

Decisions taken by the Three Rivers and Watford Shared Services Joint Committee on Monday, 19 November 2012

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

A1	Election of Chair and Vice-Chair	<p>RESOLVED:-</p> <p>(1) that Councillor Brian White be appointed Chairman of the Joint Committee until November 2013; and</p> <p>(2) that Councillor Mark Watkin be appointed Vice-Chairman of the Joint Committee until November 2013.</p> <p>At the request of the Chairman Councillor Watkin took the Chair for the meeting.</p>
A2	Disclosures of Interest	None received
A3	Minutes	The minutes of the meeting of the Joint Shared Services Committee held on 24 September 2012 were confirmed as a correct record and signed by the Chairman.
A4	Notice of Other Business	None received.
A5	Measures of Performance	<p>RESOLVED:-</p> <p>that the Committee notes this report.</p>
A6	Service and Financial Planning 2013-2016	<p>RESOLVED:-</p> <p>(1) that the Committee approves the service plans subject to the following amendments to the Revenues and Benefits Service Plan:</p>

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		<p>Risk RB111 likelihood to be stated as E and the reason for assessment of RB14 to read: Key expertise could be lost Staff decide to seek alternative career opportunities when offered and Increased reliance on third parties</p> <p>(2) that option 1 for achieving savings of £19,514 pa in Human Resources be adopted and option 2 be delayed until the 2013/14 financial year;</p> <p>(3) that the Committee notes the budget forecast for the Joint Committee in respect of the next three financial years; and</p> <p>(4) that the Committee submit to each Council its funding requirements.</p>
A7	ICT - Update on Due Diligence	<p>RESOLVED:-</p> <p>(1) that senior managers of Capita PLC be invited to meet the Joint Committee on 14 January to enable Members to see a preview of their presentation to the Councils' staff, to question them on the details of their offer, including ongoing service support and its costs;</p> <p>(2) that the officers prepare a checklist of key questions for the Joint Committee to put to Capita, to ensure that all relevant issues are explored prior to the Joint Committee considering a decision on the Capita offer; and</p> <p>(3) that following the meeting with Capita, the Joint Committee consider its decision on the offer in Part 2.</p>

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A8	ICT - Client Function	<p>RESOLVED:-</p> <p>(1) that the Joint Shared Services Committee notes the activities which will be the responsibility of the councils;</p> <p>(2) that the Joint Shared Services Committee approves the recommended structure of the Client team; and</p> <p>(3) that the Joint Shared Services Committee approves that the Client team is put in place as soon as transition begins and that it is reviewed 12 months after the commencement of the managed service contract.</p>
A9	Internal Audit	<p>RESOLVED:-</p> <p>that internal audit services be provided by the Hertfordshire Shared Internal Audit Service and the Head of Strategic Finance (Watford) and the Director of Corporate Resources and Governance (Three Rivers) be delegated in consultation with the Chairman and Vice-Chairman of the Committee to enter into an appropriate agreement.</p>
A10	Shared Services Review	<p>RESOLVED:-</p> <p>that the report be noted and that further consideration be given to the issues it raised at a later date.</p>