

**MINUTES OF SHARED SERVICES JOINT COMMITTEE**

**MEETING DATE** Tuesday, 3 March 2020

**MEMBERS PRESENT:** Councillors Paul Foster (Chair), Alistair Bradley (Vice-Chair), Colin Clark, Margaret Smith, David Shaw, Martin Boardman and Margaret France

**OFFICERS:** Gary Hall (Interim Chief Executive), Chris Sinnott (Deputy Chief Executive), Chris Moister (Director of Governance), Vicky Willett (Shared Services Lead - Transformation and Partnerships), Janice Bamber (Interim Head of Shared Assurance Services) and Coral Astbury (Democratic and Member Services Officer)

**OTHER MEMBERS:** Councillor Phil Smith

**22 Apologies for Absence**

Apologies were received from Councillors Graham Dunn, Matthew Tomlinson and Peter Wilson.

**23 Minutes of meeting Monday, 9 September 2019 of Shared Services Joint Committee**

Members sought clarification on why the Shared Services Steering Group had not yet met. The Interim Chief Executive responded by explaining there had not been a need for the Steering Group to meet, however Members would be kept updated if the need arose for it to meet.

Members expressed their disappointment that the agenda for the meeting had been published late. The Interim Chief Executive explained that Members would be provided with an explanation outside of the meeting.

RESOLVED: (Unanimously)

That the minutes of the Shared Services Joint Committee held Monday, 9 September 2019 be held as a correct record for signing by the Chair.

**24 Declarations of Any Interests**

None.

**25 Shared Services Agreement**

The Committee considered a report of the Director of Governance which sought to provide an update on the preparation of a new Shared Services Agreement which

will be amended to reflect the changes to the Shared Services provision and improved based on experiences.

The Director of Governance explained to members there was several proposed changes to the Shared Services Agreement, with the agreement moving from a balancing payment model to a business model. Members were also advised that the agreement extended the scope of responsibility for the Shared Services Joint Committee. New governance arrangements would be introduced, in order to provide a strong decision-making framework, with call-in's being directed to each Council's Cabinet. The Committee would still have to work within the parameters set by both Council's.

In response to a member query, it was explained that the call-in process would be mirrored for both authorities. Each respective Cabinet would decide on the call-in. The Director of Governance confirmed that the call-in process for each Council were different, and work would be undertaken to look at aligning the constitutions.

Members discussed the approach which would be undertaken for scrutinising the decisions of the Committee and agreed that keeping scrutiny separate would enforce the individual sovereignty of the authorities. Members agreed that each Council should be given the autonomy to undertake scrutiny how they wish.

The Interim Chief Executive sought clarification from members on the procedure they wished to follow, should an opportunity arise for a post to be moved into Shared Services. Members agreed that the decision could be delegated to the Interim Chief Executive, providing that the decision did not incur additional budgetary costs. The decision would be published and accessible for all members on Mod Gov and members would still be able to call the decision in. Members requested that interim updates be provided to the Committee detailing any additional information with a view that a meeting be held, if there was need.

Members requested that a briefing session be arranged for all members on the updated Shared Services Agreement prior to the report being presented at Council.

RESOLVED: (Unanimously)

The approaches taken to the Shared Services Agreement and the principles used to expand the role of the Shared Services Joint Committee be agreed.

## **26 Exclusion of Press and Public**

RESOLVED: (Unanimously)

That the press and public be excluded from the meeting.

## **27 Shared Services T&C Review Consultation**

The Joint Committee considered a confidential report of the HR Manager (Chorley Council) which identified the approach to the consultation on the Shared Services Terms and Conditions Review, incorporating the shared HR policy framework.

RESOLVED: (Unanimously)

1. Senior Leadership will implement an approach to consultation suited to their individual services. This approach will incorporate at least one opportunity for feedback and response and will be supported by HR & OD as required.
2. Consultation will commence on the 4 March for four weeks. All employees across Chorley and South Ribble Council's will be encouraged to engage in the consultation.

## **28 Shared Services Phase 1 - Transformation Scoping**

The Joint Committee received a confidential report of the Deputy Chief Executive which sought to outline the proposed approach to Service Reviews which will need to be undertaken in order to allow the new services to operate efficiently as one team.

RESOLVED: (Unanimously)

The approach to transformation scoping as outlined within the report be agreed.

Chair

Date