

**Decisions taken by the Three Rivers and Watford Shared Services Joint Committee on Monday, 28 May 2012**

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

<b>A1</b>	Election of Chair	RESOLVED: -  that Councillor Mark Watkin be appointed Chairman of the Joint Committee until October 2012.
<b>A2</b>	Disclosures of Interest	Councillor Nigel Bell declared a personal and non prejudicial interest in agenda items 7 (Revenues and Benefits Update) and Item 1 Part 2 (DWP Inspection report) as an employee of DWP.
<b>A3</b>	Minutes	The minutes of the meeting of the Joint Shared Services Committee held on 5 March 2012 were confirmed as a correct record and signed by the Chairman.  That in the future an item be placed on the agenda concerning 'Matters Arising'.  That the thanks of the Committee be recorded to former Councillor Andy Wylie for his contribution in implementing the four shared services.
<b>A4</b>	Notice of Other Business	None.
<b>A5</b>	ICT Requirements Specification	RESOLVED: -  (1) that the report be noted;  (2) that the appointment of an interim IT Manager be undertaken as soon as possible in consultation with the Vice-Chairman;  (3) that the current costs of the IT service be provided to the Joint Committee against which

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		<p>tenders received can be judged;</p> <p>(4) that a revised project plan be circulated to Members of the Joint Committee; and</p> <p>(5) that the results of the tender exercise be reported to the 23 September meeting of the Joint Committee.</p>
<b>A6</b>	Revenues and Benefits Update	<p>RESOLVED: -</p> <p>(1) that the contents of the report be noted.</p> <p>(2) that a progress report be presented to the next meeting of the Joint Committee concerning the services' capacity.</p>
<b>A7</b>	New Staff Appraisal Process	<p>RESOLVED: -</p> <p>that the report be noted.</p>
<b>A8</b>	Closing of Accounts	<p>RESOLVED: -</p> <p>that the oral report that Officers are on target to close the accounts well before the statutory deadline be noted.</p>
<b>A9</b>	Performance Management	<p>RESOLVED: -</p> <p>that officers, in consultation with the Chairman and Vice-Chairman, consider revamping the</p>

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		reporting of performance management information so that the essence of any discussion at the Joint Committee would be about expectations, with an explanation as to why the performance indicated had not been achieved to be included in the report.
<b>Part B</b>		
<b>B10</b>	Exclusion of Press and Public	RESOLVED: -  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.
<b>B11</b>	DWP Inspection Report	RESOLVED: -  that the findings of the DWP Inspection and the subsequent action plan be noted.