

**Public**  
**Key Decision - No**

## **HUNTINGDONSHIRE DISTRICT COUNCIL**

**Title/Subject Matter:** 3C Legal, ICT and Building Control Shared Services Annual Reports 2020/21

**Meeting/Date:** Cabinet – 15th July 2021

**Executive Portfolio:** Executive Councillor for Corporate Services, Councillor David Keane

**Report by:** Corporate Director (People) - Oliver Morley

**Ward(s) affected:** All

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### **Executive Summary:**

The attached Annual Report refers to the progress that has been made over the last year by the 3C ICT, Legal and Building Control shared services against the 2020/21 Business Plans in terms of their financial and service performance. It also covers customer satisfaction and work to deliver on development projects.

Shared Services are overseen by a Management Board (containing the lead directors from each authority). The governance structure also features a Chief Executives' Board and an overarching group comprising the Executive Councillors with overall responsibility for shared services from each of the Councils.

The Annual Report requires the approval of all three partners. It is therefore recommended that the Cabinet delegate authority to the Shared Service Management Board to agree final amendments to the Annual Report in line with comments received from all partner committees.

### **Recommendation(s):**

The Cabinet is

### **RECOMMENDED**

- 1) To endorse the 3C Shared Services Annual Report attached at Appendix A; and
- 2) To delegate authority to the Shared Service Management Board to agree any final amendments to the Annual Report in line with comments received from all three individual partner Councils.

## **1. PURPOSE OF THE REPORT**

- 1.1 To receive the Annual Report of the services currently delivered in partnership with Cambridge City and South Cambridgeshire District Councils.

## **2. BACKGROUND**

2.1 South Cambridgeshire District Council, Cambridge City Council and Huntingdonshire District Council commenced sharing Legal, Building Control and ICT Services in October 2015 (known as 3C Shared Services). The shared services are based upon a “lead authority model” where an agreed lead Council is responsible for the operational delivery of the service. The formal partnership agreement between the authorities contains a requirement that an Annual Report is prepared on the services’ activities and performance. The 3C Shared Services Annual Report, at Appendix A, sets out the context for the operation of each of the shared services with a summary of performance against the approved business plan.

2.2 The achievement of the following outcomes is regarded as the primary objective of sharing services:

- Protection of services which support the delivery of the wider policy objectives of each Council;
- The 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.

2.3 The Council aims to be a good partner to facilitate effective strategic relationships and collaboration and to drive service integration where this improves shared outcomes. There is a continued commitment, as part of this, to the effective delivery of shared services and to ensure that governance arrangements are effective and service levels are agreed and effectively monitored. This includes a documented understanding of the quality standards, performance levels or benefits from the integrated services.

2.4 This report provides the Cabinet with the opportunity to consider the extent to which the agreed outcomes have been delivered and the performance of the range of services that are being administered on a shared basis.

2.5 The original Shared Services Agreement for the 3C services was in place from 2015 and until 30th September 2020. The renewal process as defined

in that Agreement was followed, with the result that a new Agreement was completed to last until 30th September 2025.

### **3. OPTIONS CONSIDERED**

- 3.1 The Annual Reports are provided to Cabinet for information. Cabinet is invited to consider and note the content of these reports but may request further information or clarification if helpful in that deliberation.

### **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. WHAT ACTIONS WILL BE TAKEN/TIMETABLE FOR IMPLEMENTATION**

- 5.1 The Head of each shared service is responsible for the overall operation of that service. Any feedback on the Annual Report will be fed into them to inform the delivery of the service and how it operates.
- 5.2 The recommendation set out is to delegate authority to the Shared Service Management Board to agree final amendments to the Annual Report in line with comments received from all three individual partner Councils.

### **6. LINK TO THE CORPORATE PLAN, STRATEGIC PRIORITIES AND/OR CORPORATE OBJECTIVES**

- 6.1 The recommendations relate to the corporate objective 'to become more business-like and efficient in the way we deliver services'.

### **7. CONSULTATION**

- 7.1 Significant consultation with staff and Staff Council took place during the establishment of the Shared Services.

### **8. IMPLICATIONS**

- 8.1 There are no significant implications.

### **9. REASONS FOR THE RECOMMENDED DECISIONS**

- 9.1 To enable the Cabinet to consider how the shared services have delivered against the approved business plans for the year ended March 2021. The Annual Report at Appendix A provides service specific details on the operation and performance of the shared services.

#### **9.3 The Cabinet is **RECOMMENDED****

- 1) To note the 3C Shared Services Annual Report attached at Appendix A; and

- 2) To delegate authority to the Shared Service Management Board to agree any final amendments to the Annual Report in line with comments received from all three individual partner Councils.

## **10. LIST OF APPENDICES INCLUDED**

Appendix A – 3C Shared Services Annual Report 2020/21.

## **11. BACKGROUND PAPERS**

None.

## **CONTACT OFFICER**

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