

THREE RIVERS & WATFORD SHARED SERVICES JOINT COMMITTEE

Date of meeting: 12 September 2011

PART A

AGENDA ITEM

9

Title: SERVICE AND FINANCIAL PLANNING

Report of: Director of Corporate Resources & Governance – Three Rivers D C

1. **SUMMARY**

1.1 This report seeks agreement to the service and financial planning process for 2012-2015.

2. **RECOMMENDATIONS**

2.1 That the Committee agrees the service and financial planning process for 2012-2015.

Contact Officer:

For further information on this report please contact:

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Report approved by:

Tricia Taylor – Executive Director – Watford B.C.

3. DETAILED PROPOSAL

3.1 The Delegation and Joint Committee Agreement states that:-

- Each council shall submit to the Finance Officer of the Joint Committee before the end of October in each year, their estimate of the funding likely to be available to the shared services for the next three financial years,
- The Head of each Shared Service shall prepare and submit to the Joint Committee no later than November each year an annual written service plan for the Shared Service for which he or she is responsible for the next three financial years. This shall take into account any constraints and set out inter alia the outputs to be achieved by and the resources required for the relevant Shared Service.
- On receipt of a service plan for a Shared Service, the Joint Committee shall by the end of the calendar year, review, make such amendments as it thinks fit and approve the service plan together with the relevant Service Level Agreement.
- The Finance Officer to the Joint Committee shall prepare a base budget forecast for the Joint Committee in respect of the next three financial years by reference to the resources approved within the service plans.
- The Joint Committee shall, as soon as practicable, but in any event no later than 10th January of each year, submit to each Council its funding requirements.

3.2. Attached at Appendix 1 is the proposed timetable showing how the process for shared services relates to those at the two constituent councils.

4.2 Financial

4.2.1 None specific to this report.

4.3 Legal Issues (Monitoring Officer)

4.3.1 None specific to this report.

4.4 Risk Management and Health & Safety

4.4.1 There are no risks associated with the decision members are being asked to take.

4.5 Equalities

4.5.1 *Relevance Test*

Has a relevance test been completed for Equality Impact? No
There is no proposed change to the shared services.

4.6 Staffing, Accommodation, Community Safety, Sustainability & Environment, Communications & Website and Customer Services

4.6.1 None Specific

Appendices: Timetable

Background Papers: No background papers were used in the preparation of this report.

TIMETABLE

Date	Three Rivers D C	Watford B C	Shared Service
10 August 2011			ICT Joint Steering Group considers projects for 2012/13 and makes proposals for consideration by Joint Management Teams
26 August 2011		Return of Growth / Savings / New Capital Projects	
7 September 2011	Heads of Service commence preparation of draft service plans including current budgets, potential growth, savings and proposed capital programmes		Joint Management Teams consider priorities for ICT projects
12 September 2011			Joint Committee agrees service and financial planning process. Committee provided with an estimate of the funding likely to be available to the shared services for the next three years and outcome of ICT project prioritisation. Shared Services commence preparation of three-year medium-term service plans and budgets.
20 September 2011		Leadership Team considers service prioritisation progress / income projections / potential growth / savings / new capital projects. Budget Panel considers revised Medium Term Financial Strategy (MTFS)	
21 September 2011	Capital Strategy & Asset Management Team prepare capital bids for options appraisal and prioritisation.		
30 September 2011	Heads of Service complete draft service plans		
11 October 2011	Management Board considers the scores resulting from the scheme for prioritising growth, savings and capital bids.		
18 October 2011		Leadership Team consider latest MTFS	
21 October 2011		Portfolio Holders consider progress on 2012/13 budgets; growth / savings / new capital projects.	
25 October 2011		Budget Panel consider paper on service prioritisation achievement of 2011/12 profiled	

		savings.	
28 October 2011			Heads of Service complete draft service plans and budgets.
w/c 31 October 2011	Leisure & Community Safety and Public Services & Health policy and scrutiny committees meet to approve draft service plans		
3 November 2011			Shared Services Management Team reviews draft service for:- Human Resources ICT Finance Revenues & Benefits Prior to Joint Shared Services Committee
w/c 7 November 2011	Sustainable Environment and Resources policy and scrutiny committees meet to approve draft service plans		
21 November 2011			Joint Shared Services Committee reviews first six months of 2010/11 and approves three year medium term service plans for:- Human Resources ICT Finance Revenues & Benefits Committee's priorities for cost reductions agreed. Funding requirements submitted to councils.
29 November 2011		Budget Panel consider RSG Settlement and effect upon revised MTFS. Also receive a paper on progress relating to the Council's Road Map and achievement of future efficiencies.	
5 December 2011	Executive Committee notes RSG Settlement	Cabinet consider RSG Settlement and effect on MTFS and consider Budget Panel observations. All detailed estimates papers are completed and available for dissemination	
10 January 2012			Latest date for Joint Committee to formally request its funding requirements in accordance with the 'Delegation and Joint Committee Agreement'.
11 January 2012		Budget Panel consider detailed revenue and capital estimates highlighting growth / savings / capital programme; fees and	

		charges; also MTFS; available reserves and inviting Budget Panel's recommendation on Council Tax.	
16 January 2012		Cabinet take note of comments from Budget Panel / recommend budget for 2012/2013 and have option of recommending Council Tax	
23 January 2012			Joint Shared Services Committee meeting
25 January 2012		Council considers / approves Budgets and Council Tax	
30 January 2012	Executive Committee considers Strategic, Service and Financial Planning 2012-2015 report including outcome of budget consultation and recommendations from policy and scrutiny committees.		
21 February 2012	Council adopts three-year medium-term strategic, service & financial plans. Budget recommendations and Council Tax agreed		