

SHARED SERVICES JOINT COMMITTEE

WEDNESDAY, 7TH OCTOBER 2020, 6.00 PM

THE LANCASTRIAN, TOWN HALL, CHORLEY AND MICROSOFT TEAMS

AGENDA

APOLOGIES

- 1 **MINUTES OF MEETING WEDNESDAY, 2 SEPTEMBER 2020 OF SHARED SERVICES JOINT COMMITTEE**

(Pages 5 - 8)

- 2 **DECLARATIONS OF ANY INTERESTS**

Members are reminded of their responsibility to declare any pecuniary interest in respect of matters contained in this agenda.

If you have a pecuniary interest you must withdraw from the meeting. Normally you should leave the room before the business starts to be discussed. You do, however, have the same right to speak as a member of the public and may remain in the room to enable you to exercise that right and then leave immediately. In either case you must not seek to improperly influence a decision on the matter.

3 EXCLUSION OF THE PUBLIC AND PRESS

To consider the exclusion of the press and public for the following items of business on the ground that it involves the likely disclosure of exempt information as defined in Paragraph 4 of Part 1 of Schedule 12A to the Local Government Act 1972.

By Virtue of Paragraph 1: Information relating to any individual.

Condition:

Information is exempt to the extent that, in all the circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information.

Information is not exempt if it relates to proposed development for which the local planning authority may grant itself planning permission pursuant to Regulation 3 of the Town & Country Planning General Regulations 1992(a).

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

Condition:

Information is not exempt if it is required to be registered under-

The Companies Act 1985

The Friendly Societies Act 1974

The Friendly Societies Act 1992

The Industrial and Provident Societies Acts 1965 to 1978

The Building Societies Act 1986 (recorded in the public file of any building society, within the meaning of the Act)

The Charities Act 1993

Information is exempt to the extent that, in all the circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information.

Information is not exempt if it relates to proposed development for which the local planning authority may grant itself planning permission pursuant to Regulation 3 of the Town & Country Planning General Regulations 1992(a).

By Virtue of Paragraph 4: Information relating to any consultations or negotiations, or contemplated consultations or negotiations, in connection with any labour relations matter arising between the authority or a Minister of the Crown and employees of, or office holders under the authority.

Condition:

Information is exempt to the extent that, in all the circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information.

Information is not exempt if it relates to proposed development for which the local planning authority may grant itself planning permission pursuant to Regulation 3 of the Town & Country Planning General Regulations 1992(a).

4 SHARED SERVICES PHASE 2

To receive and consider the report of the Deputy Chief Executive.

5 ANY OTHER ITEM(S) THAT THE CHAIR DECIDES IS/ARE URGENT

(Pages 9 - 92)

Electronic agendas sent to Members of the Shared Services Joint Committee Councillor Alistair Bradley (Chorley Council) (Chair), Councillor Paul Foster (South Ribble Council) (Vice-Chair) and Councillors Martin Boardman (Chorley Council), Graham Dunn (Chorley Council), Margaret France (Chorley Council), Peter Wilson (Chorley Council), Matthew Tomlinson (South Ribble Council), Colin Clark (South Ribble Council), Margaret Smith (South Ribble Council) and David Shaw (South Ribble Council).

Electronic agendas sent to Shared Services Joint Committee reserves for information.

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**MINUTES OF SHARED SERVICES JOINT COMMITTEE****MEETING DATE** Wednesday, 2 September 2020**MEMBERS PRESENT:** Councillor Alistair Bradley (Chair), Councillor Paul Foster (Vice-Chair) and Councillors Martin Boardman, Graham Dunn, Margaret France, Peter Wilson, Colin Clark, Margaret Smith, David Shaw and Mick Titherington**OFFICERS:** Gary Hall (Chief Executive), Chris Sinnott (Deputy Chief Executive), Chris Moister (Director of Governance), Victoria Willett (Shared Service Lead – Transformation and Partnerships) and Nina Neisser (Democratic and Member Services Officer)**APOLOGIES:** Councillor Matthew Tomlinson**18.36 Minutes of meeting Tuesday, 7 July 2020 of Shared Services Joint Committee****Decision: (Unanimous) That the minutes of the Shared Services Joint Committee held on 7 July 2020 be held as a correct record.****18.37 Declarations of Any Interests**

Gary Hall, Chief Executive declared an interest on item 6) Shared Services Phase 2 – Approach and Next Steps.

18.38 Exclusion of the Public and Press**Decision: To exclude the press and public for the following items of business on the grounds that it involves the likely disclosure of exempt information as defined in Paragraph 3 of Part 1 of Schedule 12A to the Local Government Act 1972.****18.39 New Pay Structure and Travel Benefits**

Vicky Willett, Shared Service Lead for Transformation and Partnerships presented the confidential report which set out the proposals to create a new grade structure for shared services, adopt a shared approach to job evaluation and proposed new travel benefits for shared services as the final element of terms and conditions.

The shared services joint committee has already received reports on the creation of new terms and conditions for staff working in shared services. The two councils approved the adoption of a new framework of terms and conditions at their July

council meetings. There were, however, a number of key elements relating to pay and grades and travel benefits still to be agreed.

Members discussed the report and expressed mixed views in relation to the car lease scheme. Following some concerns that the proposed scheme would disbenefit those officers not in the shared service, Members were advised that there were benefits available for those officers and further work could be undertaken to widen the benefits at each council. It was anticipated that all officers would move into shared services in the future.

Although the car lease scheme would produce additional costs for South Ribble, it was recognised that the shared service had resulted in savings overall.

Councillor Martin Boardman highlighted the green agenda and queried whether any incentives had been included in the package for electric vehicles. Members were advised that this had not been set out in the initial criteria but it was agreed that officers would look into this.

Members noted that further engagement would take place with the unions to negotiate the final arrangements of the schemes and the proposals would also be shared with staff for comments and feedback. The results of the negotiations and feedback from the staff will be presented to the September council meetings.

Decision (For: 7 Against: 3) that subject to further consultation with staff and negotiation with the union, the committee recommend to the two councils that;

- 1) they should adopt the grade structure set out at appendix B for those working within shared services.**
- 2) the NJC job evaluation scheme should be utilised as set out at paragraph 15 to 18 for shared services.**
- 3) they adopt an essential car user policy based on the definition set out at appendix C.**
- 4) they introduce a car allowance of 6% of the top of the grade for posts at Level 10 to Level 16 inclusive**

18.40 Shared Services Phase 1 - Service Reviews

Chris Sinnott, Deputy Chief Executive presented his confidential report which outlined the findings of the service reviews for phase 1 of shared services and set out the recommendations for each service.

Councillor Colin Clark requested the inclusion of an additional recommendation on the apportionment of costs. Members and officers agreed that this be included.

Members queried the management of external communications for each individual council under the new shared Communications Team. It was understood that both councils had individual communications strategies and although these strategies were similar, it was agreed that a joint protocol be documented and brought back to the next meeting of the shared services joint committee.

Members noted that following this, the service review recommendations would be signed off by the Executive Member for Resources at Chorley and the Head of Paid Service at South Ribble. The service reviews would then enter a 4-week formal

consultation period, which will allow staff to provide feedback on the recommendations.

Decision (unanimous):

- 1. To support the proposed restructures for the Transformation and Partnerships, Communications and Visitor Economy, and Governance services.**
- 2. To note the proposed arrangements for the formal approval of the proposals, consultation and final sign-off for the restructures.**
- 3. To approve the action plans for each of the service reviews.**
- 4. That the Cost Apportionment Model is shared with committee members and that officers work through individual concerns if they exist.**

Gary Hall left the meeting at 6.45pm

18.41 Shared Services Phase 2 - Approach and Next Steps

Chris Sinnott, Deputy Chief Executive presented his confidential report which sets out the opportunities for future shared services based on the agreed principles and seeks member feedback to inform the next steps.

Work to develop joint terms and conditions and establish shared corporate teams has laid the foundation on which to build full shared services. The report sets out the opportunities that have arisen from recent organisational change and are now right to consider as part of future shared services. This includes potential for a shared Chief Executive and the extension of existing joint Director posts to achieve a single shared strategic leadership team. Members were asked to provide a steer to inform the next steps and development of the Phase 2 business case to be presented in October 2020.

Members discussed the proposals and expressed mixed views on the appointment of a shared Chief Executive and the speed of progress being made towards phase 2 of shared services. Some Members recommended that the proposals be delayed until the White Paper on Local Government Reorganisation had been published and suggested that time was needed to evaluate phase 1 before progressing with the next phase.

On the other hand, some Members felt that accelerating the proposals would put both councils in a stronger position in advance of the Local Government Reorganisation proposals which could take years to implement. It was also recognised that the two councils had been sharing a Chief Executive on a temporary basis for the past year and therefore this would regularise the appointment.

Following a request for clarification on the proposals, Members were advised that the proposal to appoint a shared Chief Executive was to be included as part of the finalisation of phase 1 with a view to approval by Council in September 2020. Further extension of shared leadership posts would be aligned to phase 2, as well as the development of a phase 2 business case to set out the business model for shared ICT and Customer Services. Therefore, it was confirmed that three separate votes could be taken on the proposals.

Decision (For: 7 Against: 3) that

- 1. the option of a shared Chief Executive be pursued as part of the finalisation of phase 1.**

Decision (unanimous) that

- 2. officers develop a Phase 2 business case for the for the option of shared directors for the next meeting in October.**
- 3. officers consider the opportunities for the sharing of ICT and Customer Services for the next meeting in October.**

Chair

Date

By virtue of paragraph(s) 1,3,4 of Part 1 of Schedule 12A
of the Local Government Act 1972.

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