

# Agenda

## Bucks Shared Support Services Joint Committee

Date Thursday 10 September 2009

Time 6.00 pm or on the rising of the Leaders meeting, whichever is the later

Venue Council Chamber, South Bucks District Council, Capswood, Oxford Road, Denham, UB9 4LH

Agenda Item	Page No
<b>1 Election of Chairman</b> The appointment of the Chairman and the 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.	
<b>2 Appointment of Vice-Chairman</b>	
<b>3 Apologies for absence/changes in membership</b>	
<b>4 Declaration of Interest</b>	
<b>5 Minutes</b> To agree the minutes of the Joint Committee held on 8 June 2009.	1 - 4
<b>6 Overview of key issues on the shared services project</b> Joint Committee is asked to consider the overview of issues in relation to the Project which introduces specific issues for decision covered elsewhere on the agenda.	5 - 8
<b>7 Exclusion of the Press and Public</b> To resolve to exclude the press and public as the following item 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)	
<b>8 Representations from Trade Union and Staff Representatives</b>	
<b>9 Confidential Minutes</b> To agree the confidential Minutes of the Joint Committee meeting held on 8 June 2009.	9 - 12
<b>10 Confidential Update from the Lead Project Officer</b>	
<b>11 Confidential Item on procurement issues</b> The Joint Committee will consider and agree the evaluation criteria. The Committee will also receive an update on the Pre-Qualification Questionnaires.	

**12 Date of Next Meeting**

Possible date of next meeting 14 December 2009 at 6pm.

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For further information please contact: Clare Gray on 01296 383610; Fax No 01296 382538;  
Email [cgray@buckscc.gov.uk](mailto:cgray@buckscc.gov.uk)

<b>Members:</b>	<b>Adrian Busby</b>	South Bucks District Council
	<b>John Cartwright</b>	Aylesbury Vale District Council
	<b>Lesley Clarke</b>	Wycombe District Council
	<b>David Rowlands</b>	Bucks & Milton Keynes Fire Authority
	<b>David Shakespeare</b>	Bucks County Council
	<b>OBE</b>	



# 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**

“In particular, to note that the Aylesbury Vale District Council decision to agree the various recommendations list 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.”

#### **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 s 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 1<sup>st</sup> 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 31<sup>st</sup> 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 30<sup>th</sup> 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**



**Title:** Pathfinder Shared Support Services Project – Overview of Key Issues on the Project

**Date:** 10 September 2009

**Author:** Leaders

**Contact Officer:** Susan Barnes

### **Purpose of Report**

The purpose of this report is to provide an overview of progress with the Shared Services Project and to summarise the issues which will be considered by the Joint Committee on 10 September 2009 in exempt session due to the nature of the issues to be discussed.

### **Recommendations**

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

- **Procurement Issues – High Level Evaluation criteria**
- **Pre Qualification Questionnaire Evaluation**

### **Executive Summary**

1. As part of the Pathfinder a number of participating authorities have been working towards the “joining of back office services” through the procurement of a private sector partner with whom a Joint Venture Company (JV Co) will be established - the Pathfinder Shared Support Services Project referred to in this report as “the project”. The drivers for undertaking the project are the need for cost savings and for improved service delivery.
2. In September 2008, Aylesbury Vale District Council, Buckinghamshire County Council, Buckinghamshire and Milton Keynes Fire Authority, South Bucks District Council and Wycombe District Council each indicated their commitment to supporting the development of a business case for a Joint Venture option.

3. A number of decisions have now been taken by each participating authority at the beginning of this year where the business case and procurement strategy were agreed. In addition, authorities agreed to set up a Joint Committee which is empowered to make decisions on behalf of constituent authorities in relation to specific aspects of the Project.
4. The Joint Committee first met on 8 June 2009 and at this meeting they agreed the following:-
  - updated procurement strategy
  - the publication of the Official Journal of the European Union Notice
  - the Pre Qualification Questionnaire (PQQ)
  - Inter authority agreement (procurement phase)
5. The OJEU notice was re-issued on 26 June 2009 inviting suppliers to complete the PQQ and responses were required by 3 August 2009. The procurement approach is as follows:-
  - Stage 1 – Pre-Qualification Questionnaire (PQQ)
  - Stage 2 – Invitation to Submit Outline Proposals
  - Stage 3 – Invitation to Submit Detailed Proposals
  - Stage 4 – Invitation to Submit Final Tenders
  - Stage 5 – Appointment of Preferred Bidder
6. A competitive dialogue process is being used which is the process of engaging bidders in discussions with each Authority. These dialogues will become more detailed in the latter stages when a number of bidders have been shortlisted. Therefore the decision making will consist of:-
  - Dialogue team - the role of the team is to act as the interface between bidders and the Authorities.
  - Evaluation Team – they will give assurance to Members and the Programme Board during the decision making process
  - Programme Board – the Board will agreed the recommendation of the preferred bidder and review the shortlists
  - Joint Committee – recommend the preferred bidder and the associated business case to each authority. Also determine the high level evaluation criteria and process.

### **Reasons for the decision**

The reason for the decision is the authority's wish to develop the Pathfinder partnership proposals, to secure costs savings, to ensure service efficiencies and to establish appropriate arrangements between participating authorities to deliver the project.

### **Structure of Agenda**

This agenda contains the following items to provide full information on which members can agree the recommendations above and are confidential as they contain information



relating to the financial and business affairs of the authority (paragraph 3 of Part 1 of Schedule 12A to the Local Government Act 1972).

### **Procurement Issues and Strategy**

- **High Level Evaluation Criteria**

The Joint Committee will be considering an evaluation model with regard to the competitive dialogue process. By applying a general scoring mechanism the Council will be able to determine the most economically advantageous tender. The evaluation criteria also give bidders a clear insight into those matters which are of importance to the Participating Authorities.

- **PQQ Evaluation**

The pre-qualification questionnaires have been received from the bidders and the Evaluation Team have been looking at the responses. The name of the bidders cannot be named at this stage due to commercial sensitivity. The Joint Committee will receive presentations on the outcome of the Programme Board's evaluation. Once this has been agreed the long listed bidders will be invited to submit outline proposals based on the specification of services. The key dates for the current timetable (this may change as the process unfolds) are as follows:-

- Outline proposals received by 17 November
- Decision on the shortlisted bidders 14 December
- Invitation to submit final proposals and start of detailed dialogue stages December/ January 2010
- Final proposals received by August 2010
- Decision to award the Contract November 2010

### **Resource implications**

These are set out in detail in the specific presentation.

### **Legal implications**

These are set out in detail in the specific presentation.

### **Equality implications**

There are no specific equality implications or statutory duties in relation to positive equalities duties or anti discrimination responsibilities to consider in relation to the specific decisions being proposed in this report. As the project progresses and issues relating to the specification of services, contract conditions and staffing arrangements are considered, it will be important for the equality implications of these to be fully considered and addressed in the light of the authority's responsibilities in this regard.

### **Sustainability and Biodiversity implications**

There are no specific such implications to consider in relation to the specific decisions being proposed in this report. As the project progresses and issues relating to the specification of services, contract conditions and staffing arrangements are considered, it will be important for the sustainability and bio diversity implications of these to be fully considered and addressed in the light of the authority's responsibilities in this regard.

### **Human Rights implications**

There are no specific human rights implications to consider in relation to the specific decisions being proposed in this report. As the project progresses and issues relating to the specification of services, contract conditions and staffing arrangements are considered, it will be important for the human rights implications of these to be fully considered and addressed in the light of the authority's responsibilities in this regard.

### **Crime and Disorder implications**

There are no specific crime and disorder implications or statutory duties in relation to this area to consider in relation to the specific decisions being proposed in this report. As the project progresses and issues relating to the specification of services, contract conditions and staffing arrangements are considered, it will be important for any crime and disorder implications of these to be fully considered and addressed in the light of the authority's responsibilities in this regard.

### **Consultations**

Each authority is using its own consultation processes to address the required staff and trades union consultation. A framework has been developed for discussion on how this process will work.

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### **Background Papers**

Previous reports from each of the participating Authorities on the Shared Services Project.

**Agenda Item 9**

By virtue of paragraph(s) 3 of Part 1 of Schedule 12A  
of the Local Government Act 1972.

Document is Restricted

