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THREE RIVERS & WATFORD
SHARED SERVICES
JOINT COMMITTEE



AGENDA

Date: 10 January 2011

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

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Part A - Open to the Public

1 APOLOGIES FOR ABSENCE / SUBSTITUTE MEMBERS

2 DISCLOSURES OF INTEREST

To receive any disclosures of interest.

3 MINUTES

To confirm as a correct record the minutes of the Joint Shared Services Committee held on 3 November 2010.

4 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)).

5 PERFORMANCE MANAGEMENT 2010/11

1 - 4

This report provides an update on the performance of the shared services in the current year and gives details of the Committee's forward budgets.

6 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**7 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@threerivers.gov.uk

Agenda Item 5

THREE RIVERS & WATFORD SHARED SERVICES JOINT COMMITTEE

Date of meeting: 10 January 2011

PART A

AGENDA ITEM

5

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 and gives details of the Committee's forward budgets.

2. **RECOMMENDATIONS**

2.1 That the Committee notes this report.

2.2 That the Committee informs the two councils of its budgetary requirements.

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 will be populated with performance indicators and budget information for each shared service by the close of business on Wednesday 5 January 2011.

This information will also 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) Heads of service will detail forward budgets and proposals for capital expenditure.
- b) The Head of Revenues and Benefits will update members on the service provided to the benefits section by a company employed to handle the backlog of benefit claims, and the outcome of a comparative analysis of workloads and staff costs with comparable authorities.
- c) The Head of Finance will update members on the position concerning reconciliations, the contractual relationship with the provider of the financial management system (COA) and the processes for closing the 2010/11 accounts.
- d) The Head of ICT will report on progress concerning staffing arrangements.
- e) The Head of Human Resources will report on any issues arising from the consultation with staff on harmonising terms and conditions of employment.
- f) An update will also be given on the income management project.

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 Budget information will be available as outlined in paragraph 3.1 above.

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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