

**THREE RIVERS & WATFORD
SHARED SERVICES
JOINT COMMITTEE**



AGENDA

Date: 28 May 2012

Time: 7.30 pm

Place: Committee Room 2
Town Hall, Watford

Members of the Committee:-

Councillors:-	To be confirmed
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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

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Part A - Open to the Public

1 APOLOGIES FOR ABSENCE / SUBSTITUTE MEMBERS

2 ELECTION OF CHAIR

To elect a Chair of the Committee from among Watford members for the period ending 5 October 2012 in accordance with paragraph 9 of Schedule 1 to the 'Delegation and Joint Committee Agreement'.

3 DISCLOSURES OF INTEREST

To receive any disclosures of interest.

4 MINUTES

To confirm as a correct record the minutes of the Joint Shared Services Committee held on 5 March 2012.

Item	Page
5 NOTICE OF OTHER BUSINESS	
<p>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)).</p>	
6 ICT REQUIREMENTS SPECIFICATION	1 - 4
<p>This report provides an update on the ICT Shared Services Review.</p>	
7 REVENUES AND BENEFITS UPDATE	5 - 8
<p>This report gives an update on the revenues and benefits service.</p>	
8 NEW STAFF APPRAISAL PROCESS	9 - 14
<p>This report provides an update on the move to a new staff appraisal process.</p>	
9 CLOSING OF ACCOUNTS	
<p>Officers will provide an oral update on the progress being made to close the accounts for 2011/12.</p>	
10 PERFORMANCE MANAGEMENT	
<p>Members are asked to note the performance management information posted on the website.</p>	
11 EXCLUSION OF PRESS AND PUBLIC	
<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(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.</p>	

Part B - Closed to the Public**12 DWP INSPECTION REPORT**

This report allows consideration of the findings of the DWP Inspection Team.

13 OTHER BUSINESS

If approved under Item 5.

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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