

HAVANT BOROUGH COUNCIL
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FIVE COUNCILS PARTNERSHIP CORPORATE SERVICES JOINT COMMITTEE AGENDA

Membership: Cllr R Cox – Vale of White Horse District Council Cllr G Hughes – Havant Borough Council Cllr J Murphy – South Oxfordshire District Council Cllr J Radley – Hart District Council Cllr H Siggs – Mendip District Council

Meeting: Five Councils Partnership Corporate Services Joint Committee

Date: Monday 17 September 2018

Time: 2.00 pm

Venue: Hurstwood Room, Public Service Plaza, Civic Centre Road,
Havant, Hampshire PO9 2AX

The business to be transacted is set out below:

Nick Leach
Monitoring Officer

Date of Publication: 7 September 2018

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PART 1 (Items open for public attendance)

1 Election of Chairman for 2018/19

To appoint a councillor to represent the host authority as its Chairman for the 2018/19 municipal year.

2 Election of Vice Chairman for 2018/19

To appoint a councillor to represent the 2019/20 host authority as its Vice Chairman for the 2018/19 municipal year.

3	Apologies for Absence and Notification of Substitutes	
4	Chairman's Announcements	
5	Minutes of the Previous Meeting	3 - 6
	Minutes of the 5 th February 2018 meeting, attached.	
6	Declarations of Interest	
7	Budget 2019/2020	7 - 8
8	Overview and Scrutiny Arrangements	
9	Performance	
	Presentation for discussion and noting.	
10	Client and Governance Arrangements	9 - 10
11	Date of Next Meeting	

PART 2 (Confidential items - closed to the public)

12 Exclusion of the Press and Public

RECOMMENDED that the press and public be excluded from the meeting during consideration of the following item as:

- (a) it is likely, in view of the nature of the business to be transacted, or the nature of the proceedings, that if members of the public were present during that item there would be disclosure to them of exempt information as specified in Part 1 of Schedule 12A (as amended) to the Local Government Act 1972; and
- (b) in all the circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information.

Item 13
Paragraph 3

13 National Perspective on Outsourced Contractor Performance

Verbal update for discussion/noting.

GENERAL INFORMATION

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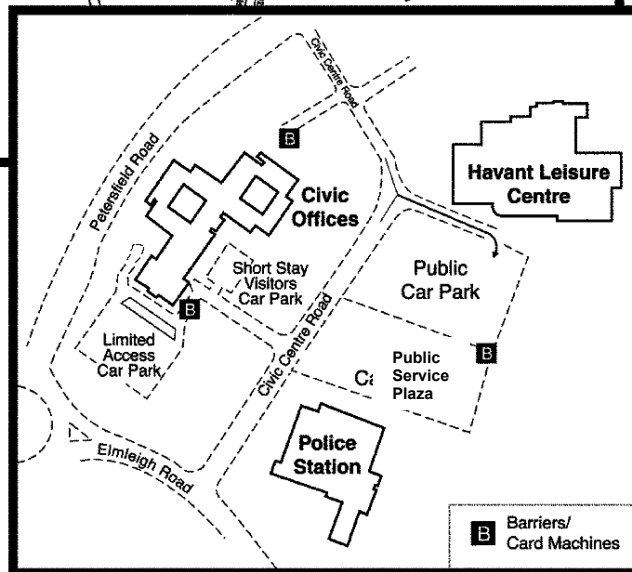
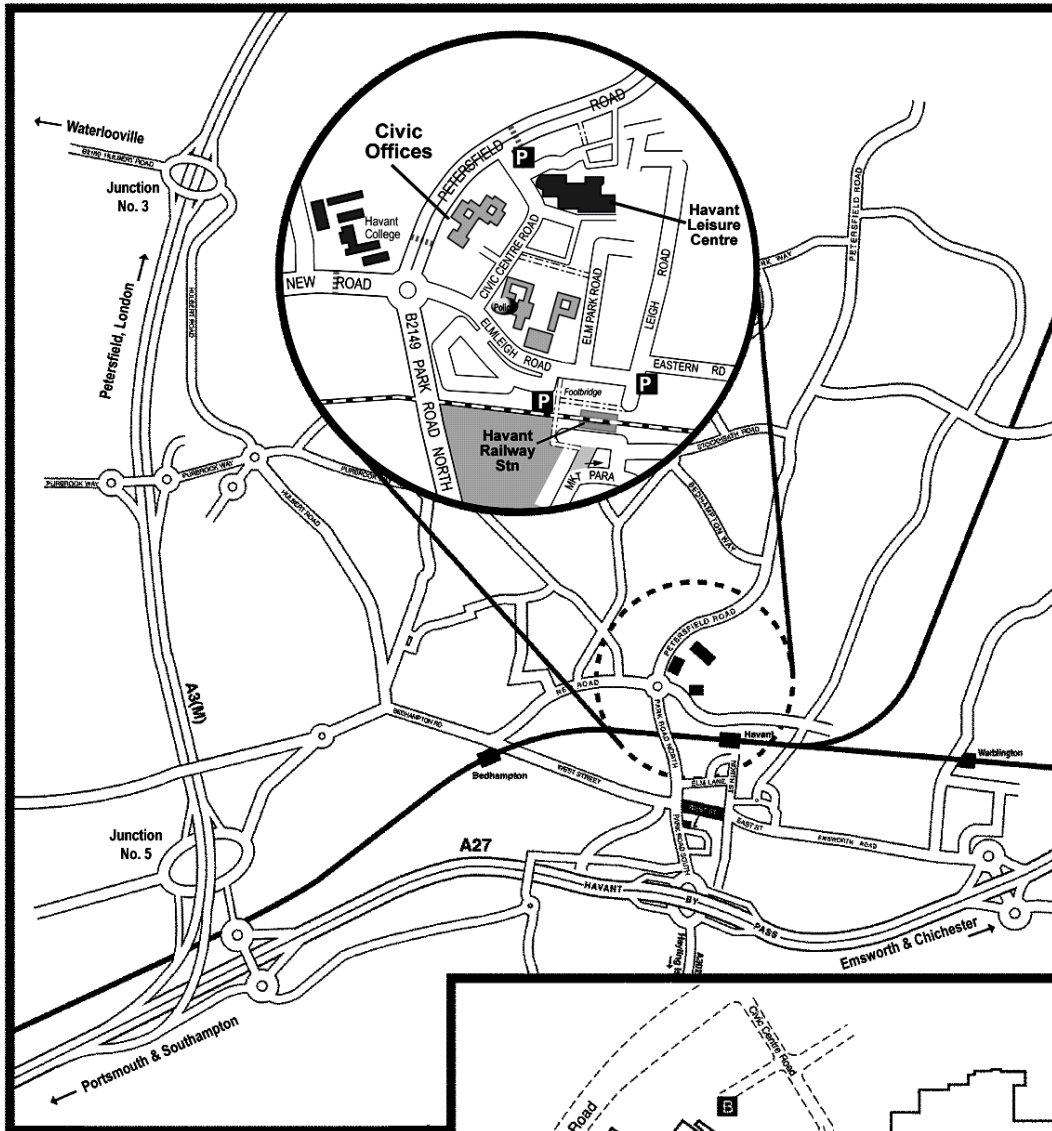
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Terms of Reference of Joint Committee**STRATEGIC**

- (a) Oversee the achievement of the Mutual Aims
- (b) Review and revise as necessary the Mutual Aims in accordance with the strategic objectives of the Partner Authorities
- (c) Monitor and review the performance of the Corporate Services Contracts at a Strategic Level
- (d) Develop and agree proposals for the future management of the Corporate Services for the Partner Authorities
- (e) Review opportunities to align policies and services where they create efficiencies or cashable savings
- (f) Approve the inception of strategic projects including cross cutting projects that interface with the retained services
- (g) Resolve conflicts (and highlight synergies) between the project and other initiatives/projects involving the Councils individually or collectively

FINANCIAL

- (a) Oversee expenditure on the Corporate Services Contract to ensure that the Corporate Services are delivered
- (b) Agree a draft budget by 30 November for the following financial year to include the contribution required from each Partner Authority
- (c) Consider how expenditure may be targeted more effectively to deliver the Mutual Aims
- (d) Agree three year strategic plans and annual business plans for the Project and the Corporate Services Contracts

OPERATIONAL

- (a) Take decisions in relation to all matters relating to the Corporate Services Contracts referred to it by the Project Strategic Group including changes to the Corporate Services Contracts recommendations as to termination, partial termination and the exercise of step-in rights and the resolution of disputes between Partner Authorities
- (b) Consider and recommend improved and more cost effective ways of delivering the Mutual Aims
- (c) Carrying out publicity for the Corporate Services Project and the Mutual Aims
- (d) Review, update and agree the agreement entered into between the Councils to manage the Project (the Inter Authority Agreement) and the Corporate Services Contracts dated 4th April 2016 as required.

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FIVE COUNCILS
PARTNERSHIP

FIVE COUNCILS PARTNERSHIP CORPORATE SERVICES

Minutes

Meeting: Joint Committee

Date and Time: Monday, 5 February 2018 at 11am

Place: Council Chamber, Hart District Council Offices, Fleet
GU51 4AE

Present:

COUNCILLORS

Robert Sharp	Vale of White Horse District Council
Alan Oliver	Hart District Council
Narinder Bains	Havant Borough Council
Michael Cheshire	Havant Borough Council
Tom Killen	Mendip District Council

Officers:

Stuart Brown	Chief Executive, Mendip District Council
Sandy Hopkins	Chief Executive, East Hants & Havant Borough Councils
Dawn Adey	Transition and Transformation Manager - Client Team
Andrew Vallance	Head of Corporate Services, Hart District Council
Adam Savery	Finance & Exchequer Client Manager
Gill Chapman	Committee Services, Hart District Council

1 APOLOGIES FOR ABSENCE AND NOTIFICATION OF SUBSTITUTES

Apologies had been received from Councillors Richard Millard, East Hampshire District, Harvey Siggs, Mendip District Council (substituted by Councillor Killen), David Nimmo-Smith, South Oxfordshire District Council and Patricia Hughes, Hart District Council,

2 MINUTES OF THE PREVIOUS MEETING - 14 AUGUST 2017

The minutes were agreed.

3 CHAIRMAN'S ANNOUNCEMENTS

The Chairman announced that, in line with the contract, the Chief Executives would be meeting with Capita after this meeting and would report back to this group.

4 CONTRACT PERFORMANCE

The Client Relationship Director reported:

4.1 Transition and Transformation Milestones

- Workstreams are largely on track, excepting HR and Payroll, Finance and IT. There has been a knock on effect of the IT issues, with a new appointment imminent, on all areas. Capita are looking to resolve.
- The Finance workstream rectification plan would be considered at the Transition and Transformation Board on the next Wednesday. Most of the issues with Finance were resource related and Capita have put in a lot more people.
- The rectification plan for HR and Payroll has been rejected. Plans have been resubmitted and are to be considered. Issues are resource related and the HR and Payroll Client Manager is going over to Belfast for full discussions with Capita.
- Procurement is progressing as planned.
- Customer Services transformation is progressing well and South, Vale and Havant have now gone live.
- Revs and Bens are on track for Transformation, but are being held up by the issues with IT, as are Land Charges.
- The Client Relationship Director would circulate the current workstream weekly report to members.

Members asked for clarification on costs incurred, and it was confirmed that some costs are under discussion.

Members discussed the rectification plans, and the opportunity in discussions with Capita to bring up the concerns about lack of resources and failure to meet targets. There was a small amount of reassurance in the performance report, but parts were showing a skewed picture.

It was reported that the Chief Executives are communicating with the LGA . The value in the 5 Councils group - procurement by non co-terminus Councils, power in volume, working together - should encourage the LGA to recognise and understand the issues for the group and help to push the industry to improve performance.

After discussion it was agreed that the Joint Committee would write to the LGA.

4.2 Contract KPI/PI performance

- KPIs/PIs did not show the full picture. There were very few for Havant and Hart because they are not near the business as usual model, giving a skewed picture overall in not recording all of the contract.
- At the moment the monthly report goes to the Joint Tactical Board and is released to Councils.

- Since the Joint Scrutiny Committee has paused its meetings performance information is instead presented to the individual Overview and Scrutiny Committees showing the true picture.

5 EXCLUSION OF THE PUBLIC

The following items contain exempt information. In order to discuss any exempt information members considered whether the public interest in maintaining an exemption outweighed the public interest in disclosing the information.

RESOLVED

That in accordance with Section 100A of the Local Government Act 1972, the public be excluded during the discussion of the matters referred to in the item below, on the grounds that it involved the likely disclosure of exempt information, as defined in the respective paragraph of Part 1 of Schedule 12A of the Act, and the public interest in maintaining the exemption outweighed the public interest in disclosing the information.

6 BUDGET 2018/19 - CONTRACT PAYMENTS

Members considered the information.

7 COMMERCIAL UPDATE - (VERBAL UPDATE FROM CEO GROUP)

The Chief Executives updated Members.

8 DATE OF NEXT MEETING

The meetings for 2017/18 to be held in the Council Chamber at Hart District Council offices at 11am are scheduled as follows:

Monday. 21 May 2018

Meeting closed at 1230

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Joint Committee	Date 17 th September 2018	Item No. 7
Title Budget 2019/2020	Authority All	
Decision Classification N/A	Notice Period N/A	
Chief Officer Client Relationship Director	All	

Recommendation:

To agree that the following draft budget be presented to the Authorities

1 Introduction

The terms of reference of the Joint Committee (Financial) (b) are as follows:

“Agree a draft budget by 30 November for the following financial year to include the contribution required from each Partner Authority”

The budget proposed for 2019/20 constitutes of two parts

- I. Contract Budget – for contracted services
- II. Client Budget – for the shared client team arrangements

2 Budget proposals

- I. The contract budget is determined as follows:

	2019/20
South	3,110,558
Vale	2,904,521
Mendip	3,865,096
Hart	1,930,185
Havant/EHDC	6,010,979
	<hr/> 17,821,339



II. The Client Team Budget is proposed as follows:

	Budget
Staff Costs (Business Case)	£701,714
Partnership Strategic HR Function	£35,000
Travel	£24,000
Training	£6,500
DSE and Eye tests	£650
Professional Fee's	£1,000
Total	£768,864

Per Authority Allocation for Client Team:

	% allocation ¹	Budget
Hart District Council	10.58%	£81,345
Havant Borough Council	32.74%	£251,729
Mendip District Council	21.23%	£163,229
South Oxfordshire District Council	18.33%	£140,932
Vale of White Horse District Council	17.12%	£131,629
Total		£768,864

3 Conclusion

It is therefore recommended that the Joint Committee Agree the draft budgets to be proposed to the Authorities where they will be considered and processed through the individual Authority's Governance routes.

¹ The IAA is due to be refreshed in October 2018, therefore this budget proposal aligns with the new IAA. Should the IAA not be agreed the % allocations will apply as per the April 2016 dated IAA.

Joint Committee	Date 17 th September 2018	Item No. 10
Title Client and Governance Arrangements	Authority All	
Decision Classification N/A	Notice Period N/A	
Chief Officer Client Relationship Director	All	

Recommendation:

To note the progress towards delivery of the revised Shared Client Team

1 Executive Summary

A Client Resource Review is in progress. The team have been consulted with and the new structure agreed. We are in the process of managing change from the previous structure to the new one. Unison have been supportive in the process and are working with me to ensure we have the welfare of the staff at the heart of this process.

2 Objectives of the Client Review

The review of the client team was planned for this point in our contract arrangements as part of the original business case. The experience of the first two years in the contract benefitted the client review and allowed us to reflect on which tasks were better suited at a home authority, which tasks can now be deleted and whether we had the appropriate resources in the right structure to be able to challenge the Contract performance in a robust way.

The new structure is much distilled, providing focus on contract management and delivery through a small team whose role it is to maintain the Contract and ensure that the escalations and communications to and from each Authority flow effectively. This will be described during this meeting in the presentation called 'Governance'.

3 Financial summary

Current Model	New model
£1,536,470	£768,864

The financial benefit is estimated at 50% reduction on current costs. The benefit goal is on track to deliver the savings.

4 Progress

The restructure is in its final stages. The Revenues and Benefits Client team is in the process of merging to provide resilience by adopting a 'one team' approach. The staff who have been displaced by this process have either been redeployed in their home authorities or are under notice of redundancy. The new roles have been advertised and are in the process of being filled.

5 Summary

The restructure should be complete by the end of November pending suitable recruitment start dates. The proposed 2019/20 budget is in line with the business case for the new structure.

6 Governance – by presentation