

BROMSGROVE DISTRICT COUNCIL AND REDDITCH BOROUGH COUNCIL

SHARED SERVICES BOARD

Monday 30 March 2009 at 5.30p.m.

Committee Room 2, Redditch Town Hall

NOTES

Present:

- Councillor Carole Gandy (Chair) and Cllrs Malcolm Hall, Bill Hartnett and Colin MacMillan (Redditch Borough Council)
- Councillors Roger Hollingworth, Peter McDonald, Jean Luck and Mike Webb. (Bromsgrove District Council)

Officers: T Beirne, K Dicks and S Hanley.

Notes: S Skinner

1. Apologies

There were no apologies for absence.

2. Minutes of last meeting and matters arising

The Board confirmed the notes of the meetings of 9 February and 3 March 2009 as correct records.

There were no matters arising.

3. Progress Report

Mr Dicks took Members through the Progress report appended to the Agenda papers for the meeting. Clarifications were provided as required.

Other than as recorded exceptionally below, all information was as provided in the Progress report.

a) Quick Wins: Elections

Members noted that the TUPE transfer of the one relevant member of staff had taken place on 23 February 2009.

The host authority's Job Evaluation (JE) processes were being followed. As required, a report would be coming back to each Council following close of the consultation period.

In response to a Member query, Mr Dicks reported a positive liaison with trade unions to date. They were appreciative of the open processes which were helping to keep staff on board through the changes.

b) Quick Wins: Community Safety

Sue Hanley reported that, as with Elections above, TUPE transfer of staff had taken place on 23 February, but subject to RBC terms and conditions.

In response to a Member query about future selection processes, Mrs Hanley advised that there would be a joint interview panel involving senior Officers from both Councils.

Indicative grades would be subject to future RBC JE processes.

c) Other Quick Wins

Reports on Performance Management, Equalities and Diversity, and Member Development, were as detailed in the Progress Report.

d) Medium Term Wins - Savings

Members noted that not all possible savings might accrue in the first year(s) of operation but, rather, over a longer period.

e) ICT - incl. Disaster Recovery / Shared Web Development

It was noted that there was no clear Lead authority yet for these areas.

f) Internal Audit

This was now to be looked at across the County but at a District level, as part of enhanced two tier work, rather than as part of the Redditch and Bromsgrove shared services arena.

It was AGREED

to remove Internal Audit from the list of 'medium term wins' (separate recommendation below refers).

g) CCTV / Lifeline

Jackie Smith (RBC Director) was leading on the production of a Business Case for this service area. It was noted that the County Council might prefer one County-wide service, under the banner of 'Supporting People', in relation to the Lifeline / Telecare services.

h) Economic Development.

Wyre Forest District Council was leading on production of this Business Case and had offered to host the service (but it was agreed that the arguments for this would need to come out of the Business Case).

i) Business Case

Progress on the Business Case for the overall Project was noted. Serco had been appointed and had commenced their interviews.

Members noted a shortfall of £6,370 in order to be able to fund Serco undertaking the project and therefore

AGREED that

this be split equally between the two Councils and that this cost be met from savings from the overall project (separate Recommendation below refers).

j) Enhanced Two-Tier Working

Members discussed the relative positions of a number of current proposals and queried, for example, why Youth and Community and Waste were not higher up the list / in Phase 1?

There was general agreement that Youth Services would be better devolved down to Districts.

k) Other Areas

The Board considered updates in relation to the following services:

Procurement; Payroll; Worcestershire Hub; Legal (here there were discussions on a Shared Debt Recovery service, and on a larger-scale Land Registration service); Climate Change (where a post was to be hosted by Redditch, and shared with BDC); and Workforce Planning.

In terms of Asset Management, it was noted that a service was currently provided to Bromsgrove District Council by the County and that something similar was being looked at for Redditch Borough Council.

l) Financial Implications

The Board's attention was drawn to Appendix 4 which offered a financial summary that sought to capture all of the costs / savings arising from the shared services / joint working project in 2008/09. However it was stressed that this was still a work in progress...

Appendix 4 attempted to split cashable from non-cashable savings. Mr Dicks apologised that 2009/10 figures were not yet included.

Members sought clarifications on the issue of the different presentation styles used by the two Councils and Mr Dicks advised that more work was required on this, in consultation with both Councils' Section 151 Officers.

m) Risk Management

It had been agreed to add the 'buy-in' of all political parties as an additional risk. It was acknowledged that Labour Members supported the principle of Shared Services, though not the current Shared Chief Executive arrangement.

Other Members expressed the view that both Councils would have made substantially less progress on the shared services agenda without the joint Chief Executive Officer arrangement being in place.

n) Human Resources Implications – Terms & Conditions

It was agreed that, based on the experience of implementing shared services to date, there was now a need to focus on harmonising terms and conditions between the two Councils in terms of:

Redundancy, Redeployment, Early Retirement / Voluntary Redundancy / Allowances (subsistence / overtime / other) / etc.

o) RECOMMENDATIONS

Having considered the Progress Report, and with specific reference to items f) and i) above,

It was AGREED that

Members note the reported progress to date and that Officers continue to apprise Shared Services Board Members of key issues and progress at each meeting;

and RECOMMENDED that

- 1) Internal Audit be removed from the list of ‘medium-term wins’ and that it be considered as a Shared Service as part of the ‘enhanced two tier’ programme; and**
- 2) the additional cost of £6,370 arising from procuring Serco to undertake preparation of the full business case be met by the two authorities 50:50 from savings arising from the overall project.**

4. Date of next meeting

This remained to be confirmed. Members noted the intention to hold one meeting in April and that the meeting currently proposed for 21 May was to be changed to a different date.

The meeting commenced at 5.30 pm
and closed at 6.50 pm.