



Shared Services Joint Committee

Minutes of a meeting of the Shared Services Joint Committee held at The Forum, Moat Lane, Towcester, NN12 6AD on Wednesday 21 September 2022 at 2.00 pm.

Present: Councillor Adam Brown (Acting Chair, in the Chair)
Councillor Jason Smithers
Councillor Adam Brown
Councillor Lloyd Bunday
Councillor Helen Harrison

Substitute Members: Councillor Phil Larratt

Also Present: Councillor Mike Hallam

Apologies for Absence: Councillor Jonathan Nunn
Councillor Malcolm Longley

Officers Anna Earnshaw, Chief Executive (WNC)
Janice Gotts, Executive Director - Finance (NNC)
Sarah Reed, Executive Director - Corporate Services (WNC)
Catherine Whitehead, Director of Legal and Democratic and Monitoring Officer (WNC)
Louise Seymour, Assistant Director - Place Shaping (WNC)
Chris Wales, Chief Information Officer (WNC)
Richard Woods, Democratic Services Officer

20. **Declarations of Interest**

There were no declarations of interest.

21. **Notification of requests to address the meeting**

There were no requests to address the meeting.

22. **Minutes**

The minutes of the meeting of the Committee held on 17 August 2022 were agreed as a correct record.

23. **Chair's Announcements**

There were no announcements from the Chair.

24. **Hosted/Lead Disaggregation**

Library Support Services Variation Notice

The Committee considered a report from the Assistant Director – Housing, Communities and Wellbeing (NNC), the Director of Communities and Opportunities (WNC) and the Library Service Manager (WNC) which sought approval to proceed with the disaggregation of the Library Service Business Support Service which was currently hosted by West Northamptonshire Council and provided to North Northamptonshire Council.

In presenting the report, the Assistant Director – Place Shaping (WNC) explained that, following the previous decision of the Shared Services Joint Committee to reprofile the disaggregation timeline to 31 March 2023, a detailed impact assessment had since been undertaken and the options put forward to the Committee were a result of that work.

The Assistant Director – Place Shaping (WNC) advised that, as a result of the work undertaken, the recommended option for the disaggregation of the service would be to disaggregate the strategic management function and supporting professional and administrative functions, with continued collaboration in commissioning of business support services, along with a review of the service structures in both WNC and NNC following the disaggregation.

It was proposed by Councillor Adam Brown that the recommendations set out in the report be refused, owing to WNC's desire not to take on any additional cost implications, however this motion was not seconded and subsequently was not voted on. Following a discussion between Committee members, it was agreed to adjourn the meeting for a period of 10 minutes until 2:25pm in order for members and officers to discuss and agree a way forward.

The meeting reconvened at 2:25pm and it was proposed by Councillor Adam Brown and seconded by Councillor Jason Smithers that a decision on this item be deferred to the next meeting of the Committee, in order to allow for more time for members and officers to discuss the recommendations and work through their implications.

Resolved

- (1) That a decision on the recommendations relating to the Library Support Services Variation Notice be deferred until the next meeting of the Committee.

Personal Budget Support System (PBSS) Disaggregation Variation Notice

The Assistant Director – Adult Social Services (NNC) and the Assistant Director – Commissioning and Performance (WNC) submitted a report which sought approval to disaggregate the Personal Budget Support Service (PBSS) currently hosted by North Northamptonshire Council (NNC) and provided to West Northamptonshire Council (WNC).

Owing to there being no officer in attendance to present the report, members agreed to defer this item to the next meeting of the committee.

Resolved

- (1) That a decision on the Personal Budget Support System Disaggregation Variation Notice be deferred to the next meeting of the Committee.

Digital Disaggregation and ICT Discovery Update

The Committee considered a report from the Chief Information Officers for both NNC and WNC which provided an update on the progress in accordance with the disaggregation timeline of the disaggregation of the Digital Service from West Northamptonshire Council, and the disaggregation of Strategy and Architecture from West Northamptonshire Council. A further update was also provided on the discovery exercise for the report on IT disaggregation from West Northamptonshire Council of the Service Delivery and Operations and Infrastructure teams.

In introducing the report, the Chief Information Officer (WNC) explained that work was underway to remove the Business Systems function from the Inter Authority Agreement as this was already operating under the separate governance of the Lead Authority Board (LAB) of which both WNC and NNC were a part.

In response to questions from the Committee regarding the possible delay to the digital disaggregation timeline, the Chief Information Officer (WNC) explained that the delay was as a result of confirming financial data and in-scope roles, which had put the disaggregation timeline of the digital service by December 2022 at risk. The Chief Information Officer (WNC) outlined that such a delay may result in the completion of the disaggregation being delayed until approximately February 2023.

The Chief Information Officer further outlined that, as a result of a delay to the appointment of the Programme Team for the disaggregation meant that the start of the discovery work would be impacted, likely resulting in a delay to the delivery date of a full disaggregation report until at least March 2023.

Resolved

- (1) That the delay to the Digital team disaggregation timeline to February 2023 be noted.
- (2) That the delay to the discovery timeline for Service Delivery and Infrastructure & Operations to March 2023 be noted.

- (3) That the extension of the hosted arrangement for the Programme Team for a further 18 months be approved.

25. **Inter Authority Agreements**

Inter Authority Agreements – 2022-23 Q1 Performance Report

The Committee considered a report from the Executive Director – Corporate Services (WNC) and the Assistant Chief Executive (NNC) which set out the draft quarter one performance report for services delivered via the Inter Authority Agreement (IAA) arrangements between NNC and WNC.

In introducing the report, the Executive Director – Corporate Services (WNC) explained that the vast majority of the key performance measures had either met or exceeded target, with all but 3 of the 51 indicators now showing as green, demonstrating good progress countywide.

The Executive Director – Corporate Services (WNC) advised that where performance has not been met against agreed targets, an overview of the reasons why, along with any mitigating and remedial actions taken will be reviewed by a senior officer from the relevant service and presented back to Members.

Resolved

- (1) That the IAA 2022-23 Quarter 1 Performance Report be noted.

26. **Urgent Business**

There were no items of urgent business.

The meeting closed at 2.41 pm

Chair: _____

Date: _____