

Public / (Appendix 3 Confidential)
Key Decision - Yes

HUNTINGDONSHIRE DISTRICT COUNCIL

Title/Subject Matter: Shared Services Business Plans 2020/2021

Meeting/Date: Overview and Scrutiny Panel (Performance and Growth) – 4th March 2020
Cabinet – 19th March 2020

Executive Portfolio: Executive Councillor for Corporate Services – Councillor D N Keane

Report by: Corporate Director – People, O Morley

Wards affected: All

Executive Summary:

Shared Services have been in existence for almost five years. All Shared Services are extensively engaged in developing the use of technology to deliver greater business efficiency and effectiveness. All the 2020/21 Business Plans look towards transforming the services to deliver against the councils' needs by demonstrating flexibility and agility, while at the same time harmonizing the way the partner councils operate.

The Business Plans must be formally endorsed by the three partner councils. Consequently, it is recommended that the Shared Services Management Board is authorised to approve any final amendments to the Business Plans in line with the comments received from the partners.

Recommendations:

The Cabinet is

RECOMMENDED

- 1) to approve the Business Plans for each of the Shared Services attached as an Appendix hereto; and
- 2) to authorise the Shared Services Management Board to approve final amendments to the Business Plans in line with comments received from all three partner councils.

1. PURPOSE OF THE REPORT

- 1.1 In accordance with the terms of the Shared Services Agreement, to endorse the Shared Services Business Plans 2020/2021.

2. BACKGROUND

- 2.1 In July 2015, Cambridge City, Huntingdonshire District and South Cambridgeshire District Councils approved a lead authority model for shared services, where an agreed lead council would be responsible for the operational delivery of a service. Business cases for individual services were approved at the same time. It was further agreed that relevant staff would transfer to lead councils under the Transfer of Undertakings (Protection of Employment) Regulations 2006.

- 2.2 The partner councils have agreed the following shared services objectives:

- Protection of services which support the delivery of the wider policy objectives of each council.
- Creation of services that are genuinely shared between the relevant councils with those councils sharing the risks and benefits whilst having in place a robust model to control the operation and direction of the service.
- Savings through reduced managements costs and economies of scale.
- Increased resilience and retention of staff.
- Minimise the bureaucracy involved in operating the shared service.
- Opportunities to generate additional income, where appropriate.
- Procurement and purchasing efficiencies, and sharing of specialist roles which individually, are not viable in the long-term.

3. ANALYSIS

- 3.1 In 2015 the three councils entered into a formal sharing Agreement. There followed a considerable amount of work to develop staffing structures, working practices and service parameters. The formal Agreement requires the preparation of individual business plans for the services each year. The Business Plans contain key priorities, objectives, activities, financial information, measures of success and risk mitigation arrangements.

- 3.2 The Business Plans contain performance information to the point in the year that they were produced. The Shared Services Management Board monitors performance on a quarterly basis. The Annual Report will contain a comprehensive appraisal of performance and will be published in June / July.

4. COMMENTS OF OVERVIEW & SCRUTINY

4.1 The comments of the relevant Overview and Scrutiny Panel will be included in this section prior to its consideration by the Cabinet.

5. KEY IMPACTS / RISKS

5.1 The activities and their impact on the partner councils together with risks associated with each of the services appear within each of the Business Plans.

6. WHAT ACTIONS WILL BE TAKEN/TIMETABLE FOR IMPLEMENTATION

6.1 The Business Plans will be implemented within each Shared Service during the year 2020/21. The Head of each Shared Service will be responsible for the overall operation of their service, the delivery of the Business Plan and the achievement of performance and financial targets. These will be monitored by the Shared Services Management Board.

7. LINK TO THE CORPORATE PLAN, STRATEGIC PRIORITIES AND/OR CORPORATE OBJECTIVES

7.1 Shared Services support the priority of becoming a more Efficient and Effective Council.

8. CONSULTATION

8.1 Lead Members at each of the partner councils have been consulted. Their role is to provide advice and oversight, to challenge and recommend for endorsement the Shared Services Business Plans and Budgets. Equally, each of the Shared Services have consulted with the partner councils' management teams and with their customers. Details are contained within each of the Business Plans attached.

9. IMPLICATIONS

9.1 There are no significant implications.

10. REASONS FOR THE RECOMMENDED DECISIONS

10.1 The Shared Services Agreement requires business plans to be approved every year. The Business Plans ensure the services adhere to the original objectives and contribute towards the partner councils' strategic objectives.

11. LIST OF APPENDICES INCLUDED

Appendix 1 – 3C Legal Shared Service Business Plan 2020/21.

Appendix 2 – 3C ICT Shared Services Business Plan 2020/21.

Appendix 3 – 3C Building Control Shared Service Business Plan 2020/21 (Restricted).

12. BACKGROUND PAPERS

None.

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