

THREE RIVERS & WATFORD
SHARED SERVICES
JOINT COMMITTEE



AGENDA

Date: 13 June 2011

Time: 7.30 pm

Place: Three Rivers District Council

Members of the Committee:-

Councillors:-	A Wylie (Vice-Chair) G Derbyshire	A Khan
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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
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 7 March 2011.	1 - 6
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	REVENUES AND BENEFITS - PROGRESS REPORT This report gives an update on the Revenues and Benefits service.	7 - 54

Item	Page
<p>6 REVENUES AND BENEFITS - HARMONISED WRITE-OFF PROCEDURES</p> <p>The report recommends that harmonised write-off procedures be recommended to the two councils.</p>	55 - 70
<p>7 ICT PROJECTS</p> <p>This report outlines the projects that have been requested from ICT for the next financial year and the criteria that have been used to prioritise them.</p>	71 - 98
<p>8 ICT HARMONISATION</p> <p>This report gives detailed options and capital implications for the harmonisation of business system applications across Watford Borough and Three Rivers District Council.</p>	99 - 150
<p>9 UPDATE ON PROPOSALS FOR HARMONISATION OF TERMS AND CONDITIONS OF EMPLOYMENT</p> <p>The purpose of this report is to inform the Committee of the outcome of the consultation period and to seek approval to implement the proposals contained within this report.</p>	151 - 162
<p>10 GRIEVANCE POLICY AND PROCEDURE</p> <p>This report seeks approval to a harmonised grievance policy and procedure.</p>	163 - 174
<p>11 PERFORMANCE MANAGEMENT 2010/11</p> <p>This report provides an update on the performance of the shared services in the current year.</p>	175 - 176
<p>12 EXCLUSIONS OF PRESS AND PUBLIC</p> <p>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 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 there would be disclosure to them of exempt information as defined under Paragraph 4 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.</p>	

PART B - Closed to the Public**13 ICT REVIEW**

This executive summary outlines the findings of the ICT Review/Strategy conducted by external consultants Actica Consulting Limited.

14 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.

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