

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, on 16 February 2009 7.30 pm to 7.50 pm

Present: Councillors R Laval (Chair), A Wylie (Vice-Chair), M Bedford, Z McQuire, R Sangster and I Sharpe

Officers: David Gardner Director of Corporate Resources and Governance
Tricia Taylor Executive Director, Better Council
Lieven Hermans Head of Business Information Services
Elwyn Wilson Democratic Services Manager

JSS19/08 **APOLOGIES FOR ABSENCE / SUBSTITUTE MEMBERS**

None

JSS20/08 **DISCLOSURES OF INTEREST**

None

JSS21/08 **MINUTES**

The Minutes of the meeting of the Joint Shared Services Committee held on 17 December 2008 were confirmed as a correct record and were signed by the Chairman.

JSS22/08 **NOTICE OF OTHER BUSINESS**

The Chairman ruled that as the following report had not been available for five clear days before the meeting it was of sufficient urgency to be considered by the Joint Committee for the reason indicated.

Agenda Item 6 - Performance Management

To enable a performance management system to be in place when Shared Services were implemented.

JSS23/08 **IMPLEMENTATION - PROGRESS REPORT**

This report provided an overview of the implementation of shared services and gave an update on progress at Watford on that Council's grading structure and pay modelling. It set out the proposals for implementing shared services prior to the resolution of these issues.

The Executive Director Better Council informed the Committee:

- that the pay grading structure for Watford, Shared Services, and Three Rivers would be completed by June; extra resources had been brought in to deal with job evaluations in Watford;
- that officers were working with SOLACE to recruit to the post of Head of Human Resources, there would be an open advert from 26 February and a Member Panel would be convened. The process for recruitment of Head of ICT had started as the existing post holder had only been appointed until April 2009;
- work was on target concerning IT conductivity; a radio link between the two Councils had been successfully tested and the Servers for Watford Borough Council would be moved to the HCC Servers at Apsley;
- there would be market testing for ICT technical infrastructure support with a report to the next meeting of the Committee.

In reply to questions from Members officers indicated:-

- that the timetable for the implementation of the new payroll system was tight;
- there were no changes to the budget proposed resulting from delays in implementing the Shared Services;
- the co-location of services was dependant on Thrive Homes vacating their office space in Three Rivers House. The Director of Corporate Resources and Governance stated that he had not yet received a formal notification of Thrive Homes moving;
- the tenders received for the new Financial Management System were within budget;
- project teams had been set up to implement the new IT systems required by Shared Services, with ultimate responsibility for implementation resting with the Directors responsible for the Shared Service project.

RESOLVED:-

that the progress made towards implementing shared services be noted.

JSS24/08 **PERFORMANCE MANAGEMENT**

This report made proposals for managing the performance of the shared services.

RESOLVED:-

that the arrangements for performance management be approved.

JSS25/08 DATES OF FUTURE MEETINGS

It was noted that the meetings of the Joint Committee had been scheduled as follows:

Monday	20 April 2009
Monday	22 June 2009
Monday	14 September 2009
Monday	9 November 2009
Monday	11 January 2010
Monday	1 March 2010

CHAIRMAN