

THREE RIVERS DISTRICT COUNCIL AND WATFORD BOROUGH COUNCIL

At a meeting of the **Three Rivers and Watford Shared Services Joint Committee** held in Committee Room 2, Watford Town Hall, on 23 January 2012 from 7.30 pm to 8.45 pm

Present: Councillors A Wylie (Chair), B White (Vice-Chair), M Bedford, G Derbyshire, A Khan and R Sangster

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| Officers: | Tricia Taylor | Executive Director Resources |
| | Avni Patel | Head of ICT |
| | Phil Adlard | Head of Revenues and Benefits |
| | Elwyn Wilson | Democratic Services Manager |
| | Alan Power | Head of Financial Services |
| | Terry Baldwin | Head of Human Resources |

An apology for absence was received from David Gardner, Director of Corporate Resources and Governance.

Also in attendance: - Councillor A Mortimer and Keith Thomas, Actica Ltd

JSS39/11 **DISCLOSURES OF INTEREST**

None.

JSS40/11 **MINUTES**

The minutes of the meeting of the Joint Shared Services Committee held on 21 November 2011 were confirmed as a correct record and signed by the Chairman.

JSS41/11 **NOTICE OF OTHER BUSINESS**

None.

JSS42/11 **ICT UPDATE**

This report gave an update on the infrastructure project and progress on the options for future ICT service provision.

The Head of ICT reported at the meeting that the final report in respect of priority hardware replacement and or remedial work would now be completed by the week of 23 January 2012.

Keith Thomas, Actica Ltd was in attendance. He stated that he was currently developing the ICT requirements specification using information from the ICT strategy, discussions with staff and a questionnaire to all Heads of Service. He

would discuss the specification with SERCO and also a number of suppliers to consider the specification and to seek informal quotes.

In reply to a question, Mr Thomas stated that SERCO had a Framework Agreement with Herts County Council and the Committee at its last meeting had awarded the preferred status to SERCO but would seek informal quotations from other providers to ensure value for money.

The Head of ICT undertook to provide information to Members of the Joint Committee concerning projects in the ICT Service Plan and the Health Check undertaken in respect of the Government Code of Connection.

RESOLVED:-

that the contents of the report be noted with details of the projects to be undertaken by the ICT section as outlined in its Service Plan and information relating to network discovery recommendations and the health check be circulated to Members of the Joint Committee .

JSS43/11 REVENUES AND BENEFITS UPDATE

This report gave an update on the revenues and benefits service.

The Joint Committee noted the present position concerning the employment of SERCO to clear the backlog.

The Committee, in relation to the proposal to employ SERCO as short-term resilience support if the workload increased, requested additional information concerning the “trigger point” at which SERCO would be employed. Members believed that 2000 documents was too high a figure.

RESOLVED:-

- (1) that the contents of the report are noted; and
- (2) that subject to the conditions in para 3.3 and the Officers reporting further to the Joint Committee on the appropriate number of documents that would be the ‘trigger point’, the future use of SERCO resilience as a short-term resource be continued.

JSS44/11 CLOSING OF ACCOUNTS

The Chairman drew attention to comments made at a recent Audit Committee of Watford Council in relation to the closing of the accounts and views expressed by the External Auditors on Creditors / Debtors.

The Head of Finance stated that the error did not affect the bottom line of Watford Council’s accounts it only related to the reporting on the balance sheet, was noted by officers who amended the situation, and confirmed that processes

would be in place next year to ensure improvements in the closing of the accounts.

RESOLVED:-

that the situation be noted.

JSS45/11 DATE OF NEXT MEETING

The next meeting of the Joint Committee would be held on Monday 5 March 2012 at 7.30 p.m. Watford Town Hall.

CHAIRMAN