

# Agenda

## Bucks Shared Support Services Joint Committee

Date Thursday 24 September 2009  
Time 2.30 pm or on the rising of Bucks County Council whichever is the later  
Venue Mezzanine Room 1, County Hall, Aylesbury, Aylesbury

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 Apologies for absence/changes in membership</b>	
<b>3 Declaration of Interest</b>	
<b>4 Minutes</b> To agree the minutes of the Joint Committee held on 10 September 2009.	<b>1 - 4</b>
<b>5 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>6 Representations from Trade Union and Staff Representatives</b>	
<b>7 Confidential Minutes</b> To agree the confidential minutes of the meeting held on 10 September 2009.	<b>5 - 6</b>
<b>8 Confidential Item on procurement issues</b> The Joint Committee will consider and agree the evaluation criteria.	
<b>9 Date of Next Meeting</b> To be advised.	

**Members:**

**Adrian Busby**  
**John Cartwright**  
**Lesley Clarke**  
**David Rowlands**  
**David Shakespeare**  
**OBE**

South Bucks District Council  
Aylesbury Vale District Council  
Wycombe District Council  
Bucks & Milton Keynes Fire Authority  
Bucks County Council



# Minutes

## Bucks Shared Support Services Joint Committee

Date: 10 September 2009  
Venue: Council Chamber, South Bucks District Council, Capswood, Oxford Road, Denham, UB9 4LH  
Time: 6.20 pm to 7.00 pm

### MEMBERS PRESENT

Mr A Busby, Mr W Chapple OBE (In place of Mr D Shakespeare OBE), Mrs L Clarke and Mr D Schofield (In place of Mr D Rowlands)

### OFFICERS IN ATTENDANCE

Ms S Barnes, Mr G Britten, Mr N Cave, Ms C Changer, Mrs A Davies, Ms A Davies, Mr C Furness, Ms J Gamester, Mr A Grant, Mrs C Gray, Mr J McGinty, Mr P Raimbach, Ms K Satterford and Mr D Taylor

#### 1 ELECTION OF CHAIRMAN

##### RESOLVED

**That Mr W Chapple be elected Chairman of the Bucks Shared Support Services Joint Committee until the next meeting.**

#### 2 APPOINTMENT OF VICE-CHAIRMAN

##### RESOLVED

**That Mr D Rowlands be elected Vice-Chairman of the Bucks Shared Support Services Joint Committee, in his absence, in order to chair the next meeting.**

#### 3 APOLOGIES FOR ABSENCE/CHANGES IN MEMBERSHIP

Apologies were received from Mr J Cartwright, Mr D Rowlands, Mr D A C Shakespeare and Ms J Yates.

Anne Davies, Lead Legal Officer read a letter from Mr C Williams in relation to his membership of the Joint Committee as follows:-

“My partner, has just taken up an appointment as Partnership Director for a company that has submitted a Pre-Qualification Questionnaire in respect of the shared services contract to supply services to the Buckinghamshire Pathfinder Authorities.

In this role she will not be involved in any activities associated with the company's proposal to provide back office services to the Authorities.

I confirm that I have made a formal declaration of this interest under the Local Government Act 1972. In order to avoid any potential conflict of interest, or any perception of bias, I have also decided to step down as the Chairman of the Shared Services Programme Board. I will also step down as the Project Sponsor and will therefore not be attending meetings of the Joint Committee. I will make the necessary arrangements for these positions to be covered by colleagues. I will also ensure that, in my position as Chief Executive of Buckinghamshire County Council, I do nothing to influence the future of this project.

I can confirm that I have not been involved in the evaluation of the Pre-Qualification Questionnaires that have been submitted from bidders, nor in the formulation of the recommendations that will be made to the Programme Board, nor of presentations that will be made to the Joint Committee. I assure you all that, both in my professional and personal life, I will not do anything that will compromise the Pathfinder Authorities' position."

The Joint Committee noted the letter. Dean Taylor, Strategic Director for Business and Customer Transformation was attending in place of Chris Williams, Chief Executive (BCC).

#### **4 DECLARATION OF INTEREST**

There were no declarations of interest.

#### **5 MINUTES**

The Minutes of the Meeting of the Joint Committee on 8 June 2009 were agreed as a correct record, including the confidential minutes.

#### **6 OVERVIEW OF KEY ISSUES ON THE SHARED SERVICES PROJECT**

Members noted the public report which provided an overview of issues in relation to the Project.

#### **7 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)**

#### **8 REPRESENTATIONS FROM TRADE UNION AND STAFF REPRESENTATIVES**

The Joint Committee was scheduled to consider and approve, at this meeting, the evaluation criteria to be applied to outline proposals at the next stage of the procurement process. Under the decision making process agreed, this is clearly a Joint Committee decision. An offer had been made to Trade Unions and Staff Representative Groups to present their views to the Joint Committee. One trade union refused to attend an out of hours meeting and rejected an alternative date as

they considered it was not provided with reasonable notice. The FBU are unwilling to make any comment until they have received legal advice from their Solicitors on whether the partner authorities approach constitutes “meaningful consultation”. Two Staff Representatives had confirmed that they were able to attend the evening meeting.

Although partner authorities did not necessarily accept that not enough notice was given, as a gesture of good faith and sign of commitment to meaningful consultation, as well as managing any risks of challenge, Members agreed to set up a Special meeting of the Joint Committee on 24 September 2009 after the County Council meeting to allow formal consideration of the evaluation criteria and to hear representations from Trade Union & Staff Representatives.

**9 CONFIDENTIAL UPDATE FROM THE LEAD PROJECT OFFICER**

This was deferred to the Special Meeting of the Joint Committee on 24 September 2009, when the Lead Project Officer will present information on the evaluation criteria.

**10 CONFIDENTIAL ITEM ON PROCUREMENT ISSUES**

Members were updated on the PPQ Evaluation and the short listing process. Members were content with the process that had been followed and the decision would be taken by the Programme Board. This was subject to consideration of comments from Union and Staff representatives.

The decision on the evaluation criteria has been deferred to 24 September 2009 for the reasons set out in the item representations from Trade Unions and Staff representatives.

**11 DATE OF NEXT MEETING**

To be advised.

**CHAIRMAN**



**Agenda Item 7**

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

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