

## HUNTINGDONSHIRE DISTRICT COUNCIL

**Title/Subject Matter:** Shared Services

**Meeting/Date:** Overview and Scrutiny Panel (Economic Well Being)  
9 October 2014  
Cabinet  
23 October 2014

**Executive Portfolio:** Executive Leader

**Report by:** Managing Director

**Ward(s) affected:** All Wards

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### **Executive Summary:**

This report sets out progress to date and the proposed next steps to ensure the next phase of work continues.

The attached report (App 1) sets out the detail of progress to date, the broad principles and anticipated timescales for further decisions.

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

1. It is recommended that Cabinet:
  - a. Endorse the good progress to date by all three Councils working together to deliver shared services;
  - b. agree the general principles, namely;
    - lead the shared service model
    - proposed lead and location arrangements
    - proposed cost sharing proposals
  - c. agree a phased approach to the development of ICT and Legal Shared Services, with interim project support appointed to assist with the process and develop full business cases; and
  - d. establish a Business and Legal Practice Manager in advance of the proposed shared legal service to assist with the transformation programme and development of the shared service.

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## **2. WHAT IS THIS REPORT ABOUT/PURPOSE?**

- 2.1 Huntingdonshire District Council, Cambridge City Council CCC), and South Cambridgeshire District Council (SCDC) agreed in July 2014 to work in partnership to deliver shared services. A significant amount of work has taken place since then and this report sets out progress to date along with proposed next steps. The detailed report is attached at App1.

## **3. WHY IS THIS REPORT NECESSARY/BACKGROUND**

- 3.1 The Council has significant budget challenges to meet and part of our strategy to deliver further efficiencies, whilst protecting the quality of frontline services, is through sharing services with the Council's strategic partners.

## **4. OPTIONS CONSIDERED/ANALYSIS**

- 4.1 The services chosen for inclusion in the first phase of shared services have been selected on the basis of business imperative – that is the services require a critical mass to increase resilience, improve flexibility, to increase capacity and to assist in staff recruitment and retention. Other services are being considered but these will be evaluated in subsequent phases.

## **5. COMMENTS OF OVERVIEW & SCRUTINY PANEL**

- 5.1 At their meeting on 9th October 2014, the Overview and Scrutiny Panel (Economic Well-Being) has endorsed the recommendations within the report and have emphasised the need to maintain momentum moving forward. In doing so, Members have expressed a wish to be involved with the development of the arrangements for scrutinising shared services in due course.

## **6. KEY IMPACTS/RISKS? HOW WILL THEY BE ADDRESSED?**

- 6.1 Risks are being managed within a project management environment with the senior managers within the three councils assuming responsibility.

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

- 7.1 The timetables are set out in the attached report. The report is also being considered at SCDC and CCC during this current cycle of meetings.

## **8. CONSULTATION**

- 8.1 Staff will be briefed on developments and a timetable for any consultation required will be developed in parallel with the evolution of the business cases.

## **9. LEGAL IMPLICATIONS**

- 9.1 To be addressed in the detailed business case reports.

**10. RESOURCE IMPLICATIONS**

*(Comments from the Assistant Director, Finance & Resources)*

10.1 See para 11 in App1

**11 REASONS FOR THE RECOMMENDED DECISIONS**

11.1 The Council has committed to the principle of sharing services as part of its response to the current budget challenges. Without sharing services the Council will reduce its choices and options around sustainable service delivery models.

**12. LIST OF APPENDICES INCLUDED**

Appendix 1 – Shared Services: a joint report by SCDC, HDC and CCC

**BACKGROUND PAPERS**

None

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