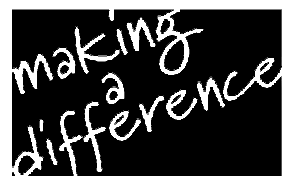


additional papers 1

Council

Monday 28th March
2011
7.00 pm

Council Chamber
Town Hall
Redditch



www.redditchbc.gov.uk

Access to Information - Your Rights

The Local Government (Access to Information) Act 1985 widened the rights of press and public to attend Local Authority meetings and to see certain documents. Recently the Freedom of Information Act 2000, has further broadened these rights, and limited exemptions under the 1985 Act.

Your main rights are set out below:-

- Automatic right to attend all Council and Committee meetings unless the business would disclose confidential or “exempt” information.
- Automatic right to inspect agenda and public reports at least five days before the date of the meeting.
- Automatic right to inspect minutes of the Council and its Committees (or summaries of business undertaken in private) for up to six years following a meeting.
- Automatic right to inspect lists of background papers used in the preparation of public reports.
- Access, upon request, to the background papers on which reports are based for a period of up to four years from the date of the meeting.
- Access to a public register stating the names and addresses and electoral areas of all Councillors with details of the membership of all Committees etc.
- A reasonable number of copies of agenda and reports relating to items to be considered in public must be made available to the public attending meetings of the Council and its Committees etc.
- Access to a list specifying those powers which the Council has delegated to its Officers indicating also the titles of the Officers concerned.
- Access to a summary of the rights of the public to attend meetings of the Council and its Committees etc. and to inspect and copy documents.
- 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.
- (Copies of Agenda Lists are published in advance of the meetings on the Council’s Website:
www.redditchbc.gov.uk

**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
Ivor Westmore
Committee Support Services**

**Town Hall, Walter Stranz Square, Redditch, B98 8AH
Tel: (01527) 64252 (Extn. 3269) Fax: (01527) 65216
e.mail: ivor.westmore@redditchbc.gov.uk Minicom: 595528**

Welcome to today's meeting.

Guidance for the Public

Agenda Papers

The **Agenda List** at the front of the Agenda summarises the issues to be discussed and is followed by the Officers' full supporting **Reports**.

Chair

The Chair is responsible for the proper conduct of the meeting. Generally to one side of the Chair is the Committee Support Officer who gives advice on the proper conduct of the meeting and ensures that the debate and the decisions are properly recorded. On the Chair's other side are the relevant Council Officers. The Councillors ("Members") of the Committee occupy the remaining seats around the table.

Running Order

Items will normally be taken in the order printed but, in particular circumstances, the Chair may agree to vary the order.

Refreshments : tea, coffee and water are normally available at meetings - please serve yourself.

Decisions

Decisions at the meeting will be taken by the **Councillors** who are the democratically elected representatives. They are advised by **Officers** who are paid professionals and do not have a vote.

Members of the Public

Members of the public may, by prior arrangement, speak at meetings of the Council or its Committees. Specific procedures exist for Appeals Hearings or for meetings involving Licence or Planning Applications. For further information on this point, please speak to the Committee Support Officer.

Special Arrangements

If you have any particular needs, please contact the Committee Support Officer.

Infra-red devices for the hearing impaired are available on request at the meeting. Other facilities may require prior arrangement.

Further Information

If you require any further information, please contact the Committee Support Officer (see foot of page opposite).

Fire/ Emergency instructions

If the alarm is sounded, please leave the building by the nearest available exit – these are clearly indicated within all the Committee Rooms.

If you discover a fire, inform a member of staff or operate the nearest alarm call point (wall mounted red rectangular box). In the event of the fire alarm sounding, leave the building immediately following the fire exit signs. Officers have been appointed with responsibility to ensure that all visitors are escorted from the building.

Do Not stop to collect personal belongings.

Do Not use lifts.

Do Not re-enter the building until told to do so.

The emergency Assembly Area is on Walter Stranz Square.

Declaration of Interests: Guidance for Councillors

DO I HAVE A "PERSONAL INTEREST" ?

- Where the item relates or is likely to affect your **registered interests** (what you have declared on the formal Register of Interests)

OR

- Where a decision in relation to the item might reasonably be regarded as affecting **your own** well-being or financial position, or that of your **family**, or your **close associates** more than most other people affected by the issue,

you have a personal interest.

WHAT MUST I DO? **Declare the existence, and nature, of your interest and stay**

- The declaration must relate to specific business being decided - a general scattergun approach is not needed
- **Exception** - where interest arises only because of your membership of another **public body**, there is no need to declare unless you **speak** on the matter.
- You **can vote** on the matter.

IS IT A "PREJUDICIAL INTEREST" ?

In general only if:-

- It is a personal interest **and**
- The item affects your **financial position** (or conveys other benefits), or the position of your **family, close associates** or bodies through which you have a **registered interest** (or relates to the exercise of **regulatory functions** in relation to these groups)

and

- A member of public, with knowledge of the relevant facts, would reasonably believe the interest was likely to **prejudice** your judgement of the public interest.

WHAT MUST I DO? **Declare and Withdraw**

BUT you may make representations to the meeting before withdrawing, **if** the public have similar rights (such as the right to speak at Planning Committee).



Council

28th March 2011

7.00 PM

Council Chamber Town Hall

<p>7. Notice of Motion - Bus Service Consultation Response</p>	<p>In consultation with the Mayor, an urgent cross-party Notice of Motion will be accepted for consideration at the meeting.</p> <p>(Motion to be tabled on the night)</p>
<p>10. Shared Services Board</p>	<p>To consider the minutes and recommendations arising from the meeting of the Shared Services Board held on 22nd March 2011.</p> <p>(Minutes and covering reports for those items requiring further decision attached)</p> <p>(In view of the fact that it contains information relating to matters which are likely to be the subject of contemplated consultations or negotiations in connection with labour relation matters between the authority and employees of the authority, part of the minutes of the meeting and one covering report and its associated appendices are not for publication and will be circulated only to relevant Officers and Members of the Council. In view of this, it is anticipated that part of the discussion of this matter will take place after the exclusion of the public).</p>

SHARED SERVICES BOARD

22nd MARCH 2011 at 5.30pm

THE COUNCIL HOUSE, BROMSGROVE

PRESENT:

Councillors Geoff Denaro (Chairman), Steve Colella and Stephen Peters (Bromsgrove District Council)
Councillors Carole Gandy, Bill Hartnett and Malcolm Hall (Redditch Borough Council)

Officers: Kevin Dicks, Sue Hanley, John Godwin, Helen Mole, Deb Poole and Ivor Westmore.

1. **APOLOGIES**

Apologies for absence were received on behalf of Councillors Mike Braley and Roger Hollingworth.

2. **MINUTES**

The minutes of the previous meeting of the Board held on 27th January 2011 were agreed as a correct record.

3. **PROGRESS REPORT**

The Board considered a report in respect of all elements of the Shared Service work involving Bromsgrove District and Redditch Borough Councils undertaken to date.

Kevin Dicks updated the Board on the progress of two appointments. The post of Service Manager for the North Worcestershire Economic Development Unit had been offered to a candidate from one of the participating authorities. The Post of Transformation Manager, overseeing the work on the Project Plan, had been filled by Helen Mole from Bromsgrove District Council.

The Board noted that the latest meetings of the Chief Executives' Panel had confirmed a lack of willingness on behalf of the partners to commit to a WETT Phase II Programme. The one area where consideration is being given is to wider shared partnership arrangements for Community Safety Partnerships and the possibility of establishing a model based on a north and south Worcestershire split. It was noted that both existing WETT services, Property Services and Regulatory Services were classified as amber in the status summary appended to the report (experiencing some issues which were expected to be eventually resolved).

RESOLVED that

progress to date be noted.

4 **SHARED SERVICES / TRANSFORMATION PROGRAMME - REVISED TIMELINE**

Deb Poole, Head of Transformation, introduced a report setting out a proposed new timeline for the sharing of services and the Transformation Programme. Senior management considered they had the capacity to adopt the proposal to shorten the overall programme from three years to eighteen months.

Members were primarily concerned that the process would be deliverable under the proposed timeline and that the necessary consultation with staff and additional statutory processes would be achievable. It was confirmed that management was using flow diagrams to ensure compliance with all necessary steps in the shared service and transformation process. Kevin Dicks stated the desire of the management to engage with staff from the outset in order to achieve the revised timescale. It was noted, as a consequence, that additional meetings of the Board would need to be convened through the early part of the summer.

Deb Poole informed Members that the revised timeline could be accomplished within existing budgets and with no additional requirement for funding for external support, although the support previously factored in would be reconfigured to meet the requirements of the new timetable. Presentations to Members on the Transformation Programme were to be held in the near future, commencing with sessions for Portfolio Holders and then encompassing all Members in due course.

It was noted that both Councils were nearing the date at which notice could be given by either party of their intention to conclude the Shared Service arrangement. Following a discussion around the timeliness of a performance review report it was generally concluded that, firstly the two Councils had proceeded too far down the path of shared services to withdraw and, second, that such a performance review would be better carried out in at least six month's time, once more significant services had been subject to the shared service regime.

Deb Poole concluded by confirming that the timeline would be flexible inasmuch as it needed to be changed to address significant developing issues and that it was still very much work in progress.

RECOMMENDED that

the revised Programme timeline for the delivery of Shared Services and Transformation between the two Councils be approved.

5. **DATE OF FUTURE MEETINGS**

It was noted that the next scheduled meeting would be held on Thursday 19th May 2011 at 5.30 p.m. in Committee Room 3 at Redditch Town Hall.

The meeting closed at 6.52 p.m.

By virtue of paragraph(s) 4 of Part 1 of Schedule 12A
of the Local Government Act 1972.

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BROMSGROVE DISTRICT COUNCIL AND REDDITCH BOROUGH COUNCIL

SHARED SERVICES BOARD

22nd March 2011

SHARED SERVICES / TRANSFORMATION PROGRAMME TIMELINE

1. SUMMARY

- 1.1 This report presents for consideration by the Shared Services Board a revised Shared Services and Transformation Programme timeline. The timeline has been reworked to deliver the programme earlier than originally planned. The original programme was scheduled for delivery over a three year period. The revised timeline shortens this to eighteen months.

2. RECOMMENDATIONS

- 2.1 It is recommended that the Shared Services Board:

Approve the revised Programme timeline for the delivery of Shared Services and Transformation between the two councils.

3. BACKGROUND

- 3.1 In light of the recent reduction in government grant funding the Transformation Programme Board have explored the possibility of reducing the time it takes to deliver the initial shared services and transformation programme. All Heads of Service have been involved in these discussions and have approved the attached timeline (Appendix 1)
- 3.2 The six key service areas that would benefit from transformational system thinking are unchanged from the original programme timeline. These areas are listed below:

2011

- Revenues and Benefits (although these will be undertaken jointly due to the cross over of the issues / working practices it is worth recognising that they are distinct areas)
- Environmental Services
- Housing
- Worcestershire Enhanced Two Tier (WETT) Regulatory Services

2012

- Planning (including Development Control, Conservation & TPOs)
- Community Services/Community Cohesion

- 3.3 It is worth noting that the while the main services above are scheduled for transformation in the first eighteen months all services will eventually be transformed by the use of systems thinking. With regard to the service areas outlined above it is felt that these service areas should be “transformed” before a shared service is considered due to their direct impact on customers.
- 3.4 The shared service aspect of the programme (Appendix 1) is based on the same eighteen month timeline and would see a number of services being shared at the same time as the above transformational activities are carried out.
- 3.5 In considering the proposed shared services / transformation programme the Board are asked to note the following:
- As the timeline has been shortened there may be an increased impact on day to day performance in some service areas. This may increase the need for interim management structures to reduce the impact on day to day activities and to free capacity to carryout transformation work.
 - The proposed revised timeline will be released to staff once approval has been obtained from the board.

4. FINANCIAL IMPLICATIONS

- 4.1 None arising directly from this report, although indirectly the intention of the programme plan is for each service area to deliver efficiencies/savings and improvements in service quality.

5. LEGAL IMPLICATIONS

- 5.1 None

6. POLICY IMPLICATIONS

- 6.1 None

7. COUNCIL OBJECTIVES

- 7.1 Each Council will need to ensure any proposals support its own Council Objectives.

8. RISK MANAGEMENT INCLUDING HEALTH & SAFETY CONSIDERATIONS

- 8.1 None arising directly from this report. However, it is envisaged that risks will be mitigated and controlled as part of the programme and project governance.

9. CUSTOMER IMPLICATIONS

9.1 No direct impact on the Customer arising from this report, although indirectly the intention of each area is to deliver efficiencies/savings or improve service quality to the ultimate benefit of the customer.

10. EQUALITIES AND DIVERSITY IMPLICATIONS

10.1 None arising directly from this report. These will be addressed as each proposed service area is considered for sharing or transformation.

11. VALUE FOR MONEY IMPLICATIONS, PROCUREMENT AND ASSET MANAGEMENT

11.1 The delivery of efficiencies, in light of recent reductions in central government funding, is the main driving force behind the revision of the shared service/transformation programme.

12. CLIMATE CHANGE, CARBON IMPLICATIONS AND BIODIVERSITY

12.1 None

13. HUMAN RESOURCES IMPLICATIONS

13.1 None arising directly from this report. However, it is envisaged that any HR implications will be included as part of the programme and project governance.

14. GOVERNANCE/PERFORMANCE MANAGEMENT IMPLICATIONS

14.1 None arising directly from this report. However, it is envisaged that there may be short term performance implications in some service areas while the programme is being delivered.

15. COMMUNITY SAFETY IMPLICATIONS INCLUDING SECTION 17 OF CRIME AND DISORDER ACT 1998

15.1 None

16. HEALTH INEQUALITIES IMPLICATIONS

16.1 None

17. LESSONS LEARNT

17.1 None

18. COMMUNITY AND STAKEHOLDER ENGAGEMENT

18.1 None

19. WARDS AFFECTED

All Wards

20. APPENDICES

Appendix 1 Shared Services / Transformation Timeline

21. BACKGROUND PAPERS

None

AUTHOR(s) OF REPORT

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Tel: (01527) 881256

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