

THREE RIVERS DISTRICT COUNCIL AND WATFORD BOROUGH COUNCIL

At a meeting of the **Three Rivers and Watford Shared Services Joint Committee** held in the Dickinson Room, Three Rivers House, Rickmansworth, on 6 October 2008 7.30 pm to 9.30 pm.

Present: Councillors R Laval, A Wylie, M Bedford, Z McQuire, R Sangster and I Sharpe

Officers: David Gardner Director of Corporate Resources and Governance
Tricia Taylor Corporate Director
Laxmi Curwen Shared Services Programme Manager
Elwyn Wilson Democratic Services Manager

JSS1/08 APPOINTMENT OF CHAIR AND VICE-CHAIR

RESOLVED:-

that Councillor Richard Laval be appointed Chairman and Councillor Andy Wylie Vice-Chairman of the Committee for the remainder of the present Local Government Year.

JSS2/08 APOLOGIES FOR ABSENCE / SUBSTITUTE MEMBERS

None

JSS3/08 DISCLOSURES OF INTEREST

None

JSS4/08 MINUTES

The Minutes of the meeting of the Members Panel held on 11 June 2008 were agreed as a correct record and were signed by the Chairman.

JSS5/08 NOTICE OF OTHER BUSINESS

None

JSS6/08 DELEGATION AND JOINT COMMITTEE AGREEMENT

Members received a report detailing amendments to the Delegation and Joint Committee Agreement.

In reply to comments made by Members:

- Officers undertook to amend the agreement to ensure that the value of assets that were transferred to the Joint Committee were included as a credit in the account of each Council.
- that the Chairman would not have a casting vote in the event of a tied vote but that the proposition would fail which had previously been agreed.

Members amended paragraph 14.2 in the agreement to reflect the cost of separation, not the actual loss as a result of separation.

RESOLVED:-

That, subject to the following additional alterations, the amendments to the Delegation and Joint Committee Agreement be noted:

- (1) that the agreement ensures that it is clear that the value of assets that are transferred to the Joint Committee are included as a credit in the account of each Council;
- (2) that paragraph 14.2 be amended to read "...which fairly reflect the cost of separation caused by or anticipated as a result.....".
- (3) that paragraph 18 to Schedule 1 be amended to reflect the fact that the Chairman would not have a casting vote in the event of a tied vote but that the proposition would fail.

JSS7/08 **IMPLEMENTATION - PROGRESS REPORT**

Members received a report asking the Joint Committee to note progress made towards implementing shared services and to agree to the change management proposals. The report also considered progress on IT connectivity, procurement and the implementation plan.

The Shared Services Programme Manager gave an overview of the progress of the project.

The Committee noted that there had been delay in the project concerning the Change Management Proposals, especially getting Job Descriptions evaluated, and that part of the delay was the Unison involvement. Members requested a report by December 2008 on Pay and Grades of those jobs which would form part of the Shared Services.

Members noted that a meeting would be held between Unison and the Programme Board and asked that they be informed of its outcome.

The Director of Corporate Resources and Governance reported on the situation concerning provision of IT link between Three Rivers House and Watford to enable services to be connected with servers being installed in Three Rivers

House. Costs were being considered especially in relation to additional air condition units and backup supply of electricity which was available at Watford. He would keep Members informed of the outcome of the investigations/costs.

RESOLVED:-

- (1) that the report and the response to the Change Management Proposals from Unison be noted;
- (2) that the change management proposals be agreed;
- (3) that a report be circulated to Members of the Committee by December 2008 on the Pay and Grades of those jobs which will form part of Shared Services;
- (4) that Members of the Joint Committee be e-mailed the outcome of a meeting to be held on 16 October 2008 between representatives of UNISON and the Programme Board on the timetable for implementation of the change management proposals; and
- (5) that Members be informed of the result of a test of the IT link between Three Rivers House and Watford Town Hall.

JSS8/08 DETAILED BUSINESS CASE, SERVICE AND FINANCIAL PLANNING

Members received a report on the process for updating the Detailed Business Case and preparing service plans and budgets for the medium term.

The Committee noted the action to be taken for considering the Detailed Business Case, Service Plans and budgets for Shared Services.

Members were concerned about salary drift and the knock-on effect on pay and conditions for both Councils.

RESOLVED:-

that the process for considering the Detailed Business Case, service plans and budgets outlined in the report be agreed and that the Joint Committee receive a report to its meeting on 24 November 2008 on how the harmonisation of pay and leave for all staff of both Councils could be achieved.

JSS9/08 EXCLUSION OF PRESS AND PUBLIC

RESOLVED:-

that, under Section 100A(4) of the Local Government Act 1972, the press and public be excluded from the meeting for the following item of business as it was likely, in view of the nature of the business to be transacted or the nature of the proceedings, that if the press or public were present during consideration of the

item there would be disclosure to them of exempt information as defined under the respective paragraphs of Part I of Schedule 12A to the Act.

JSS10/08 HEADS OF SERVICE APPOINTMENTS

Members received an oral update on the arrangements for appointing Heads of Service.

RESOLVED:-

- (1) that the post of Head of Accountancy be offered to the present Head of Accountancy, Three Rivers District Council on existing Terms and Conditions;
- (2) that the post of Head of Human Resources be advertised externally at Watford Borough Council's salary level; and
- (3) that the position concerning the posts of Head of ICT and Head of Revenues and Benefits be noted and that the officers be authorised to take the necessary action to fill them.

CHAIRMAN