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THREE RIVERS & WATFORD
SHARED SERVICES
JOINT COMMITTEE



AGENDA

Date: 30 November 2010

Time: 7.30 pm

Place: Three Rivers District Council

Members of the Committee:-

Councillors:-	B White (Chair)	R Sangster
	M Bedford	S Johnson
	G Derbyshire	A Wylie (Vice-Chair)

The Joint Committee welcomes contributions from members of the public to its discussion on Part A agenda items. Contributions will be limited to one person speaking for and one against each item for not more than three minutes. Details of the procedure and the list for registering the wish to speak will be available for a short period before the meeting

Item

Page

Part A - Open to the Public

1 APOLOGIES FOR ABSENCE / SUBSTITUTE MEMBERS

2 ELECTION OF CHAIR AND VICE-CHAIR

To elect a Chair and Vice-Chair of the Committee for the ensuing year in accordance with paragraphs 9 and 10 of Schedule 1 to the 'Delegation and Joint Committee Agreement': Three Rivers members to appoint the Chair and Watford members to appoint the Vice-Chair.

3 DISCLOSURES OF INTEREST

To receive any disclosures of interest.

4 MINUTES

To confirm as a correct record the minutes of the Joint Shared Services Committee held on 13 September 2010.

5 NOTICE OF OTHER BUSINESS

To announce items of other business notified to the Secretary of the Joint Committee, together with the special circumstances which justify their consideration as a matter of urgency. The Chairman to rule on the admission of such items. (Note: If other confidential business is approved under this item, it will also be necessary to specify the class of exempt or confidential information in the additional item(s)).

6 PERFORMANCE MANAGEMENT 2010/11

1 - 4

This report provides an update on the performance of the shared services in the current year.

7 EXCLUSION OF PRESS AND PUBLIC

The Chairman to move:-

“that, under Section 100A (4) of the Local Government Act 1972, the press and public be excluded from the meeting for the following item(s) of business as it is 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(s) there would be disclosure to them of exempt information as defined under the respective paragraphs of Part 1 of Schedule 12A to the Act.”

If approved the Chairman will ask the press and public to leave the meeting at this point.

Part B - Closed to the Public**8 COST REDUCTION EXERCISE**

This report considers proposals to reduce shared services costs given the likely reduction in government grant to support the councils' services over the next four years.

9 HARMONISATION PROJECT

This report details the conclusions arising from the officers' project to harmonise terms and conditions and makes recommendations to the two councils.

10 OTHER BUSINESS

If approved under Item 4.

Members are reminded that meetings of the Joint Committee shall end no later than 10.30pm unless otherwise agreed by the Joint Committee.

For more information concerning this agenda please contact the Secretary to the Joint Committee, Elwyn Wilson, Democratic Services Manager, Three Rivers District Council, Northway, Rickmansworth, Herts, WD3 1RL. Telephone: 01923 727248.

E-mail: elwyn.wilson@threeivers.gov.uk

Agenda Item 6

THREE RIVERS & WATFORD SHARED SERVICES JOINT COMMITTEE

Date of meeting: 30 November 2010

PART A

AGENDA ITEM

6

Title: Performance Management 2010/11

Report of: Director of Corporate Resources & Governance – Three Rivers D C

1. **SUMMARY**

1.1 This report provides an update on the performance of the shared services in the current year.

2. **RECOMMENDATIONS**

2.1 That the Committee notes this report.

Contact Officer:

For further information on this report please contact:

David Gardner – Director of Corporate Resources & Governance – Three Rivers D.C.

telephone number: 01923 727200

email: david.gardner@threerivers.gov.uk

Report approved by:

Tricia Taylor – Executive Director – Watford B.C.

3. DETAILED PROPOSAL

3.1 Members are referred to:-

<http://www.trw-sharedservices.org.uk/ccm/portal/>

The section on performance management has been populated with performance indicators and budgetary control information for each shared service.

This will be available at the meeting when heads of service will answer members' questions and detail any remedial action that is being taken to improve any performance which is failing short of target. Emphasis will be placed on exceptions.

3.2 Specifically:-

- a) The Head of Revenues and Benefits will update members on progress against the service's improvement plan and recent government proposals concerning universal credits.
- b) The Head of Finance will update members on the position concerning reconciliations, and
- c) The Head of ICT will report on the potential for harmonising systems. A brief paper on this can be found on:-

<http://www.trw-sharedservices.org.uk/ccm/sharedservicesintranet/ict/ict-shared-services.en>

4. IMPLICATIONS

4.1 Policy

- 4.1.1 The recommendations in this report are consistent with the policies of Three Rivers District Council, Watford Borough Council and the Joint Committee.

4.2 Financial

- 4.2.1 Work has recently been completed on employee cost estimates for the current year and three further years. Variations to the agreed budgets will be reported at the meeting.

- 4.2.2 In line with both councils' financial planning process officers have identified 10% cost reductions on the Committee's gross expenditure and the impact this would have on service provision. The councils' chief financial officers have submitted this estimate as being the funding likely to be available to the shared services in accordance with paragraph 4.1 of the Joint Committee Agreement.

- 4.2.3 Proposals for cost reductions are included elsewhere on this agenda.

4.3 Legal Issues (Monitoring Officer)

- 4.3.1 None specific to this report.

4.4 Risk Management and Health & Safety

- 4.4.1 There are no risks associated with the decision members are being asked to take.

4.5 **Equalities**

4.5.1 *Relevance Test*

Has a relevance test been completed for Equality Impact? No
There is no proposed change to the shared services.

4.6 **Staffing, Accommodation, Community Safety, Sustainability & Environment, Communications & Website and Customer Services**

4.6.1 None Specific

Appendices

None

Background Papers

No background papers were used in the preparation of this report.

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