Officer for the Host Authority as required by the legal agreement.

The report covers the performance of the service for that period, both in terms of KPIs and highlights of activity, an activity report appearing at appendix 7. It also gives a summary of the financial position, the key achievements and covers issues relating to human resources. There are also sections on transformation, risk management and equalities.

It should be noted however that due to difficulties encountered with data transfer from the legacy systems, the activity data listed in appendix 7 only covers quarters 2 through 4 of the relevant time period. Officers are still working on to ensure accuracy of historic data and staff are encouraged to record work fully to ensure that all relevant information can be provided to members.

**Financial Implications**

The financial implications are contained within the annual report.

**Sustainability**

N/A

**Contact Points**

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**Background Papers**

Worcestershire Shared Service Partnership Service Level Agreement.

