

Minutes of	Shared Services Joint Committee
Meeting date	Thursday, 3 February 2022
Committee members present:	Councillors Paul Foster (Chair), Alistair Bradley (Vice-Chair), Sam Chapman, Alan Cullens, Margaret France, Alistair Morwood, David Shaw, Margaret Smith, Matthew Tomlinson and Karen Walton
Committee members attended virtually (non-voting):	None
Officers present:	Gary Hall (Chief Executive), Chris Sinnott (Deputy Chief Executive), Victoria Willett (Service Lead - Transformation and Partnerships), Jennifer Mullin (Director of Communities), Andrew Daniels (Shared Service Lead - Communications and Visitor Economy) and Charlotte Lynch (Democratic and Member Services Officer)
Other attendees:	Councillors Damian Bretherton (attended virtually), Phil Smith and Mick Titherington (attended virtually)
Public:	0

22 Apologies for Absence

An apology for absence was received from Councillor Peter Wilson. Councillor Alistair Morwood attended as substitute.

23 Minutes of meeting Tuesday, 2 November 2021 of Shared Services Joint Committee

Resolved: (Unanimously)

That the minutes of the meeting of the Shared Services Joint Committee, held on Tuesday, 2 November 2021, be approved as a correct record.

24 Minutes of meeting Tuesday, 16 November 2021 of Shared Services Joint Committee

Resolved: (Unanimously)

That the minutes of the meeting of the Shared Services Joint Committee, held on Tuesday, 16 November 2021, be approved as a correct record.

25 Declarations of Any Interests

None.

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26 Shared Services Monitoring

The committee received a report of the Deputy Chief Executive which provided an update on shared services between Chorley and South Ribble Borough Councils.

The report highlighted staff satisfaction, savings and benefits and progression against service development objectives, which members welcomed.

A framework for future reporting was also proposed, with general updates considered at every meeting in addition to quarterly performance reports and an annual review.

There was a general consensus among members that the report should be considered at both authorities' Council meetings, given its importance in highlighting the benefits of shared services. Officers undertook to facilitate this.

It was also suggested that the report be presented to the Scrutiny Committees of each authority and it was advised that the Chairs of each Scrutiny Committee could request this.

Members welcomed the high staff satisfaction figures but expressed belief that these would be lower given the significant changes undertaken recently.

In response, it was clarified that the staff satisfaction pulse survey included those services shared within phase 1 and not those recently incorporated into a shared service, such as IT or customer services.

It was also explained that the responses from the pulse survey were in line with the shared services responses on satisfaction within the wider staff survey.

A query was raised regarding one post within the Legal service which was 100% South Ribble-based. Clarification was provided that this post related to Land Charges, which is not shared due to differences in operational setup although it was acknowledged that this post could provide an opportunity for further shared work.

Members also requested that additional savings of £500,000 as a result of the shared finance and audit departments be recognised within the report.

The report was noted.

27 Shared Services Future Development

The committee received a report of the Deputy Chief Executive which outlined options and proposals for the future development of Chorley and South Ribble Borough Councils' shared services relationship for the committee to endorse.

The report recommended that proposals for a further phase of shared services be developed. This would be targeted at functions and roles where there is an identified need for change and would be on a smaller scale to that of the first two phases.

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A review of management capacity across the two councils to ensure delivery of priorities was also proposed and members were advised that initial discussions and information gathering were already underway to support this.

A review and refresh of the principles to guide the development of shared services, which the two councils agreed in 2019, was also suggested.

Members commended the progress of shared services since 2019 and the benefits that this afforded the councils and their employees.

In response to concerns around the time constraints of the report being forwarded to Full Council in February, the Chief Executive reiterated that the Shared Services Joint Committee were being asked to endorse the proposals for Full Council to approve.

A report on phase 3 proposals would be presented to the Shared Services Joint Committee in late 2022.

It was also suggested that additional proposals may be put forward to improve capacity amongst management and members requested that an additional meeting of the Shared Services Joint Committee be convened prior to Full Council meetings in February to discuss these further.

Resolved: (Unanimously)

That the Shared Services Joint Committee

1. endorse the principles for the future of shared services as set out at paragraph 17;
2. endorse the proposed approach to the future development of shared services; to develop a future phase that is targeted at developing resilience in service delivery and to undertake a review of management capacity;
3. hold an additional meeting prior to Full Council meetings in February to discuss proposals for additional management capacity; and
4. note that these proposals will be presented to the Full Council meetings in February for decision.

28 Exclusion of Press and Public

Resolved: (Unanimously)

That the press and public be excluded from the meeting for the following item of business on the grounds that it involves the disclosure of exempt information as defined by paragraph 3 of Part 1 of schedule 12A to the Local Government Act.

29 Shared Pest Control Service

The committee received a confidential report of the Director of Communities which outlined proposals for a shared pest control service between Chorley and South Ribble Borough Councils.

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Members welcomed the proposal and the assurance that staff within the current services were supportive of the proposal.

Resolved: (Unanimously)

That the Shared Services Joint Committee

1. note and agree the shared pest control service proposal for approval at each Full Council meeting and
2. note the forecast saving of £2.8k at South Ribble Borough Council and additional cost of £33k at Chorley Council.

Chair

Date