

Decisions taken by the Three Rivers and Watford Shared Services Joint Committee on Monday, 5 March 2012

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

A1	Disclosures of Interest	None received.
A2	Minutes	The Minutes of the meeting of the Joint Shared Services Committee held on 23 January 2012 were confirmed as a correct record and signed by the Chairman.
A3	Notice of Other Business	<p>The Chairman ruled that the following report, which had not been available for five clear days before the meeting, was of sufficient urgency to be considered by the Committee for the reason indicated:</p> <p>Item 5 – ICT Requirements Specification</p> <p>To enable the ICT Specification to be approved to obtain proposals from suppliers for the delivery of the service to the councils.</p>
A4	ICT - Service Specification	<p>RESOLVED: -</p> <p>(1) that the ICT Service Specification be approved.</p> <p>(2) that the revised approach to obtaining costed proposals from the market be approved.</p>
A5	Revenues and Benefits update	<p>RESOLVED: -</p> <p>(1) that the contents of the report be noted;</p> <p>(2) that the arrangement to close the South Oxhey office on a Wednesday be continued;</p> <p>(3) that phones continue to be closed on a Wednesday afternoon (apart from 14 March – 4 April) but this arrangement be reviewed by the Portfolio Holders and Officers in April with a further report to the Committee at the next meeting in May; and</p>

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		(4) that the “trigger point” for engaging resilience resource be set at 1000 documents and subject to review in three months.
A6	New Staff Appraisal Process	<p>RESOLVED: -</p> <p>(1) The appraisal cascade should run between March and June annually, with a mid year review in autumn.</p> <p>(2) The same time scale should be implemented across both councils to support consistency in training planning and to enable a streamlined process in the Shared Services.</p> <p>(3) Learning and Development to finalise consultation with managers and staff and take their feedback into account when designing a new appraisal process.</p> <p>(4) Training is undertaken in both Councils to emphasise the importance of appraisals and discussions with staff.</p> <p>(5) A further report is submitted to Joint Committee once the options outlined above have been costed and reviewed against the detailed specification.</p>
A7	Performance Management	<p>RESOLVED: -</p> <p>That the oral update be noted.</p>