

**Decisions taken by the Three Rivers and Watford Shared Services Joint Committee on Monday, 24 September 2012**

Agenda Item No	Topic	Decision
<b>A1</b>	Disclosures of Interest	None received
<b>A2</b>	Minutes	The minutes of the meeting of the Joint Shared Services Committee held on 2 July 2012 were confirmed as a correct record and signed by the Chairman.
<b>A3</b>	Notice of Other Business	<p><b>Item 5 – External Auditors Report to those Charged with Governance – ISA260 – (September 2012) and Approval of the Statement of Accounts for 2011/12</b></p> <p>The Chairman ruled that the appendices to this item, which had not been available for five clear days before the meeting, were of sufficient urgency to be considered by the Committee for the reason indicated;</p> <p>to enable the statutory deadline for the closing of the accounts to be achieved.</p>
<b>A4</b>	External Auditor's Report to those charged with Governance - ISA260 - (September 2012) and approval of the Statement of Accounts for 2011/12	<p>RESOLVED –</p> <ol style="list-style-type: none"> <li>1. that the external auditor's 'Report to those charged with Governance' be noted;</li> <li>2. that the Committee confirms that it is satisfied that the accounting policies adopted are the most appropriate;</li> </ol> <p align="center">and</p> <ol style="list-style-type: none"> <li>3. that the Statement of Accounts for 2011/12 be approved.</li> </ol>

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A5	Benefits Update	<p>RESOLVED –</p> <p>that the Joint Committee: -</p> <ol style="list-style-type: none"> <li>1. notes the report;</li> <li>2. confirms that it wishes to see new claims processed within 22 days, and changes in circumstance processed within 8 days;</li> <li>3. agrees the action taken by the Director of Corporate Resources and Governance and the Head of Revenues and Benefits, in consultation with the Chairman and Vice-Chairman of the Joint Committee, in procuring additional ‘one-off’ support from the private sector to reduce the backlog of changes in circumstances;</li> <li>4. seeks a contract with a suitable supplier that gets the service to the position where it: - <ul style="list-style-type: none"> <li>• Can pass work over to the successful contractor on a flexible ‘top-up’ basis depending on the recession (ongoing increases in workload) and allowing for changes (i.e. reductions in workload) as universal credit is introduced.</li> </ul> </li> <li>5. seeks a total additional budget from the two councils of £285,000 for 2012/13, to be shared in accordance with the Delegation and Joint Committee Agreement; and</li> <li>6. an appropriate growth bid for additional funding as part of the service and financial planning process for 2013/14 be agreed.</li> </ol>

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<b>Agenda Item No</b>	<b>Topic</b>	<b>Decision</b>
<b>A6</b>	Exclusion of Press and Public	<p>RESOLVED –</p> <p>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 paragraph 3 of Part 1 of Schedule 12A to the Act.</p>
<b>A7</b>	ICT - Evaluation of invitation to tender	<p>RESOLVED –</p> <ol style="list-style-type: none"> <li>1. that the Joint Shared Services Committee acknowledges the thorough and systematic approach taken to evaluate and moderate the ICT Services Tender;</li> <li>2. that the Joint Shared Services Committee approve the recommendation that Capita should be awarded preferred supplier status and that Northgate be kept in reserve. It to be noted that a further report will be presented to a future Joint Committee meeting detailing the final terms to enable a contract to be signed off;</li> <li>3. that the due diligence process commence with immediate effect;</li> <li>4. that further staff consultation be held immediately after this meeting; and</li> <li>5. that the extent (and composition) of the client function be reported to the next meeting of the Joint Committee for consideration/approval.</li> </ol>