

**Minutes of the meeting of the
Shared Services Joint Committee held at Municipal
Offices, Bowling Green Road, Kettering on
Wednesday, 9th June 2021**

Present: Councillor Jason Smithers (Co-Chair – North)
Councillor Jonathan Nunn (Co-Chair – West)

Councillors Adam Brown, Helen Harrison and Graham Lawman.

Officers present: Rob Bridge (Chief Executive – North)
Anna Earnshaw (Chief Executive – West)
Adele Wylie (Director of Legal and Democratic – North)
Janice Gotts (Executive Director of Finance – North)
Jane Carr (Transformation Director – West)
Jas Kumari (Legal Services – West)
Audra Statham (Asst Director of Finance – West)
Anne Ireson (Democratic Services Manager – Kettering)

1 Election of Joint Chairs

RESOLVED that Councillors Smithers and Nunn be elected Co-Chairs of the Shared Services Joint Committee.

2 Appointment of Deputy Chairs

RESOLVED that this item be deferred to the next meeting of the Shared Services Joint Committee.

3 Apologies for non-attendance

RESOLVED that apologies for absence be received from Lisa Hyde (Director of Transformation - North), Martin Henry (Executive Director, Finance – West), Catherine Whitehead (Director of Legal and Democratic – West) and Veronica Watling (Project Manager – Transformation – West).

4 Notification of requests to address the meeting

None.

5 Members' Declarations of Interest

None.

6 Shared Services Joint Committee - Terms of Reference

A report was submitted which sought approval for the Terms of Reference for the Shared Services Joint Committee.

It was noted that the Terms of Reference appended to the report had been approved by both North Northamptonshire Council and West Northamptonshire Councils.

RESOLVED that the Terms of Reference for the Northamptonshire Shared Services Joint Committee be approved.

7 Synopsis of the Inter-Authority Agreement between WNC and NNC

A report was submitted which provided a synopsis of progress to date in respect of the Inter Authority Agreement (IAA) between NNC and WNC and the governance arrangements being developed to support the management of the agreement and associated schedules. A list of delegated functions and services, the IAA and associated schedules were submitted as appendices to the report.

Members noted that a blueprint document had been approved by the Shadow Executives of both authorities in September 2020. Members' attention was drawn to the high-level approach to governance, service plans and key performance indicators. The need to work through service plans to enable the joint committee to manage services was emphasised and it was noted that the Shared Services Joint Committee was a decision-making body.

A slide was presented which set out the Transformation Governance Structure. The transformation agenda included ongoing work.

Members welcomed the report and appendices, acknowledging that governance was vital, as was the awareness of members. This would ensure sustainability of both Councils, enabling them to move forward with the work as quickly as possible to achieve objectives.

RESOLVED that:-

- (a) the establishment of a Joint Officer Board and Joint Committee, pursuant to the terms of the Inter Authority Agreement, be noted;
- (b) the completion of the Schedules to the Inter Authority Agreement be noted;
and
- (c) the detailed governance arrangements to support the inter Authority Agreement be approved

Reasons for decision:

- To ensure that Members are brought up to speed with the development of the Inter Authority arrangements
- Detailed governance arrangements would support the consideration of the decision-making across the two authorities in relation to the management for the shared services and also the arrangements and implications of disaggregation.

8 Transformation Service Plan Delivery

A report was submitted which provided a high-level overview and update of the transformation project approach and delivery timeline which would facilitate the creation of the IAA service plans.

It was noted that finance information and key performance indicators would be added at a later date and members' attention was drawn to the high-level delivery plan and timeline, which was attached as an appendix to the report. Service plan information would be monitored and reported upon.

RESOLVED that the report be noted.

9 Schedule of Meetings for 2021-22

A report was submitted which advised members of the schedule of meetings and locations for the Shared Services Joint Committee for the 2021-22 municipal year. It was noted that venues would be advised separately and would rotate between the north and the west.

RESOLVED that the schedule of meetings for the 2021-22 municipal year be noted.

Chair

Date