

Decisions taken by the Three Rivers and Watford Shared Services Joint Committee on Monday, 3 June 2013

| Agenda Item No | Topic | Decision |
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Part A – Items considered in public

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| JSS01/13 | Disclosures of Interest | None received. |
| JSS02/13 | Minutes | The Minutes of the meeting of the Joint Shared Services Committee held on 18 March 2013 were confirmed as a correct record and signed by the Chairman. |
| JSS03/13 | Notice of Other Business | As the reports for the meeting had not been on deposit for five clear days, the Chairman ruled that they could be taken as urgent items to protect the position of both Councils in the provision of services and to meet the statutory deadlines. |
| JSS04/13 | Recruitment of Director of Finance and Head of Human Resources | RESOLVED – that the appointment of Cathy Watson as Head of Human Resources and Joanne Wagstaffe as Director of Finance (Shared 151 Officer) be noted. |
| JSS05/13 | Measures of Performance | RESOLVED – that the performance reports for the fourth quarter of 2012/13 be noted. |
| JSS06/13 | ICT Transition Update | RESOLVED – (1) that the information provided on the progress of work be noted; and (2) that a report be submitted to the meeting of the Committee in September on the revised Disaster Recovery Procedure following the transfer to Capita. |

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| JSS07/13 | Revenues and Benefits Update | <p>RESOLVED –</p> <p>(1) that the contents of the report are noted; and</p> <p>(2) that the Committee approves the documentation in support of a soft market testing but that soft market testing should not impinge on the priority of improving the performance of the Benefits Section.</p> |
| JSS08/13 | Future of the Shared Services Joint Committee | <p>RESOLVED –</p> <p>(1) that the Joint Committee notes its successes and lessons learned, as set out in the report, and that they be conveyed to the councils to inform any proposed changes; and</p> <p>(2) that the Joint Committee notes the two councils' proposals to abolish the Committee and to move to a lead authority model, and that the advantages and disadvantages, as set out in the report, be conveyed to the councils to inform any proposed changes, any changes to be implemented from 1 April 2014.</p> |
| JSS09/13 | Draft Statement of Accounts for 2012/13 | <p>RESOLVED –</p> <p>(1) that the Committee confirms that it is satisfied that the accounting policies adopted are the most appropriate; and</p> <p>(2) that the following amendments to the draft Statement of Accounts be noted: -</p> <p>- Page 56 – amend to read: ...economic climate. The Joint Committee approved increased budgets during the year</p> |

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| | | <p>and the two councils independently received government grants to meet additional burdens placed on the revenues and benefits service. In ICT the ...</p> <p>- Page 61 – amend to read:</p> <p>NOTES TO THE CORE FINANCIAL STATEMENTS</p> <p>2. Amounts Reported for Resource Allocation Decisions</p> <p>The analysis of income and expenditure by service on the face of the Comprehensive Income and Expenditure Statement is that specified by the Best Value Accounting Code of Practice. However decisions about resource allocation are taken by the Joint Committee on the basis of budget reports analysed across services, as below:</p> <table border="1"> <thead> <tr> <th align="center">2011/12 £000s</th> <th align="center">SERVICE AREA</th> <th align="center">2012/13 £000S</th> </tr> </thead> <tbody> <tr> <td align="right">1,470</td> <td>Information Technology</td> <td align="right">1,436</td> </tr> <tr> <td align="right">1,533</td> <td>Finance</td> <td align="right">1,420</td> </tr> <tr> <td align="right">695</td> <td>Human Resources</td> <td align="right">719</td> </tr> <tr> <td align="right">2,966</td> <td>Revenues and Benefits</td> <td align="right">3,161</td> </tr> <tr> <td align="right">6,664</td> <td>Net Shared Services</td> <td align="right">6,736</td> </tr> </tbody> </table> | 2011/12 £000s | SERVICE AREA | 2012/13 £000S | 1,470 | Information Technology | 1,436 | 1,533 | Finance | 1,420 | 695 | Human Resources | 719 | 2,966 | Revenues and Benefits | 3,161 | 6,664 | Net Shared Services | 6,736 |
|------------------|----------------------------|--|------------------|--------------|------------------|-------|------------------------|-------|-------|---------|-------|-----|-----------------|-----|-------|-----------------------|-------|--------------|----------------------------|--------------|
| 2011/12 £000s | SERVICE AREA | 2012/13 £000S | | | | | | | | | | | | | | | | | | |
| 1,470 | Information Technology | 1,436 | | | | | | | | | | | | | | | | | | |
| 1,533 | Finance | 1,420 | | | | | | | | | | | | | | | | | | |
| 695 | Human Resources | 719 | | | | | | | | | | | | | | | | | | |
| 2,966 | Revenues and Benefits | 3,161 | | | | | | | | | | | | | | | | | | |
| 6,664 | Net Shared Services | 6,736 | | | | | | | | | | | | | | | | | | |

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| | | <table border="1"> <thead> <tr> <th></th> <th align="center">FUNDING</th> <th></th> </tr> </thead> <tbody> <tr> <td align="right">(2,597)</td> <td>Three Rivers District Council Contribution</td> <td align="right">(2,623)</td> </tr> <tr> <td align="right">(4,067)</td> <td>Watford Borough Council Contribution</td> <td align="right">(4,113)</td> </tr> <tr> <td align="right">(6,664)</td> <td>Total Funding</td> <td align="right">(6,736)</td> </tr> <tr> <td></td> <td></td> <td></td> </tr> <tr> <td align="right">0</td> <td>Net Expenditure Less Funding</td> <td align="right">0</td> </tr> <tr> <td align="right">0</td> <td>Surplus/Deficit Shared Services</td> <td align="right">0</td> </tr> <tr> <td></td> <td></td> <td></td> </tr> </tbody> </table> <p align="center">Reconciliation of Service Income and Expenditure to Cost of Services in the Comprehensive Income and Expenditure Statement</p> <p>As the shared service accounts to not include any adjustments under Statute, the figures presented to the Joint Committee agree to those shown on the face of the Comprehensive Income and Expenditure Account, so no reconciliation of the figures is required.</p> | | FUNDING | | (2,597) | Three Rivers District Council Contribution | (2,623) | (4,067) | Watford Borough Council Contribution | (4,113) | (6,664) | Total Funding | (6,736) | | | | 0 | Net Expenditure Less Funding | 0 | 0 | Surplus/Deficit Shared Services | 0 | | | |
|-----------------|---|--|--|----------------|--|---------|--|---------|---------|--------------------------------------|---------|----------------|----------------------|----------------|--|--|--|---|------------------------------|---|----------|--|----------|--|--|--|
| | FUNDING | | | | | | | | | | | | | | | | | | | | | | | | | |
| (2,597) | Three Rivers District Council Contribution | (2,623) | | | | | | | | | | | | | | | | | | | | | | | | |
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| (6,664) | Total Funding | (6,736) | | | | | | | | | | | | | | | | | | | | | | | | |
| | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 0 | Net Expenditure Less Funding | 0 | | | | | | | | | | | | | | | | | | | | | | | | |
| 0 | Surplus/Deficit Shared Services | 0 | | | | | | | | | | | | | | | | | | | | | | | | |
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| JSS10/13 | Head of Strategic Finance (Watford) / Director of Corporate Resources and Governance (Three Rivers) | The Joint Committee thanked Bernard Clarke and David Gardner for their hard work in respect of Shared Services, in view of their pending retirements. | | | | | | | | | | | | | | | | | | | | | | | | |

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