

THREE RIVERS & WATFORD
SHARED SERVICES
JOINT COMMITTEE



AGENDA

Date: 19 November 2012

Time: 7.30 pm

Place: Penn Chamber, Three Rivers District Council

Members of the Committee:-

Councillors:-	G Derbyshire A Khan S Nelmes	R Sangster M Watkin B White
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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 AND VICE-CHAIR

To elect a Chair and Vice-Chair of the Committee for the ensuing year in accordance with paragraphs 9 and 10 of Schedule 1 to the 'Delegation and Joint Committee Agreement':
Three Rivers members to appoint the Chair and Watford members to appoint the Vice-Chair.

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 24 September 2012.

(The minutes are available on the Council's website)

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 MEASURES OF PERFORMANCE	1 - 14
<p>This report gives performance information for the 2nd Quarter of 2012/13.</p>	
7 SERVICE AND FINANCIAL PLANNING 2013-2016	15 - 172
<p>This report considers the service plans and budgets for the shared services in the medium term.</p>	
8 ICT - UPDATE ON DUE DILIGENCE	
<p>An oral report will be given on the progress made on due diligence with Capita PLC.</p>	
9 ICT - CLIENT FUNCTION	173 - 182
<p>This report considers the need for a client function in the event of out-sourcing ICT activities.</p>	
10 INTERNAL AUDIT	183 - 204
<p>This report considers a proposal to join the Hertfordshire Shared Internal Audit Service.</p>	
11 SHARED SERVICES REVIEW	205 - 210
<p>This report looks at the achievement of the shared services against the criteria of resilience, savings and service improvement and considers the lessons learned since implementation.</p>	

12 EXCLUSION OF PRESS AND PUBLIC

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.

Part B - Closed to the Public**13 OTHER BUSINESS**

If approved under Item 4.

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.

E-mail: elwyn.wilson@threerivers.gov.uk