

**BROMSGROVE DISTRICT COUNCIL AND REDDITCH BOROUGH COUNCIL**

**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.