

Update for Joint Shared Services Committee. 13 January 2014

Lead Authority Model for Shared Services

The Table below shows that there has been good progress against the agreed timetable and that the production of the necessary documents is underway. The TUPE timeline is shown in Appendix 2.

Action	WBC Date	TRDC Date	Comments	RAG
Confirmation that TUPE applies.	2 nd January 2014	2 nd January 2014	Completed	G
Draft Shared Services Agreement	2 nd January 2014	2 nd January 2014	First draft completed and weekly meetings to discuss the issues.	G
Output Specifications for services to be drafted.	6 th December 2013	6 th December 2013	Completed	G
Officer review of draft documents.	Leadership Team 10 th December 2013	Management Board 17 th December 2013	Completed	G
Officer sign off of draft agreements.	Leadership Team 7 th January 2014	Management Board 14 January 2014	On Track	G
Heads of Terms Agreed		Executive 27 th January 2014	On track	G
Final Agreement	Portfolio Holders/ Heads of Service 6 th January Cabinet 20 th January 2014 or 17 th February 2014 Full Council 19 th March 2014	 Executive 24 th March 2014 Council Special 24 th March 2014	Completed	G
Go Live date	1 April 2014	1 April 2014	On track	G