

Shared Services Joint Committee 19th January 2022

Report Title	Inter Authority Agreements Service Plan delivery update
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Key Decision	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Is the decision eligible for call-in by Scrutiny?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Are there public sector equality duty implications?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Does the report contain confidential or exempt information (whether in appendices or not)?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Applicable paragraph number/s for exemption from publication under Schedule 12A Local Government Act 1972	None

List of Appendices

Appendix A - IAA service plan delivery timetable

Appendix B - Virtual Schools service plan

Appendix C - NARC service plan

Appendix D - Archives and Heritage service plan

1. Purpose of Report

- 1.1. To seek approval of the performance measures and finance information for the Service Plans listed below:
 - Virtual Schools
 - Archives and Heritage
 - Northamptonshire Archaeological Resource Centre (NARC)
- 1.2. To seek approval of the proposal for the addition of a Phase 4 to enable services 'new in scope' to have Service Plans developed.
- 1.3. To seek approval of the proposed IAA Quarterly Performance reporting timetable (**Table 1**)

2. Executive Summary

- 2.1 Phase 1 and 2 timescales for the IAA Service Plan Delivery schedule have been completed and Phase 3 is now currently underway. Service leads for Adults, Children's and Public Health provider services and relevant enabler support services are collaborating and progressing the development of draft plans to time. Finance Business Partners for all these services are engaged and working on the provision of the finance schedule 3 information which forms part of the Service Plan.
- 2.2 Some Services which have been subject to disaggregation reprofiling have been identified as "new in scope" for the IAA Service Plan workstream subject to approval of change requests. It is proposed that a Phase 4 is included in the IAA Service Plan delivery timetable for completion by the end of January 2022, which will align within the March 2022 governance cycle for approval. This will ensure reprofiled services have a reporting mechanism in place until such a time as they disaggregate.
- 2.3 Quarterly performance monitoring is being produced for those services with approved Service Plans. Inter-Authority Agreement Quarterly Performance Report Quarter 1 and Quarter 2 2021/22 was approved by Joint Committee Shared Service on 15th December 2021. A timetable for future reporting has been developed for consideration by the Joint Committee and is set out in section 5.6

3. Recommendations

- 3.1 It is recommended that the Committee:
- 3.1.1 Approve the inclusion of a Phase 4 within the IAA Service Plan delivery timetable for services now in scope. (**Appendix A**)
- 3.1.2 Approve the proposed Service Plans
- a) Appendix B - Virtual Schools service plan
 - b) Appendix C - NARC service plan
 - c) Appendix D - Archives and Heritage service plan
- 3.1.3 Approve the proposed IAA Quarterly Performance reporting timetable set out in section 5.5 - Table 1
- 3.2 Reason for Recommendations:
To ensure completed service plans are agreed and reporting mechanism is in place for all approved IAA Service plans.

4. Report Background

- 4.1 A phased delivery timeline (**Appendix A**) and reporting approach for IAA service plan development was agreed at Joint Committee on 6th October 2021.

- 4.2 Pilot, Phase 1, and Phase 2 delivery stages have now been completed, where required, service plans have been reprofiled between phases to ensure overall deliverability and momentum.
- 4.3 The Streetlighting PFI Service Plan due in Phase 1 has been agreed, however is subject to a joint request for an additional termination clause. This is being progressed with legal support and will be brought to Joint Committee Shared Services in due course.
- 4.4 The Director of Public Health IAA is now subject to an Exit plan following agreement at the NNC Executive on 2nd December 2021 and at WNC Cabinet on 8th December 2021 to disaggregate this function.
- 4.5 Public Health Intelligence has been moved to phase 3 to align with the Management, Commissioning and Admin and Wellbeing service plans as finances for these areas are linked and will need to be jointly considered when developing the service plans.
- 4.6 Public Health Adults learning KPIs have been agreed however, additional time is required to allow for further discussions regarding funding arrangements, therefore it is anticipated this service plan will be submitted within the February 2022 governance cycle.
- 4.7 The ICT performance measures have been drafted, however additional time will be required to allow for further discussions and joint agreement, therefore it is anticipated this service plan will be submitted to the March 2022 governance cycle.
- 4.8 Where services are due to disaggregate within the first two quarters of 2022/23, they will be subject to an exit plan as part of the disaggregation process and will not be added to phase 4 of the Service Plan workstream.

5. Issues and Choices

- 5.1 Following completion of Phase 2, approval is being sought for completed Service plans (**Appendix B-D**).
- 5.2 Should the Committee be minded to not approve the Service Plans; this may create a delay to the reporting and monitoring of the performance measures while required adjustments are made to the Service Plans.
- 5.3 The 'new in scope' services identified for Phase 4 are as follows:
 - ◆ Safeguarding in Education (subject to a change request approval this may convert to an exit plan)
 - ◆ Sensory Impairment Service (SIS) (subject to a change request approval this may convert to an exit plan)
- 5.4 Should the Committee be minded to not approve the recommendation to add a phase 4, as set out within section 5.3; this would require additional resource or reprioritisation of other tasks to enable finance, legal and the service areas, in which, to create the service plans within existing timeframes.

5.5 A timetable for the creation of the IAA quarterly performance reporting has been drafted and provided within the table below. This is aligned to finance reporting schedules. (Table 1)

Table 1

Reporting period	Reporting period covers	Data collection deadline for services	Report production and AD sign off deadline	Presentation to Joint Committee
Financial Year: 2021/22				
Quarter 3	Oct to Dec 2021	10/01/2022	31/01/2022	March 2022
Quarter 4	Jan to Mar 2022	07/04/2022	03/05/2022	June 2022
Financial Year: 2022/23				
Quarter 1	Apr to Jun 2022	07/07/2022	28/07/2022	Sept 2022
Quarter 2	Jul to Sept 2022	07/10/2022	28/10/2022	Dec 2022
Quarter 3	Oct to Dec 2022	09/01/2023	30/01/2023	March 2023
Quarter 4	Jan to Mar 2023	11/04/2023	03/04/2023	June 2023

6. Implications (including financial implications)

6.1 Resources and Financial

Transformation, Legal, Finance and Performance resources are required to produce the associated Service Plans and proposals referenced within this report. This is being delivered within existing resource capacity across both West and North Northamptonshire Councils, and there are no resources or financial implications arising from the proposals. Financial and performance implications relating to individual services are considered and set out within the relevant service plans.

6.2 Legal

The Joint Committee Shared Service are responsible for “Approving the Service Plans for the Specified functions including targets for service quality, performance and efficiency.” As well as “Agreeing the responsibilities of each Council to deliver the Service Plans and agreed strategy, including any specific responsibilities of the Provider Council and that the responsibilities are documented within the Service Plans.”

6.3 Risks/Issues

Resource

- Provision of financial data for inclusion within Service Plans; owing to capacity constraints, notably in North Northamptonshire which has seen the departure of the North IAA finance lead from the organisation, the creation of financial information is noted as a risk to meeting the phased timetable. **Mitigation:** this risk is under regular review within the

Joint Working Group, and finance resource is being provided to aid, however this may cause a delay in resolution of finance queries.

6.4 Consultation

6.4.1 No consultation activity is required due to the nature of this report/activity.

6.5 Consideration by Scrutiny

6.5.1 No consideration by scrutiny has been requested.

6.6 Equality Impacts

6.6.1 There are no equality impacts arising from the recommendations due to the nature of this report.

6.7 Climate Impact

6.7.1 There is no climate impact arising from the recommendations within the report.

6.8 Community Impact

6.8.1 There is no anticipated community impact due to the nature of this report.

7. Background Papers

7.1 Administrative agreement

<https://northnorthants.moderngov.co.uk/documents/s1068/7.%20Appx%20B%20-%20IAA%20and%20Schedules.pdf>