



North
Northamptonshire
Council



West
Northamptonshire
Council

Shared Services Joint Committee 23rd March 2022

Report Title	Inter Authority Agreement Services Delivery Update
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List of Appendices

Appendix A - IAA Service Plans phased delivery plan

Service plans

Appendix B - SEND Information and Support Services service plan

Appendix C - Assistive Technology service plan

Appendix D - Visual Impairment service plan

Appendix E - Shared Lives service plan

Appendix F - Personal Budgets Support Service plan

Appendix G - Adult Mental Health Practitioners service plan

Appendix H - Household Waste Recycling Centres (HWRC) service plan

Appendix I - Streetlighting PFI service plan

1. Purpose of Report

- 1.1. To update on progress to date in relation to the development of Service Plans for lead and hosted shared services between North Northamptonshire Council and West Northamptonshire Council.
- 1.2. To present Service Plans (*see Appendix B - I*) and seek approval of the performance measures and finance information as set out within the individual Service Plans for the services listed below:
- SEND – Information and support service (IASS)
 - Assistive technology
 - Visual Impairment Service
 - Shared Lives
 - Personal budget support service (PBSS)
 - Adult Mental Health Practitioners (AMHP)

- Household Waste Recycling Centres (HWRC)
- Streetlighting PFI

2. Executive Summary

- 2.1 All project phases of the IAA Service Plan Delivery schedule are now complete and the resource allocated from the Transformation Teams (both North and West) can be redeployed. Support for the co-ordination of the completion, management and performance reporting of plans will be handed over to 'business as usual' from April 1st 2022 to Provider Authority Service Leads in consultation with Legal Services.
- 2.2 IAA service plans that remain in development have been reprofiled to the March governance cycle, for presentation to Shared Services Joint Committee in April 2022. **(See Appendix A)**
- 2.3 Those services due to disaggregate before September 2022 and therefore identified as requiring an Exit Plan, rather than a Service Plan, will be picked up within the related disaggregation workstreams, as agreed by the Shared Services Joint Committee on 19th January 2022. **(See Appendix A)**

3. Recommendations

- 3.1 It is recommended that the Committee:
- 3.1.1. Approve the proposed service plans;
- a) Appendix B - SEND Information and Support Service (IASS) service plan
 - b) Appendix C - Assistive Technology service plan
 - c) Appendix D - Visual Impairment service plan
 - d) Appendix E - Shared Lives service plan
 - e) Appendix F - Personal Budget Support Service (PBSS) service plan
 - f) Appendix G - Adult Mental Health Practitioners (AMHP) service plan
 - g) Appendix H - Household Waste Recycling Centres (HWRC) service plan
 - l) Appendix I - Streetlighting PFI service plan
- 3.2 Reason for Recommendations:
To ensure completed service plans are agreed and reporting mechanism is in place for all approved IAA Service plans.
- 3.3 Options Considered:
The alternative of not approving the recommendations would create a delay to the reporting and monitoring of the performance measures while required adjustments are made to the Service Plans.

4. Report Background

- 4.1 A phased delivery timeline (**Appendix A**) and reporting approach for IAA service plan development was agreed at Shared Services Joint Committee on 6th October 2021.
- 4.2 All IAA service plan delivery stages have now been completed.

- 4.3 Public Health Management, Commissioning service and Public Health Admin and Wellbeing service will now require Exit Plans due to them profiled to disaggregate by end of Quarter Two 2022.
- 4.4 The Public Health Adults Learning service plan KPIs have been agreed, however further discussions are underway to agree the finance schedule 3 information. There have been some delays due to an Ofsted inspection of the service, therefore approval of the completed service plan will be reprofiled to the March governance cycle (April 2022 Shared Services Joint Committee).
- 4.5 Draft service plans have been agreed however further discussions are required by the services regarding Public Health Intelligence and STP and the Schools swim service to establish whether a service plan or change request will be required. These service plans have been reprofiled to the March governance cycle (April 2022 Shared Services Joint Committee) to reflect this.
- 4.6 The IT service plan development has commenced, however will require additional time to allow for further discussions and joint agreement, there are complexities around both KPI and finance information. It is anticipated that this plan will not be completed until the March governance cycle at the earliest and delivery timescales will need to be reprofiled accordingly.

5. Issues and Choices

- 5.1 Following completion of all phases, Service plans (**Appendix B-I**) now require Committee approval.

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.

6. Implications (including financial implications)

6.1 Resources and Financial

Legal, Finance and Performance resources are required to produce the associated remaining Service Plans referenced within this report. This is being delivered within existing resource 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 Shared Services Joint Committee 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.
- Unplanned absence due to Covid19 has delayed the completion of draft KPI information for some service areas and impacted the delivery timelines. **Mitigation:** this risk is being mitigated by ensuring that any drafts being worked on by performance leads are stored in the appropriate shared areas so they can be picked up by other team members if necessary.

6.4 **Consultation**

6.4.1 No consultation activity is required because of this report/activity.

6.5 **Consideration by Scrutiny**

6.5.1 No consideration by scrutiny has been requested.

6.6 **Climate Impact**

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

6.7 **Community Impact**

6.7.1 There is no anticipated community impact because of this report.

6.8 **Consideration by Executive Advisory Panel**

6.8.1 No consideration by Executive Advisory Panel has been requested.

6.9 **Equality Impact**

6.9.1 There is no equality impact arising from the recommendations within the report.

6.10 **Crime and Disorder Impact**

6.10.1 There is no anticipated crime and disorder impact because 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>