

CHILTERN AND SOUTH BUCKS JOINT COMMITTEE

Meeting - 4 February 2014

Present: Mr Busby, Mrs Cranmer, Mrs Darby, Mr Hudson, Mr Martin, Mr Naylor, Mr Reed, Mr Rose, Mr M Smith, Mr Stannard, Mrs Woolveridge and Mr D Smith

Apologies for absence: None

25. MINUTES

The minutes of the meeting of the Joint Committee held on 9 December 2013 were agreed by the Committee and signed by the Chairman.

26. SERVICE REVIEWS 2014/15

The Joint Committee received a report explaining the intention to carry out the following five service reviews during 2014/15:

- Planning Services
- Environmental Health
- Waste Client
- Customer Services, including Revenues and Benefit; and
- ICT

The report went on to explain how each of the the reviews would be undertaken and the timetable for reporting back to members.

RESOLVED that the report be noted.

27. PLANNING & ENFORCEMENT SERVICE REVIEW

The Joint Committee received a report setting out a proposed approach in undertaking the service review of the Planning Service. Whilst the basic approach to service reviews would be followed, adjustments would be made to reflect the complexity of this particular service and the report went on to explain the Structure of the Review, the Timescale and the Resources required.

During the discussion members emphasised the point made in the report that the Planning Service has a very high profile with members and residents. Given the complexity and sensitivity of the issues there was a need to proceed cautiously and the Committee agreed that the approach being proposed should be treated as an initial one to recognise that members from both Councils will require time not only to prepare for, but also to become fully engaged in, the review process. The Joint Committee endorsed the proposal for a scoping paper to be prepared indicating, amongst other things, the structure of the review and mechanisms for testing out issues with Councillors in each of the Councils.

To allow for this paper to be prepared the Committee felt that the start date should be put back to June and in recognising that the period for the review would need to be extended into the Summer of 2015 agreed that the timescale should be amended to provide for an interim report to be submitted to a meeting in early 2015. The Committee noted that a revised timetable would be included in the scoping paper.

With regard to resourcing, the review the Committee agreed that the costs indicated should come from the existing allocation subject to a review as part of the scoping paper.

RESOLVED

1. That the approach set out in the report for the Planning Service Review be agreed as an initial approach pending consideration of the scoping paper and that the timescale be adjusted to allow for a later start and for an interim report to be submitted to a meeting in early 2015.
2. That each Council nominates five members to form the Working Group for the review.
3. That funding of up to £40k to support the review be agreed to be met from the existing allocation.

28. PROGRAMME REPORT

The Joint Committee received the latest programme report detailing the progress on milestones and future activities, the latest budget position including cumulative savings, joint projects outside of service reviews and risks for the programme.

RESOLVED that the report be noted.

29. SHARED IT HIGHLIGHT REPORT

The Joint Committee received the latest IT highlight report detailing progress, including tasks completed, on the following shared projects during the period 2 December 2013 - 24 January 2014:

- Idox Uniform and DMS
- WEB
- Telephony

RESOLVED that the report be noted.

30. DATES OF FUTURE MEETINGS

The Joint Committee, after noting the dates of meetings already scheduled, agreed the following additional meetings all with a 5.00 pm start:

- Thursday 16 October 2014 (CDC)
- Tuesday 9 December 2014 (SBDC)
- Wednesday 4 February 2015 (CDC)
- Wednesday 25 March 2015 (SBDC)

31. EXCLUSION OF PUBLIC

“that under Section 100A(4) of the Local Government Act 1974 the public be excluded from the meeting for the following items of business on the grounds that they involve the likely disclosure of exempt information as defined in Part 1 of Schedule 12A to the Act”

Note: the relevant paragraph number and description is indicated under the Minute heading

32. FINANCE SHARED SERVICE BUSINESS CASE

Paragraph 3 - Information relating to the financial or business affairs of any particular person (including the authority holding that information).

As part of the Chiltern and South Bucks District Councils' programme of shared service reviews a shared service review had been carried out in respect of Finance Services and the Joint Committee received a report setting out the results of this review including the business case the conclusion of which was that a joint service had been proven and should be established.

Following consideration of the report the Joint Committee welcomed the proposals and accordingly

RECOMMENDED

1. That the case for a joint finance service is proven, and that both Councils should proceed to establish a joint service.
2. That the respective Councils agree that staff in the respective finance services can be shared to work across the two local authority areas.

AND RESOLVED

That If the decision taken in respect of Recommendation 1 is to proceed to establish a joint finance service, then

3. The joint service to be implemented should be as described in Section 6 of the report.
4. The cost sharing arrangements set out in the financial benefits section (Section 6) of the report be agreed.
5. The high level implementation plan (Appendix 3) be agreed as the basis for reviewing progress in line with delegations and responsibilities decided for the implementation phase of the service review.
6. The potential full year savings of £62,000 (8%) are taken account of in the Authorities' respective financial plan.

33. PARKING SHARED SERVICE REVIEW BUSINESS CASE

Paragraph 3 - Information relating to the financial or business affairs of any particular person (including the authority holding that information).

As part of the Chiltern and South Bucks District Councils' programme of shared service reviews a shared service review had been carried out in respect of Parking Services and the Joint Committee received a report setting out the results of this review including the business case the conclusion of which was that a joint service had been proven and should be established.

Following consideration of the report the Joint Committee welcomed the proposals and accordingly

RECOMMENDED

7. That the case for a joint parking service is proven, and that both Councils should proceed to establish a joint service.
8. That the respective Councils agree that staff in the respective parking services can be shared to work across the two local authority areas.

AND RESOLVED

That If the decision taken in respect of Recommendation 1 is to proceed to establish a joint parking service, then

9. The joint service to be implemented should be as described in Sections 5 and 6 of the report.
10. The cost sharing arrangements set out in the financial benefits section (Section 7) of the report be agreed.
11. The high level implementation plan (section 9) be agreed as the basis for reviewing progress in line with delegations and responsibilities decided for the implementation phase of the service review.

12. The potential full year savings of £65,761 (6.2%) are taken account of in the Authorities' respective financial plans, split 67.5% CDC and 32.5% SBDC.

13. The proposed timetable for implementation as detailed in the report be agreed.

34. **COMMUNITY SERVICES MANAGEMENT RESTRUCTURE AND SHARED SERVICE REVIEW**

Paragraph 3 - Information relating to the financial or business affairs of any particular person (including the authority holding that information).

The Joint Committee considered a report setting out proposals to reconfigure the management structure in the light of the recent changes made in the Community Team and to carry out a Shared Service review of the Community Service.

After noting the staffing implications, the next steps and the annual savings that would accrue after a payback of 4 months the Joint Committee supported the proposals and accordingly

RESOLVED

1. That the proposed management restructure as set out in the report be agreed as a basis for consultation with staff.
2. That the proposed approach to the Community Service Shared Service review be agreed.
3. That each authority nominate two members to support the review.

The meeting terminated at 6.05 pm