

additional papers 3

Executive Committee

Wed 10th March
2010
7.00 pm

Committee Room 2
Town Hall
Redditch



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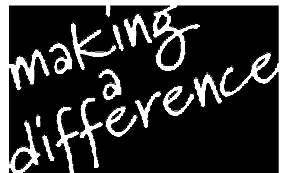
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- In addition, the public now has a right to be present when the Council determines “Key Decisions” unless the business would disclose confidential or “exempt” information.
- Unless otherwise stated, all items of business before the Executive Committee are Key Decisions.
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**If you have any queries on this Agenda or any of the decisions taken or wish to exercise any of the above rights of access to information, please contact
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**15. Minutes / Referrals -
Overview and Scrutiny
Committee, Executive
Panels, Neighbourhood
Groups etc.**

(Pages 232 - 235)

Chief Executive

To receive and consider the minutes of the last meeting of the Shared Services Board held on 1st March 2010.

(Minutes attached)

BROMSGROVE DISTRICT COUNCIL AND REDDITCH BOROUGH COUNCIL

SHARED SERVICES BOARD

1st MARCH 2010 at 5.30pm

THE COUNCIL HOUSE, BROMSGROVE

PRESENT:

Councillors Roger Hollingworth (Chairman), Steve Colella, Geoff Denaro (left the meeting during the progress report) and Stephen Peters (left the meeting during the progress report) (Bromsgrove District Council)

Councillors Carole Gandy, Bill Hartnett and Malcolm Hall (left the meeting during the progress report) (Redditch Borough Council)

In Attendance: Garth Wood (West Midlands Leaders Board)

Officers: Kevin Dicks, Sue Hanley (during the Progress report) and Karen Firth.

1. **APOLOGIES**

An apology for absence was received from Councillor Colin MacMillan.

2. **MINUTES**

The minutes of the previous meeting of the Board held on 9th January 2010 were agreed as a correct record.

3. **MATTERS ARISING FROM THE MINUTES**

Concordat

In response to a query, Mr Dicks confirmed that this was work in progress and would be reported to the next meeting of the Board prior to being reported to both Councils.

4. **TARGET SETTING**

The Board agreed that Mr Dicks could remain present for this item.

Garth Wood referred to the need to set Shared Services targets for the Chief Executive which were strategic and met SMART criteria. In particular, the targets needed to be stretching but not unachievable and would apply from the year commencing 1st April 2010.

The Board considered possible targets, initially focussing on those in relation to the Single Management Team and how best to measure these, including the suggestion of an annual 360 degrees appraisal including Member feedback.

Following discussion

It was **AGREED** that the following targets be approved:

- a) **Cohesive Single Management Team.**
- b) **Achieve the savings targets associated with Shared Services / Joint working included within the Medium Term Financial Plan of both Councils.**
- c) **Ensure effective financial management arrangements are in place for shared service arrangements (Activity Based Costings).**
- d) **Ensure changes to the management structure / implementation of shared services are seamless from a customer perspective (to be monitored by self assessment and complaints and commendations).**
- e) **Harmonisation of Terms and Conditions.**
- f) **Implement medium term business cases – CCTV / Lifeline and ICT.**
- g) **Produce business case for North Worcestershire Shared Economic Development Unit and implement if agreed.**
- h) **Complete recruitment to the Single Management Team.**
- i) **Develop programme for consideration of further shared services between Redditch and Bromsgrove.**
- j) **Further implementation of shared services programme between Redditch and Bromsgrove Councils.**
- k) **Implementation of Regulatory Services.**
- l) **Ensure delivery of performance and financial aspects of agreed shared services.**
- m) **Ensure effective performance monitoring of shared service arrangements.**

With regard to a) above (Cohesive Single Management Team) it was **AGREED** that Garth Wood, in consultation with Councillor Geoff Denaro, consider how best to measure this target, including the possibility of a 360 or 180 degrees appraisal, and that this be reported back to the Board.

5. PROGRESS REPORT

Mr Dicks referred to the new format adopted for progress reports which would now focus on shared services being implemented and those in the pipeline. Mr Dicks then highlighted key aspects of each section of the latest progress report.

Single Management Team

Particular attention was drawn to the interim Strategic HR advice being provided from the County Council, currently at no cost.

Elections

Ms Hanley provided further information on the virus issues experienced. There had been no impact on business continuity and the issues had been addressed.

Community Safety

Ms Hanley highlighted the current success of this shared service which was providing local responsive services appropriate to both Councils and benefitting from the sharing of skills and experience.

ICT

Mr Dicks drew particular attention to the consultation on the ICT team structure which would commence on 1st April 2010. He also referred to the new single domain name which had been secured and to progress with regard to the new shared Intranet due to be launched in May 2010.

CCTV/Lifeline

Attention was drawn to the formal consultation on the staff structure which had commenced that day. Members were informed that Liz Tompkins and John Godwin would continue to lead on this shared service pending a formal handover to Angie Heighway.

Payroll

It was noted that that this business critical service had transferred from HR to Finance.

Procurement

Mr Dicks drew attention to the shared services opportunities being explored and to a draft business case due to be considered by Procurement Officers from district councils across Worcestershire and Warwickshire.

Climate Change

Mr Dicks referred to the Redditch Climate Change Advisory Panel and to the lack of a Bromsgrove Panel. Being mindful of the Joint Climate Manager post, the Board expressed its support for the suggestion that the Panel should become a Joint Climate Change Advisory Panel. Mr Dicks undertook to report back this view to the Panel.

Licensing

Attention was drawn to the temporary shared staffing arrangements put in place to ensure continuity of service whilst the Bromsgrove Principal Licensing Officer was on maternity leave.

Economic Development

Mr Dicks referred to the progress now being made with regard to the development of a North Worcestershire Economic Strategy and was pleased to report that Wyre Forest District Council was now actively

'on board'. The draft Strategy would be brought to the Board for comment prior to formal submission to both Councils.

Future Shared Services Programme/Transformation

Attention was drawn to the proposed methodology to determine future shared services and transformational activity in order to establish an overall programme embodying both elements. This would be considered by the Corporate Management Team prior to submission to the next meeting of the Board.

Worcestershire Enhanced Two Tier (WETT) Programme

The contents of the report were noted.

Financial Implications

Board Members were pleased to note that the revised severance costs were now less than originally anticipated.

Risk Management

Board Members indicated that they had no further risks to add to those already identified in the risk matrix appended to the report and that they were satisfied with the risk mitigation/controls.

It was AGREED that the progress to date be noted.

6. **DATE OF NEXT MEETING**

It was AGREED that the next meeting be held on Tuesday 20th April 2010 at 5.30 p.m. at Bromsgrove Council House instead of at Redditch Town Hall.

The Meeting closed at 7.18 p.m.