

# Public Document Pack

THREE RIVERS & WATFORD  
SHARED SERVICES  
JOINT COMMITTEE



## AGENDA

Date: 13 January 2014

Time: 7.30 pm

Place: Watford Borough Council

Members of the Committee:-

Councillors:-	M Watkin (Chair)	S Nelmes
	B White (Vice-Chair)	N Bell
	G Derbyshire	Sansom

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

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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 18 November 2013.

**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)).

Item		Page
<b>5</b>	<b>MEASURES OF PERFORMANCE</b>	1 - 2
	This report gives performance information for the Quarter 3 of 2013/14.	
	<i>Appendix to follow</i>	
<b>6</b>	<b>FUTURE ARRANGEMENTS FOR SHARED SERVICES</b>	3 - 8
	To receive a report on the future arrangements for Shared Services.	
<b>7</b>	<b>EXCLUSION OF PRESS AND PUBLIC</b>	
	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 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](mailto:elwyn.wilson@threerivers.gov.uk)**

# Agenda Item 5

## THREE RIVERS & WATFORD SHARED SERVICES JOINT COMMITTEE

Date of meeting: 13 January 2014

PART A

AGENDA ITEM

# 5

**Title:** MEASURES OF PERFORMANCE

**Report of:** Cathy Watson – Head of Human Resources  
Emma Tiernan / Allan Caton – ICT Client Managers  
Alan Power – Head of Finance  
Robert Della-Sala – Interim Head of Revenues and Benefits

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### 1. SUMMARY

1.1 This report gives performance information for the Quarter 3 of 2013/14.

### 2. RECOMMENDATIONS

2.1 That the Committee notes this report.

#### Contact Officer:

For further information on this report please contact:

Alan Power – Head of Finance  
Telephone number: 01923 727196 email: [alan.power@threerivers.gov.uk](mailto:alan.power@threerivers.gov.uk)

Emma Tiernan – ICT Client Manager  
Telephone number: 01923 727442 email: [emma.tiernan@watford.gov.uk](mailto:emma.tiernan@watford.gov.uk)

Allan Caton – ICT Client Manager  
Telephone number: 01923 727442 email: [allan.Caton@watford.gov.uk](mailto:allan.Caton@watford.gov.uk)

Cathy Watson – Head of HR  
Telephone number: 01923 278133 email: [cathy.Watson@watford.gov.uk](mailto:cathy.Watson@watford.gov.uk)

Robert Della-Sala – Interim Head of Revenues and Benefits  
Telephone number: 01923 278023 email: [robert.della-sala@watford.gov.uk](mailto:robert.della-sala@watford.gov.uk)

#### Report approved by:

Joanne Wagstaffe – Shared Director of Finance  
Telephone Number: 01923 727200 e-mail: [joanne.wagstaffe@watford.gov.uk](mailto:joanne.wagstaffe@watford.gov.uk)

### 3. **DETAILED PROPOSAL**

3.1 Measures of Performance for Quarter 3 of 2013/14 are attached at Appendix 1 (circulated separately).

3.2 Relevant officers will attend the meeting to answer questions.

### 4. **IMPLICATIONS**

#### 4.1 **Policy**

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

#### 4.2 **Financial**

4.2.1 There are no changes to the budget or the efficiency gains already agreed by the Joint Committee, Three Rivers District Council or Watford Borough Council as a result of this report.

#### 4.3 **Legal Issues** (Monitoring Officer)

4.3.1 There are no legal issues associated with 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 (i.e. to note the report).

#### 4.5 **Equalities, Staffing, Accommodation, Community Safety, Sustainability & Environment, Communications & Website and Customer Services**

4.5.1 None specific.

### **Appendices**

Watford and Three Rivers Shared Services – Measures of Performance, Annual, Quarterly, Monthly – 2013/14 (Quarter 3: October – December) – to follow

### **Background Papers**

No papers were used in the preparation of this report.

# Agenda Item 6

## THREE RIVERS & WATFORD SHARED SERVICES JOINT COMMITTEE

**Date of meeting:** 13 January 2014

PART A

AGENDA ITEM

# 6

**Title:** FUTURE ARRANGEMENTS FOR SHARED SERVICES

**Report of:** Joanne Wagstaffe – Shared Director of Finance

1. **SUMMARY**

1.1 To receive a report on the future arrangements for shared services.

2. **RECOMMENDATIONS**

2.1 That the Committee notes this report.

**Report approved by:**

Joanne Wagstaffe – Shared Director of Finance

e-mail: [joanne.wagstaffe@watford.gov.uk](mailto:joanne.wagstaffe@watford.gov.uk)

Telephone Number: 01923 727200

### 3. **DETAILED PROPOSAL**

- 3.1 The Joint Committee in November 2013 requested a progress report on the implementation of the new arrangements for shared services.
- 3.2 The progress of the project to move towards a Lead Authority Model for the provision of shared services is attached at Appendix 1. The TUPE timetable is attached at Appendix 2.

### 4. **IMPLICATIONS**

#### 4.1 **Policy**

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

#### 4.2 **Financial**

- 4.2.1 There are no changes to the budget or the efficiency gains already agreed by the Joint Committee, Three Rivers District Council or Watford Borough Council as a result of this report.

#### 4.3 **Legal Issues** (Monitoring Officer)

- 4.3.1 There are no legal issues associated with 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 (i.e. to note the report).

#### 4.5 **Equalities, Staffing, Accommodation, Community Safety, Sustainability & Environment, Communications & Website and Customer Services**

- 4.5.1 None specific.

### **Appendices**

Appendix 1 – Progress Report

Appendix 2 – TUPE Timetable

## Update for Joint Shared Services Committee. 13 January 2014

## Lead Authority Model for Shared Services

The Table below shows that there has been good progress against the agreed timetable and that the production of the necessary documents is underway. The TUPE timeline is shown in Appendix 2.

Action	WBC Date	TRDC Date	Comments	RAG
Confirmation that TUPE applies.	2 <sup>nd</sup> January 2014	2 <sup>nd</sup> January 2014	Completed	G
Draft Shared Services Agreement	2 <sup>nd</sup> January 2014	2 <sup>nd</sup> January 2014	First draft completed and weekly meetings to discuss the issues.	G
Output Specifications for services to be drafted.	6 <sup>th</sup> December 2013	6 <sup>th</sup> December 2013	Completed	G
Officer review of draft documents.	Leadership Team 10 <sup>th</sup> December 2013	Management Board 17 <sup>th</sup> December 2013	Completed	G
Officer sign off of draft agreements.	Leadership Team 7 <sup>th</sup> January 2014	Management Board 14 January 2014	On Track	G
Heads of Terms Agreed		Executive 27 <sup>th</sup> January 2014	On track	G
Final Agreement	Portfolio Holders/ Heads of Service 6 <sup>th</sup> January  Cabinet 20 <sup>th</sup> January 2014 or 17 <sup>th</sup> February 2014  Full Council 19 <sup>th</sup> March 2014	  Executive 24 <sup>th</sup> March 2014  Council Special 24 <sup>th</sup> March 2014	Completed	G
Go Live date	1 April 2014	1 April 2014	On track	G

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## TUPE Timeline

Implementation date: 1 April 2014

Action to be taken on behalf of both Councils	Related document available	Required Date
Establish whether or not TUPE applies (include final assessment of all long term agency staff and fixed term employees)	TUPE Regulations section 3	By 2 January 2014
Ask employees for their permission to give their personal details to the transferee	Consent form for staff	w/c 6 January 2014
Notify the transferee of employee liability information under Regulation 11	Spreadsheet of staff details for TUPE	w/c 13 January 2014
Send transferee Regulation 13 (2) letter asking for any "measures" they envisage taking in relation to the transfer. Consider if there are any measures that Council, as the transferor will take	Regulation 13 letter to transferee	w/c 13 January 2014
Confirm all contractual Policies and Procedures for both Councils		w/c 20 January 2014
Ensure copies of contracts of employment for transferring staff are available		w/c 20 January 2014
Once response to Regulation 13 letter is received, send copy to Trade Union. Meet with Union to discuss	Regulation 13 letter to Trade Union	By 3 February 2014
Send staff letters explaining inclusion on transfer list, the facts of the transfer (including any measures to be taken) and expected timescales. This will be the start of the consultation period. The length of the consultation period will depend on the number of affected staff and what measures are to be taken in relation to them.	Letter to employees – inclusion in TUPE list	10 February 2014 Consultation period runs from 10 Feb to 9 March 2014
Consider if the transfer will have an effect on staff not contained on the transfer list. If so, consult with them on the consequences to them		To be confirmed
Line Manager and HR to meet with affected staff at least once and preferably twice during the consultation period. Consider whether a group presentation would be helpful and/or TUPE Q and A sheet	TUPE Q and A TUPE presentation Consider whether a template consultation form would be useful – need to know measures also	w/c 17 February 2014 and w/c 3 March 2014
Ensure leaver forms are completed by Line Manager (consider the effect the transfer date may have on any overpayments being made through payroll)	On intranet	By 28 March 2014
Letters to staff to be sent out	Letter to employees	28/31 March 2014
Transfer Date		1 April 2014

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