

MEETING JIC.03:0910
DATE 17.06.10

**South Somerset District Council
and
East Devon District Council**

Minutes of a meeting of the **Joint Integration Committee** held on **Thursday, 17 June 2010** in the Council Chamber, Knowle, Sidmouth.

(2.00 p.m. – 3.16 p.m.)

Present:
Members:

Tim Carroll (Chairman)	Andrew Moulding
David Cox	Jo Roundell Greene
Rupert Cox	Kim Turner (for Ric Pallister)
Jill Elson (for Sara Randall Johnson)	Martin Wale
Mike Green	Eileen Wragg (for Geoff Chamberlain)

Also Present:

Vivienne Ash	Helen Parr
Graham Brown	Tom Parsley
Paul Diviani	Ken Potter
Vivien Duval Steer	Tony Reed
Carol Goodall	Peter Seib
Robin Munday	Philip Skinner
Frances Newth	Sue Steele
Marion Olive	

Officers:

Mark Williams	Chief Executive
Rina Singh	Strategic Director (SSDC)
Vega Sturgess	Strategic Director (SSDC)
Denise Lyon	Deputy Chief Executive (EDDC)
Diccon Pearse	Corporate Director (EDDC)
Peter Jeffs	Corporate Director (EDDC)
Karime Hassan	Corporate Director (EDDC)
Ian Clarke	Assistant Director (Legal) (SSDC)
Donna Parham	Assistant Director (Finance) (SSDC)
Rachel Pocock	Head of Legal, Licensing & Democratic Services (EDDC)
Karen Jenkins	Head of Organisational Development (EDDC)
Kate Little	Head of Planning and Countryside (EDDC)
John Golding	Head of Housing and Social Inclusion
Chris Powell	Head of ICT (EDDC)
Steve Gammon	ICT Business Solutions Manager
Emily McGuinness	Scrutiny Manager (SSDC)
Angela Cox	Democratic Services Manager (SSDC)
Diana Vernon	Democratic Services Manager (EDDC)
Jonathon Willatt	Consultant

Apologies

Geoff Chamberlain
Ric Pallister
Sara Randall Johnson (Vice-Chairman)

24. Minutes (Agenda Item 1)

The minutes of the meeting held on 13 May 2010, copies of which had been circulated, were taken as read and, having been approved as a correct record, were signed by the Chairman.

25. Declarations of Interest (Agenda Item 3)

Councillor David Cox, as Chairman of the local Chamber of Commerce, declared a personal interest in the Economic Development section of Agenda Item 11 (Work Streams and Project Plan up-date).

26. Public Question Time (Agenda Item 4)

There were no questions from members of the public.

27. Chairman's Announcements (Agenda Item 5)

The Chairman invited Councillor Sue Steele, Scrutiny Chairman, to up-date the Committee on an informal meeting of the EDDC and SSDC Scrutiny Chairmen and Officers held the previous day. Councillor Steele reported that it had been a very cordial and informative meeting. A Joint Scrutiny Panel would be set up to scrutinise the work of the Joint Integration Committee - to check that JIC was working within its agreed terms of reference and to look at its programme, processes and priorities. The Panel would focus on strategic issues rather than operational detail. The first meeting of the Panel was scheduled for 24 June 2010 when the Chief Executive would 'set the scene' and clarify the areas of work. The recommendations of the Panel would be fed back to respective Council's Executive meetings and Council.

In answer to a question, the Chairman advised that Councillors present who were not members of JIC would have the opportunity to speak and join in the debate at this and subsequent meetings of the Committee.

28. Urgent Items (Agenda item 6)

There were no matters of urgency raised.

29. Communications Plan for Partnership working between SSDC and EDDC – up-date (Agenda item 7)

The Chief Executive advised that the Communications Plan had been included on the agenda as a matter of note. This was a working document which would be up-dated to reflect progress. The importance of keeping staff, the public and Council partners as fully informed as possible was acknowledged.

RESOLVED: that SSDC's Council meeting on 15 July be included within the Communications Plan.

Reason: The Communications Plan was a working document that needed to be kept up-to-date to be relevant and include key milestones and dates.

(Mark Williams, Chief Executive - 01935 462101/01395 517408)

30. Regional Improvement and Efficiency Partnership (RIEP) – change in priorities and funding (Agenda item 8)

Members were advised of the significant changes to RIEP priorities and governance structures due to Government cut backs. Although there would be a freeze on future funding, RIEP's promise of £15,000 for project management had been received. Future assistance would probably be 'in-kind assistance' including:

- Market information on reward packages for senior structure
- External challenge/review to the proposed structure
- Sitting as an external/objective party on key appointments for the new structure.

RESOLVED: that the changes in Regional Improvement and Efficiency Partnership (RIEP) priorities and funding be noted.

Reason: To note and confirm the reported changes in respect of the Regional Improvement and Efficiency Partnership. Although the £15,000 bid for project management had been secured, future help from RIEP would be 'in-kind assistance' rather than funding.

(Mark Williams, Chief Executive - 01935 462101/01395 517408)

31. Draft protocol for Director/Manager (Tier 2 and 3) – selection for consultation (Agenda item 9)

Members considered the draft protocol for Tier 2 and 3 Officer selection as prepared by EDDC's Head of Organisational Development. The aim was to achieve the agreement of both Councils and relevant Unions for procedures to progress joint management.

Initial consultations with Union representatives had already taken place and further meetings were planned. A number of issues of concern had been raised and would require further consultation.

The Committee recognised the importance of consultations with the Unions and it was hoped that the agreed protocol would help to progress this potentially difficult process.

31. Draft protocol for Director/Manager (Tier 2 and 3) – selection for consultation (Agenda item 9) (cont)..

The protocol included an appeals procedure which would be established as good practice to deal with complaints from employees in respect selection decisions. The detail of the appeals panel was yet to be drawn up but the Committee was assured that Members would be given adequate support and training at the appropriate time.

In respect of the Selection Panel, it was suggested that it was preferable to be non-specific about which Portfolio Holder to include due to the differing remits of SSDC's and EDDC's Portfolio Holders for Resources.

In response to a comment about the wording at 3(c), the Chief Executive advised that it was important, within agreed parameters, to ensure genuine competition for all shared posts.

Councillor Graham Brown, Chairman of EDDC's Rationalisation Panel reminded the Committee that the Panel was trying to achieve savings and reduce the number of potential redundancies. A similar review had been progressed at SSDC.

The Chief Executive reminded both authorities that it was unlikely that the shared management/services agenda would achieve the necessary savings in time for the 2011/2012 budget although it could contribute significantly if satisfactory progress was achieved. Both authorities needed to seek further savings from within their own organisations.

The Chairman stressed the importance of avoiding a 'silo approach' to the review of services and encouraged the Committee to recognise the inter-relationship between the internal reviews and the work of the Joint Integration Committee. It was useful for the Committee to be aware of the processes and procedures being adopted through the internal reviews in a strategic way. The Joint Scrutiny Panel's work would be useful to help establish links between the various threads of activity; the Panel's recommendations would be referred to JIC and both internal review bodies.

RECOMMENDED: that, subject to consultation with the authorities' Union representatives and the Chief Executive being given delegated authority (in further consultation with the Leaders of both authorities) to amend the protocol in respect of this consultation, EDDC's Executive Board and SSDC's District Executive recommend approval of the Selection Protocol for joint management subject to the proposed Membership of the Selection Panel (3a of the report refers) being amended to comprise the Chief Executive, Leaders of EDDC and SSDC, 1 Portfolio Holder from each authority and an external resource(s)

Reason: To establish a fair and transparent selection protocol.

(Mark Williams, Chief Executive - 01935 462101/01395 517408)

32. Exclusion of the Public (Agenda item 10)

RESOLVED: that under Section 100 (A) (4) of the Local Government Act 1972 the public (including the press) be excluded from the meeting as exempt information is likely to be disclosed and, on balance, the public interest is in discussing the items in private session (Part B).

33. Work Streams and Project Plan up-date (Agenda item 11)

The Committee had been advised that Appendix A to this report was in draft form and that the recommendations were not definitive or conclusive and were liable to be amended. The report had been included within the exempt information section of the agenda due to the staffing details included within the Shared Services Project Definition Documents.

The document set out the principles that supported the SSDC/EDDC Strategic Alliance, namely:

- Services will be designed to delivery ‘what matters’ to our customers
- Creation of savings and efficiencies through the optimum flow of work and management support
- Protection of frontline services
- Service delivery which takes into account the geographical issues
- Learning from good practice both within and external to both organisations.

The Chief Executive reminded the Committee that the shared services agenda was finance driven; there was potential to achieve substantial savings. The Workstreams which the Committee had agreed at its first meeting were set out in the introduction to the report and possible savings were noted. Each Workstream was classified into Phases 1, 2 or 3 for review, with support services logically being reviewed within Phase 1. It was planned for Phase 1 to be completed by the beginning of the next financial year. Any decisions made in September in respect of the joint management would inevitably influence Phase 2 where greater savings could be achieved. Decisions would be made about what front line services would be protected and which services would be cut to ensure that a balanced budget could be delivered. It was anticipated that lessons would be learnt during the Phase 1 process which would help progress Phase 2.

Phase 3 was in respect of community engagement and contractual partnerships and was likely to require a different approach and be more evolutionary.

In response to concern about structure, the Chief Executive advised that, in his opinion, it was fundamental for form to follow function – designed to meet the service needs of the public and what the authorities decided to provide. The structure would fit within the available budget and would inevitably change as the shared agenda and organisations evolved. More effective use could be made of IT systems, procurement (including economies of scale) and assets. The recommendations of JIC would not just be about cuts but could also include opportunities for investment to achieve future savings.

The current process of review and a shared agenda meant that both authorities had the opportunity to plan for the future based on reasoned decisions and a clearly considered rationale. Identifying savings against plans would help to show why hard decisions were being made.

There was discussion about the pace of change and whether the pace of the internal review matched that of the Joint Integration Committee. The Chief Executive advised that the internal reviews were important to help streamline future working. The JIC was budget driven and would set the pace for the shared agenda; recommending the most appropriate action in the interests of both authorities.

33. Work Streams and Project Plan up-date (Agenda item 11) (cont)..

The Chairman acknowledged that both authorities had existing partnership arrangements and it would be inappropriate to try to unravel the ones that were currently working well. However he believed that where possible SSDC and EDDC should work together. There could be potential to review current arrangements at the end of contracts when it may be possible to achieve advantages for both authorities through partnership.

- RESOLVED:**
- (1) that costed business plans be developed for service integration for the Phase 1 projects (Finance, Human Resources, ICT, Legal & Democratic Services, Revenue and Benefits, Public Spaces: Street Cleaning and Civil Contingencies, Licensing and Environmental Health) and presented to the JIC meeting in September for consideration,
 - (2) that it be noted that the recommendations of the Committee would continue to be referred to EDDC's Executive Board and SSDC's District Executive,
 - (3) that it be noted that due to the financial pressures on both authorities, work on the development of costed business plans for service integration be progressed in advance of formal approval of JIC recommendations by both Councils,
 - (4) that a Senior Management Structure be referred to the JIC meeting in September for consideration.

Reason: To agree the phasing in which projects would be taken forward towards producing a costed business plan for service integration.

(Mark Williams, Chief Executive - 01935 462101/01395 517408)

34. Date of Next Meeting

- RESOLVED:** that the next meeting of the Joint Integration Committee to be held at the **SSDC Council Offices Yeovil on 12 August 2010** (the Committee having agreed to cancel the 8 July meeting.).

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Chairman

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Date