

Shared Services Joint Committee

Wednesday 10 November 2021

At 2:00 pm in The Council Chamber, County Hall, Northampton

Members in Attendance:

Councillor Adam Brown (Chairman)	West Northamptonshire Council (WNC)
Councillor Andre Gonzalez de Savage (substitute for Councillor Nunn)	West Northamptonshire Council (WNC)
Councillor Graham Lawman (substitute for Councillor Lloyd Bunday)	North Northamptonshire Council (NNC)
Councillor Jason Smithers	North Northamptonshire Council (NNC)

Officers in Attendance:

Jo Barrett	Assistant Director of Housing and Communities (WNC)
Rob Bridge	Chief Executive (NNC)
Mark Chant	Head of Planning Services (Minerals and Waste) (NNC)
Jenny Daniels	Democracy Officer, Democratic Services (NNC)
Emma Conway	Transformation Delivery Manager (WNC)
Marie Devlin-Hogg	Assistant Director of Human Resources (NNC)
Anna Earnshaw	Chief Executive (WNC)
Alison Golding	Director of Human Resources (WNC)
Martin Henry	Executive Director of Finance (WNC)
Rochelle Mathieson	Head of Transformation – Partnerships & Design (NNC)
Jim Newton	Assistant Director (Climate and Regeneration (WNC)
Rajvir Sohal	Democracy Officer, Democratic Services (NNC)
Catherine Whitehead	Director of Legal and Democratic Services (WNC)
Adele Wylie	Monitoring Officer and Director of Legal and Democratic Services (WNC)

29. Change to the Order of Business

The Chairman announced an amendment to the agenda which would be to take item 08 (Inter Authority Agreement – Pilot Services Delivery Model) as the first item requiring a decision.

30. Apologies

Apologies were received from Councillor Lloyd Bunday (NNC) (Councillor Graham Lawman substituting), Councillor Helen Harrison (North Northants Council), Councillor Jonathan Nunn (Councillor Andre Gonzalez de Savage substituting), Jane Carr (WNC) (Emma Conway substituting) and Lisa Hyde (WNC) (Rochelle Mathieson substituting).

31. Minutes

RESOLVED that:

The minutes of the meeting held on 8 September 2021 be approved as a correct record.

32. Notification of requests to address the meeting

There were none.

33. Declarations of Interest

The Chair invited those who wished to do so to declare interests in respect of items on the agenda.

No declarations were made.

34. Inter Authority Agreement – Pilot Services Delivery Model

The Joint Committee considered a report of the Transformation Delivery Manager (WNC), which covered three service plans from the pilot phase and sought approval for delegated authority for the monitoring officers in North and West Northamptonshire Councils to agree any further decisions or actions necessary to conclude the requirements of Schedule 3 of the Inter-Authority Agreement (IAA). The report was marked as 'item 8' on the agenda.

Arising from discussion it was noted that:-

- i. In terms of the delegated authority being requested within the report, it was clarified that anything around performance would be referred to the Committee, but that determination of further decisions only relating to legal arrangements were being requested by the monitoring officers;
- ii. Phase 1 of those recommendations set out in 2.4.5 of the report would be brought to the Committee for its consideration at its meeting in December 2021;
- iii. IT Service Delivery would be brought to the Committee in December 2021 as would the Street Lighting Private Finance Initiative (PFI), the Northamptonshire Travelling Unit and the Virtual School.

The Chairman also stated that he knew from conversations with the teams involved that all of the Inter Authority Agreement was being kept under review and the items would be presented to the Committee at the earliest opportunity.

RESOLVED that:

- a) The key performance measures and budgetary information (**Appendix A**) for the following Pilot services be endorsed:
 - i. Waste and Minerals
 - ii. Hr Learning and Development
 - iii. Libraries Back Office Support

- b) Delegated authority be granted to the Monitoring Officers for North and West Northamptonshire Councils to take any further decisions of actions necessary to conclude the requirements of Schedule 3 of the IAA following approval of the key performance indicators and finance information by the Joint Committee.

35. Learning & Development (L&D) Service Plan

The Joint Committee considered a report of the Assistant Director of Human Resources (NNC) setting out the approved budget and key performance indicators in respect of the delegated functions and services for Learning and Development. The report was marked as 'item 5' on the agenda.

The Assistant Director provided the following background information:-

- i. The learning development and training programme was hosted by North Northamptonshire Council but also delivered services to West Northants Council and the Northamptonshire Children's Trust. It delivered services in-house as well as commissioning from outside of the Council;

- ii. The Key Performance Indicators (KPIs) had been developed from a mixture of corporate and statutory requirements as well as local. The KPI for apprenticeships offered included the public sector national target which was 2.3% of the workforce;

- iii. The local measures related to the completion of mandatory courses as well as quality modules. Quotative measures were around the delegate evaluations. Whilst everyone could undertake all the learning and development possible it was key to note if they had an impact on the organisation;

- iv. The service plan followed the principles around recharges. It operated fully throughout the financial year and invoicing was undertaken on a quarterly basis. Quarter 4 would include a 'levelling up' exercise ensuring all expenditure was charged for. The Assistant Director for Human Resources worked closely with her counterpart in West Northamptonshire Council.

In answer to queries on the report the following was confirmed:

- v. The target for apprenticeships was based on historical data which indicated 60% - 65% achieving work and it had then been stretched slightly to create the 75% target;
- vi. Most of the income generation to the Service came from delegates cancelling their involvement for which there was a charge. It was quite minimal and charged to the Service area that had originally booked it.

RESOLVED that:

The budget and key performance indicators (KPIs) in respect of the delegated Function(s) and Services detailed in the corresponding Schedule 2D1 of the report be noted.

36. Growth and Regeneration – Minerals and Waste Planning

The Joint Committee considered a report of the Head of Planning Services (Minerals and Waste) (NNC) stating this was a service that was led by North Northamptonshire Council which also provided services to West Northamptonshire Council. The report was marked as 'item 6' on the agenda.

The Head of Planning Services provided the following background information:-

- i. It was a small service with approximately 12 full time equivalent staff. It performed a statutory role dealing with planning decisions relating to minerals and waste and also the archaeological and registration services. The termination period of the delegation function was 6 months;
- ii. In terms of finances the service was funded on a 50/50 basis between both Councils for the former county area. Payment was quarterly with the last also acting as a reconciliatory service. There was also a reasonable amount of income that was required to be generated by the service;

In answer to a query on the report it was confirmed that extensions had been agreed on the terms that central government determined with applicants when they went beyond the agreed time period. It was also yet to be agreed when the Minerals and Waste Plan for the county would be reviewed.

RESOLVED that:

That the budget and key performance indicators in respect of the delegated Function(s) and Services detailed in corresponding Schedule 2G1 be noted.

37. Libraries Support Services (including traded services)

The Joint Committee considered a report of the Assistant Director of Housing and Communities, (WNC) relating to the management contribution of front-line staff but not the front-line staff themselves, the service being led by West Northamptonshire Council and providing services to North Northamptonshire Council. The report was marked as 'item 7' on the agenda.

The Assistant Director provided the following background information:-

- i. Termination of the delegated function would be 18 months;
- ii. There was one national and various local KPIs. The national KPI (annual CIPFA return to be completed by 31st July each year) was currently completed jointly but next year it would have two separate returns. The Service was on track for meeting all local KPIs.
- iii. Financially the Service was funded by both councils on a 50/50 basis, with a quarterly reporting and payment schedule.

In answer to a query on the report the Assistant Director confirmed that she would enquire if the CIPFA return was required for community led libraries. She would also see what could be done about encouraging greater footfall in libraries.

RESOLVED that:

The budget and KPIs in respect of the delegated Function(s) and Services detailed in the corresponding Schedule 202 of the report be noted.

38. Exempt Items

The Chair reported that there were no exempt items for consideration.

39. Urgent Business.

The Chair reported that there were no urgent items of business for consideration.

Chair

Date

The meeting closed at 2.20pm.