

## Shared Services Joint Committee

Wednesday 15 December 2021

At 2:00 pm in The Council Chamber, Cedar Drive, Thrapston

### Members in Attendance:

Councillor Jason Smithers (Chair)	North Northamptonshire Council (NNC)
Councillor Lloyd Bunday	North Northamptonshire Council
Councillor Helen Harrison	North Northamptonshire Council
Councillor Adam Brown	West Northamptonshire Council (WNC)
Councillor Phil Larratt (substitute for Councillor Jonathan Nunn)	West Northamptonshire Council
Councillor Malcolm Longley	West Northamptonshire Council

### Also Present:

Councillor Graham Lawman	(for Item 013 on the agenda)
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### Officers in Attendance:

Ruth Austen	Assistant Director - Regulatory Services (WNC)
Simon Bowers	Assistant Director - Assets & Environment (WNC)
Rob Bridge	Chief Executive (NNC)
George Candler	Executive Director (NNC)
Jane Carr	Director of Transformation (WNC)
Emma Conway	Head of Programme Management & Strategic Partnerships (WNC)
Marie Devlin-Hogg	Assistant Director – Human Resources (NNC)
Anna Earnshaw	Chief Executive (WNC)
Alison Golding	Assistant Director (WNC)
Guy Holloway	Assistant Chief Executive (NNC)
Lisa Hyde	Director of Transformation (NNC)
Graeme Kane	Assistant Director - Highways and Waste (NNC)
Chris Kiernan	Assistant Director - Education (WNC)
Rochelle Mathieson	Head of Transformation – Partnerships and Design (NNC)
Fiona Unett	Assistant Director Highways & Waste (WNC)
David Watts	Executive Director Adults, Communities and Wellbeing (NNC)
Adele Wylie	Director of Legal & Democratic & Monitoring Officer (NNC)

#### **40. Apologies**

Apologies were received from Councillor Jonathan Nunn (West). It was noted that Councillor Phil Larratt would act as a substitute for Councillor Nunn.

Apologies were also received from Martin Henry, Director of Finance (West) and Janice Gotts Director of Finance (North).

#### **41. Declarations of Interest**

None.

#### **42. Minutes**

**RESOLVED** that:

The minutes of the meeting held on 10th November 2021 be approved as a correct record.

#### **43. Notification of requests to address the meeting**

Cllr Graham Lawman (NNC) indicated he wished to address the meeting on Item 013 on the agenda.

There were no further requests to address the meeting.

#### **44. Learning, Independence, Volunteering and Employment (LIVE) Disaggregation Project**

A report was submitted which summarised the impact of disaggregating the LIVE Service and sought approval to disaggregate on a proposed date of 1<sup>st</sup> February 2022 (or by latest 1<sup>st</sup> April 2022). The report also sought approval for delegated authority to the Monitoring Officers in the North and West to carry out the disaggregation of the service and to progress the exit from any IAA schedule associated with the LIVE service.

Clarification was sought on elements of the report and appendix which were felt to be incorrect, particularly around timings and dates for disaggregation of the project. It was subsequently noted that it was the intention for LIVE to be disaggregated by 31<sup>st</sup> March 2022 and for new services to commence on 1<sup>st</sup> April 2022.

Members noted that LIVE services were already geographically-based in different locations across the county. No changes to the service were proposed.

Initial discussions had been held with trade unions, which had indicated they were happy to move into the consultation stage.

During discussion, members sought clarification on management of the service in the West. It was noted that a new post would be created.

**RESOLVED** that:

- a) the proposed disaggregation/separation plan outlined in the Impact Assessment (Appendix A of the report) be endorsed and approval be given for the disaggregation of the LIVE service to be completed by 31<sup>st</sup> March at the latest.
- b) delegated authority be granted to the Monitoring Officers for the North and West to take any further decisions or actions necessary to conclude the requirements of the Exit plan of IAA Schedule.

*Reason –*

To ensure the disaggregation/separation of the LIVE service to take place as per the Task and Finish timeline plans (prior to 31<sup>st</sup> March 2022

#### **45. Hosted and Lead Change Requests – Chester House (Item 10)**

A report was submitted which sought approval to remove Chester House (CHE) from the Blueprint and the Inter Authority Agreement (IAA).

It was noted that the proposal did not affect the relationship with the archaeological records centre.

Formal thanks were extended to Cllr Lizzy Bowen (WNC) and Councillor Helen Howes (NNC) for their work in connection with the project.

**RESOLVED** that:-

- a) Chester House be removed from the Blueprint as a delegated function under a lead authority arrangement (provided by NNC) and;
- b) the delegation arrangement be terminated and the function removed from the list of delegated functions in the IAA.

#### **46. Hosted and Lead Change Requests – Adult Social Care Service, Personal Budget Support Service**

A report was submitted which sought approval to re-profile the hosted Adult Social Care service, Personal Budget Support Service (PBSS) disaggregation timeline from 30 September 2021 to 31 March 2023. This was to enable sufficient time to disaggregate the service in a safe and legal manner whilst ensuring there was minimum disruption to the service and customers, as well as focusing resource on statutory, high risk and high priority Adult Social Care services such as the Deprivation of Liberties Safeguards (DoLS) service.

In discussion, members endorsed the recommendations, stating that the service was life-altering for people who used the service.

**RESOLVED** that the Personal Budget Support Service disaggregation timeline be re-profiled into 2022/23.

*Reasons -*

- To ensure a safe and legal disaggregation of the services specifically in relation to the data held on the shared IT systems, ensuring data governance compliance
- System requirements and dependencies across other functions e.g. finance and the ability to take payments
- To focus and prioritise the disaggregation of statutory and high-risk services areas within Adult Social Care e.g. Deprivation of Liberties Safeguards (DoLS.)
- To enable transformational exploration of undertaking detailed options appraisals that explore whether the service can be delivered more efficiently with the aim to mitigate increased spend by disaggregating and requiring duplication.

#### **47. Emergency Planning Disaggregation**

A report was submitted which confirmed the direction in relation to the disaggregation of the shared Emergency Planning Service following completion and review of an impact and options assessment. The report was based on officers' assessment for both authorities.

Contextual background on the composition of the Emergency Planning Service was given, and it was noted that a full impact and options assessment had been undertaken for both authorities. A straightforward split of both authorities was proposed, with teams constructed thereafter to meet the specific needs of each council. Opportunities may arise to create some efficiencies.

Members noted that trade unions had been consulted.

**RESOLVED** that the preferred approaches outlined for the disaggregation of the Emergency Planning Service between the West and North Northamptonshire Councils be approved as follows:

- a) The Emergency Planning service be disaggregated by 1<sup>st</sup> April 2022.
- b) Delegated authority be granted to the Monitoring Officers for the North and West to take any further decisions or actions necessary to conclude the requirements of the Exit Plan of IAA Schedule.

#### **48. Waste Management and Disposal Disaggregation**

A report was submitted which summarised the impact of disaggregating the Waste Management and Disposal Service and sought approval to disaggregate on a proposed date of 1<sup>st</sup> February 2022 (or by the latest 31<sup>st</sup> March 2022). The

report also sought approval for delegated authority to the Monitoring Officers in the North and West to carry out the disaggregation of the service and to progress the exit from IAA schedule 2G2 – Residual Waste and Closed Landfill on completion of disaggregation

It was noted that the service contained ten posts, including one vacancy. There was still an intention for the Household Waste Recycling Centre to sit within the North, as there was an existing contract in place until 2025. NNC would provide services to WNC in this respect.

Transformation teams were thanked for their work in connection with the project.

**RESOLVED** that:

- a) approval be given to the proposed disaggregation plan outlined in the Impact Assessment (Appendix A of the report) and the disaggregation of the service be completed by 31st March at the latest; and
- b) delegated authority be granted to the Monitoring Officers for the North and West to take any further decisions or actions necessary to conclude the requirements of the Exit plan of IAA Schedule 2G2.

*Reason –*

To ensure the disaggregation take place as per the Task and Finish timeline plans (prior to 1st April 2022).

#### **49. Inter Authority Agreement Services Delivery Update**

A report was submitted which sought approval for the performance measures and finance information for the services listed below:

- Digital Infrastructure
- County Travellers Unit

The report also gave a progress update on Inter Authority Agreement (IAA) service plan (KPI and Finance information) development for all phases.

Members were asked to note the performance measures for quarter 2 for those service plans approved at the Joint Committee on the 10<sup>th</sup> November 2021.

It was noted that the phased delivery plan set out at Item 3.2.2 of the report would be updated to include services where change requests were approved at the meeting.

Updates were given in respect of Street Lighting and Adult Learning.

Each Appendix was summarised in turn as follows:

Appendix A – Economic Development – Digital Infrastructure Service Plan

Appendix B – County Travellers' Unit Service Plan

Appendix B – Quarter Two Performance Report.

Key Performance Indicator Targets were explained and updated at the meeting where necessary.

**RESOLVED** that:

- a) the proposed service plans (Appendix A and B) be approved; and
- b) the quarter two performance report (Appendix C) be noted.

*Reason –*

To ensure service plan sign off and schedule completion met the proposed governance deadlines and there were no delays in presenting to the Joint Committee.

#### **50. Hosted and Lead Change Requests – Education Admissions**

A report was submitted which sought approval to re-profile the timeline of the Education Admissions disaggregation from 2021/22 to 2022/23

**RESOLVED** that the Education Admissions disaggregation timeline be re-profiled into 2022/23 to allow for the work required to be undertaken at the most appropriate and least risky time for this high-profile service, 31st August 2022.

*Reason -*

To mitigate the significant risk to this high-profile service of an earlier disaggregation, and thus reduce the impact of the change to this key service for our customers and the resultant reputational risk to the Council.

It was noted there had been concern around timings in the past and the resolution ensured that the Council was aligned to achieve that date.

## **51. Hosted and Lead Change Requests – Lord Lieutenancy Support Service**

A report was submitted which sought approval to remove Lord Lieutenancy Support from the Inter Authority Agreement (IAA).

The report also sought approval for delegated authority from the Joint Committee to the S151 Officers, in consultation with Monitoring Officers, in the North and West to conclude and confirm the financial management arrangement required.

It was noted that as the service extended across Northamptonshire, it was not practical to separate the service into the North and West. It was therefore appropriate to delegate this work to the S151 officers to ensure correct financial arrangements.

**RESOLVED** that

- a) the Lord Lieutenancy Support no longer be considered a lead arrangement under the IAA due to the nature of the operational delivery of the service; and
- b) delegated authority be delegated to the S151 Officers, in consultation with Monitoring Officers from the North and West, to take any further decisions to conclude and confirm the financial management arrangement required.

## **52. Hosted and Lead Change Requests – HR Traded Services**

A report was submitted which sought approval to remove HR Traded Services from the disaggregation timeline following agreement to the recommendation to cease the traded offer to schools.

Councillor Graham Lawman addressed the meeting in respect of the proposal, indicating that he was a governor of Croyland Primary School and had received representations from schools concerned about the short procurement time to find replacement suppliers. He asked the Joint Committee to consider extending HR traded services to the end of the academic year, rather than cut off the service at 31<sup>st</sup> March 2022.

During discussion, members expressed concern that to extend the Traded Service offer to the end of the academic year would affect the budgets of both Councils. It was noted that the service was currently running at a loss, which would have to be budgeted for by both Councils, and members felt they would not be comfortable with maintaining a loss-making service.

**RESOLVED** that HR Traded Services be removed from the Disaggregation Timeline.

**53. Exempt Items**

None.

**54. Urgent Business.**

None.

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Chair

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Date

The meeting started at 2.00 pm and ended at 2.35 pm.