

THREE RIVERS DISTRICT COUNCIL AND WATFORD BOROUGH COUNCIL

Three Rivers and Watford Shared Services Joint Committee - 21 November 2011

ACTION SHEET

JSS32/11 DISCLOSURES OF INTEREST

None received.

JSS33/11 MINUTES

The minutes of the meeting of the Joint Shared Services Committee held on 12 September 2011 were confirmed as a correct record and signed by the Chairman.

JSS34/11 NOTICE OF OTHER BUSINESS

None received.

JSS35/11 SERVICE AND FINANCIAL PLANNING 2012-2015

- (1) that the service plans for Finance, Human Resources ICT and Revenue & Benefits be approved subject to the following amendments
 - The Head of Human Resources explore an opportunity to provide another District Council an HR service via a Delegated Responsibility Model
 - Any Balance of the required savings not achieved by the above be delayed until 2013 and delivered through a review of the Organisational Development /Learning and Development Section.
 - That in respect of Revenue and Benefits, savings of £60,000 be postponed for one year and the Head of Revenues and Benefits re-engineer the document imaging service to carry out 'triage' of benefit claims and changes in circumstances (as now carried out by CSC staff). Delete the vacant Document Processing Support post and replace with a Benefits Officer in the short term to assist with the introduction of the triage. The arrangement to last until March 2013.
 - Once the backlog of Housing and Council Tax Benefits claims had been cleared officers provide information on the staffing requirements of the section to deal with the on-going claims received.
- (2) that the proposals to clear the backlog of benefit claims and an additional budget of £25,000 be approved;

- (3) that the Committee notes the budget forecast for the Joint Committee in respect of the next three financial years as changed by any amendments made under recommendations (1) and (2) above);
and
- (4) that the Committee submits to each Council its funding requirements.

JSS36/11 ICT OPTIONS APPRAISAL UPDATE

RESOLVED –

that Joint Committee notes the contents of the report and agrees to take forward the detailed business case with Serco and conduct a soft market test with OGCBuyingSolutions suppliers in tandem once the requirements specification for both councils have been written.