

Minutes

Bucks Shared Support Services Joint Committee

Date: 8 June 2009

Venue: Sivatech, Gatehouse Close, Aylesbury, HP19 8DJ

Time: 5.30 pm to 6.20 pm

MEMBERS PRESENT

Mr A Busby, Mrs L Clarke, Mr D Rowlands, Mr D Shakespeare OBE and Mr M Edmonds

OFFICERS IN ATTENDANCE

Mr C Furness, Mr A Grant, Ms K Satterford, Mr C Williams, Mrs C Gray, Ms S Barnes, Ms R Bennett, Mr N Cave, Mr P Raimbach, Mrs J Yates, Mrs A Davies, Mr J McGinty, Ms C Changer and Ms B Evans

1 ELECTION OF CHAIRMAN

The Joint Committee noted that the appointment of the Chairman and Vice-Chairman of the Joint Committee at each meeting shall follow the principles of the rotation of chairing of meetings agreed as part of the Pathfinder arrangements.

RESOLVED

That Mr M Edmonds be elected Chairman of the Bucks Shared Support Services Joint Committee until the next meeting.

2 APPOINTMENT OF VICE-CHAIRMAN

The Joint Committee noted that the Vice-Chairman of this meeting would be Chairman of the following meeting.

RESOLVED

That Mr D A C Shakespeare be elected Vice-Chairman of the Bucks Shared Support Services Joint Committee until the next meeting.

3 TERMS OF REFERENCE OF THE JOINT COMMITTEE

Joint Committee noted the terms of reference as agreed by the participating Authorities.

4 OVERVIEW OF KEY ISSUES ON THE SHARED SERVICES PROJECT

Joint Committee noted the overview of issues in relation to the Project.

An additional recommendation was agreed under procurement costs as follows:-

“In particular, to note that the Aylesbury Vale District Council decision to agree the various recommendations listed in paragraph 3 of the report was taken on the basis of additional information provided in relation to (a) reducing the set-up costs and (b) taking a two-pronged approach in the competitive dialogue phase around the issue of where service centre jobs might be located.”

The Joint Committee considered the representations from Unison on the OJEU Notice.

RESOLVED

That the Bucks Shared Support Services Joint Committee consider this overview report and take it into account when the Committee considers the following issues on the agenda of the meeting:-

- **Procurement issues**
 - **Strategy**
 - **OJEU Notice**
 - **PQQ**
 - **Programme timetable**
- **Inter Authority Agreement**
- **Procurement costs**

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5 EXCLUSION OF THE PRESS AND PUBLIC

RESOLVED

That the press and public be excluded for the following item which is exempt by virtue of Paragraph 3 of Part 1 of Schedule 12a of the Local Government Act 1972 because it contains information relating to the financial or business affairs of any particular person (including the authority holding that information)

6 CONFIDENTIAL ITEM - VERBAL UPDATE FROM THE LEAD PROJECT OFFICER

The Interim Director Pathfinder Shared Services gave a verbal update as the Lead Project Officer.

7 CONFIDENTIAL ITEM - PROCUREMENT ISSUES

An updated report was tabled at the meeting.

Joint Committee noted the final changes to the procurement documents.

In relation to Page 9 of the Procurement Strategy an amendment was agreed to the second paragraph (headed Evaluation Panel Roles and Responsibilities):-

The role of the Evaluation Panel will be to ensure that the Councils select the most ...

RESOLVED

That the Bucks Shared Support Services Joint Committee:-

- 1 Agree the terms of the Procurement Documents as presented to the Joint Committee and as updated in the tabled report**
 - **Procurement Strategy**
 - **Official Journal of the European Union (OJEU) Notice**
 - **Pre Qualification Questionnaire (PQQ)**
 - **Evaluation criteria (incorporated into the PQQ)**
- 2 Instruct the Lead Project Officer to deal with any final minor drafting amendments/wording clarifications and then urgently to issue the OJEU notice to commence the procurement process.**

8 CONFIDENTIAL ITEM - INTER-AUTHORITY AGREEMENT

An updated report was tabled at the meeting.

The Joint Committee noted:-

- that the Buckinghamshire and Milton Keynes Fire Authority's agreement to enter the agreement was based on the final terms being approved by its own representative (and they were so approved) and
- that Wycombe District Council had reserved the approval of the document to its own Cabinet which had referred the document to the Improvement and Review Commission of the Council. This had met on 1st June 2009 and agreed the document subject to two specified amendments to the definitions of the first and second procurement milestones.

RESOLVED

- 1 That the Bucks Shared Support Services Joint Committee agree the terms of the Inter Authority Agreement as attached to the reports for the Committee with the following amendments:-**

That the definition of the first and second procurement cost milestones be amended as follows

"First Procurement Cost Milestone" means the anticipated date of the report to the Joint Committee on the outline solutions received from the competitive dialogue **and an indicative date for this event is 31st December 2009.**

“Second Procurement Cost Milestone” means the completion of the Project after the award of the contract(s) **and an indicative date for this event is 30th June 2010.**

2 That the Lead Project Officer be instructed urgently to finalise the arrangements for the sealing of the Inter Authority Agreement by the Authorities.

9 CONFIDENTIAL ITEM - PROCUREMENT COSTS

An updated report was tabled at the meeting.

Joint Committee noted the procurement costs expended by the core team between January and May 2009 together with projected expenditure required to reach the first procurement milestone and the Authorities’ respective contribution to those costs.

RESOLVED

That the Joint Committee agree partner Authorities’ contributions to the first tranche of procurement costs as set out in Table 2 of the tabled report and instruct the Lead Finance Officer to issue invoices for the same.

CHAIRMAN