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| Minutes of | Shared Services Joint Committee |
| Meeting date | Wednesday, 6 September 2023 |
| Members present: | Councillor Paul Foster (Chair), Councillor Alistair Bradley (Vice-Chair) and Councillors Michelle Brown, Aniela Bylinski Gelder, Alan Cullens, Margaret France, Margaret Smith, Peter Wilson and Karen Walton |
| Officers: | Chris Sinnott (Chief Executive), Caroline Winstanley (Transformation Co-Ordinator), Rebecca Aziz-Brook (Transformation and Change Team Leader), Lizzie Hindle (Head of Planning and Enforcement) and Nina Neisser-Burke (Democratic and Member Services Officer) |
| Other members: | Councillor Phil Smith and Councillor Damien Bretherton (attended virtually) |

A video recording of the public session of this meeting is available to view on [YouTube here](#)

29 Apologies for Absence

Apologies of absence were received from Councillor Matthew Tomlinson.

30 Minutes of meeting Monday, 24 July 2023 of Shared Services Joint Committee

Resolved (For: 8 Abstain: 1)

That the minutes of the meeting of the Shared Services Joint Committee held on Monday, 24 July 2023 be approved as a correct record for signature by the Chair.

31 Declarations of Any Interests

No interests were received.

32 Exclusion of Press and Public

Resolved: (unanimously)

That the press and public be excluded from the meeting for the following item of business on the grounds that it involves the likely disclosure of exempt information as defined in Paragraph 3 of Part 1 of Schedule 12A to the Local Government Act 1972.

33 Shared Building Control

Chris Sinnott, Chief Executive presented the confidential report which set out the proposals for a shared building control service.

On 24 July, the Shared Services Joint Committee agreed to commence a review into a shared building control service to help ensure resilience for both councils given the technical and specialist skills required in building control. The objectives of the review were set out in the report.

A pre-consultation period was carried out through workshops with the building control functions to gain feedback around the current challenges for the teams and opportunities for a shared service. This feedback had been incorporated into the report and the proposals. The Committee considered the proposals and the two options presented for the service structure.

Resolved (unanimously):

That the Shared Services Joint Committee considered the proposals and recommended the Shared Service Structure Option 1 for approval by Executive Member Decision as a basis for formal consultation.

34 Any urgent business previously agreed with the Chair

34a Procure Strategic Development and Programme Management Consultant to Support the Delivery of Major Projects

It had been agreed by the Chair that this item be considered under Any Other Business. Chris Sinnott, Chief Executive presented the confidential report which reviewed and considered the proposals to appoint a Development and Programme Management Consultant to support the delivery of major projects across both Councils.

The Committee proposed that a joint training session be arranged for both councils to upskill Members on the procurement process.

Resolved (unanimously):

To note the planned approach to be taken subject to respective council decision making as part of the shared service in Property and Development.

Chair

Date