



## Shared Services Joint Committee 27<sup>th</sup> April 2022

<b>Report Title</b>	Inter Authority Agreement Service Plan - final delivery update.
<b>Report Author</b>	<p><b>Emma Conway</b> – WNC, Head of Programme management and strategic partnerships  <a href="mailto:Emma.Conway@westnorthants.gov.uk">Emma.Conway@westnorthants.gov.uk</a></p> <p><b>Rochelle Mathieson</b>, NNC Head of Transformation – Partnerships &amp; Design  <a href="mailto:Rochelle.Mathieson@northnorthants.gov.uk">Rochelle.Mathieson@northnorthants.gov.uk</a></p>

<b>Key Decision</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<b>Is the decision eligible for call-in by Scrutiny?</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<b>Are there public sector equality duty implications?</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<b>Does the report contain confidential or exempt information (whether in appendices or not)?</b>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
<b>Applicable paragraph number/s for exemption from publication under Schedule 12A Local Government Act 1972</b>	

### List of Appendices

- Appendix A - HWRC schedule 2 amends
- Appendix B - School Swim Service plan
- Appendix C - Delivery schedule

### **1. Purpose of Report**

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- 1.1. To provide a progress update in relation to the development of Service Plans for lead and hosted shared services between North Northamptonshire Council and West Northamptonshire Council following handover to business as usual on 1 April 2022.
- 1.2. To present proposed amendments a to the Inter Authority Agreement (IAA) Schedule 2 (**see appendix A**) and seek approval of the revised content for the services listed below:
  - 2G3 Household Waste Recycling Centres (HWRC)

- 1.3. To present the Service Plan (**see Appendix B**) and seek approval of the performance measures and finance information as set out within the individual Service Plan for the service listed below:
  - 3H3 School swim service
- 1.4. To provide an update on the IAA performance reporting timeline for 2022/23.

## **2. Executive Summary**

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- 2.1 All phases of the IAA Service Plan Delivery schedule have been completed and a handover of the service plan development and change request process to business as usual has taken place.
- 2.2 Development, management and performance reporting of plans has been handed over to Provider Authority Service leads as of April 1<sup>st</sup> 2022 and is now considered 'business as usual'.
- 2.3 Outstanding IAA Schedule 3 Service Plans that remain in development have been handed over to Service leads to be reprofiled to an appropriate future governance cycle, for presentation to Shared Services Joint Committee.
- 2.4 When considering the IAA, services due to be disaggregated by the end of September 2022 (end of quarter 2) have been identified as requiring an Exit Plan, and these will be completed as part of the related disaggregation workstreams. (**See Appendix C**)
- 2.5 Amendment to the IAA Schedule 2 content (as set out in section 1.2) has been identified during service plan development and disaggregation planning. Prior to formal adoption within the IAA these amendments require Shared Service Joint Committee approval. (**See appendix A**)
- 2.6 The 2022/23 quarterly performance reporting timetable has been developed and all approved Service Plan performance targets have now been incorporated into the performance dashboard.

## **3. Recommendations**

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- 3.1 It is recommended that the Joint Committee:
  - 3.1.1. Approve the proposed amendments to the IAA Schedule 2;
    - a) Appendix A - Household Waste Recycling Centres (HWRC)
  - 3.1.2. Approve the proposed IAA Schedule 3 Service Plans;
    - a) Appendix B - School Swim Service
  - 3.1.3. Note the 2022/23 performance reporting timeline for information.
- 3.2 Reason for Recommendations:

- To ensure information held within the IAA schedules accurately reflects service functions and completed service plans and reporting mechanism are agreed and in place for all approved IAA Service plans.

### 3.3 Alternative Options Considered

- Not to approve the Service Plans and Schedule 2 amendments - this could result in inaccuracy of the IAA schedule content and create a delay to reporting and monitoring.

## 4. Report Background

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4.1 A phased delivery timeline (**Appendix C**) and reporting approach for IAA Schedule 3 Service Plan development was agreed at Shared Services Joint Committee on 6<sup>th</sup> October 2021 (**see section 8, Background Papers**). All delivery stages have now been completed.

4.2 The following Service Plans, scheduled for completion, remain outstanding:

- Public Health Adults Learning
- Public Health Intelligence and STP
- IT – Digital and Technology

4.3 The Public Health Adults Learning Service Plan KPIs have been agreed, however discussions are ongoing with Education and Skills Funding Agency (ESFA) to agree the finance Schedule 3 information. There have also been some delays due to an Ofsted inspection of the service, therefore approval of the completed service plan will be reprofiled to a future governance cycle.

4.4 Public Health Intelligence and STP, a Lead arrangement provided by North Northamptonshire, is undergoing an options appraisal to establish whether a Service Plan or Change Request will be required. Consideration and approval request will be reprofiled to a future governance cycle.

4.5 The IT Service Plan development has commenced, and drafts are available, however additional time is required to allow for further discussions and joint agreement, there are complexities around both Key Performance Indicators (KPI) and finance information. Approval of the completed Service Plan will be reprofiled to a future governance cycle.

## 5. Reporting

5.1 All approved Service Plan KPI information will be incorporated in the IAA dashboard and will be included within the quarterly performance report until such a time as the Performance team are advised by the Provider Authority that disaggregation is complete, and removal is required.

5.2 The schedule for reporting for 2022/2023 has been developed and is outlined below. 2023/24 Shared Service Joint Committee meeting dates are not available at present therefore the Q4 timeline will be provided to Members once these dates are confirmed.

Performance report period	Date of Joint Officer Board	Date of Shared Services Joint Committee Member Briefing	Date of Shared Services Joint Committee
<b>2021/22</b>			
Quarter 4	4 <sup>th</sup> May 2022	18 <sup>th</sup> May 2022	8 <sup>th</sup> June 2022
<b>2022/23</b>			
Quarter 1	18 <sup>th</sup> August 2022	31 <sup>st</sup> August 2022	21 <sup>st</sup> September 2022
Quarter 2	26 <sup>th</sup> October 2022	9 <sup>th</sup> November 2022	22 <sup>nd</sup> November 2022
Quarter 3	22 <sup>nd</sup> February 2022	8 <sup>th</sup> March 2023	29 <sup>th</sup> March 2023
Quarter 4	TBC	TBC	TBC

## 6. Issues and Choices

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- 6.1 Following completion of all delivery phases, Schedule 2 change requests and the completed Schedule 3 Service Plans (**Appendix A-B**) now require Committee approval.

Should the Committee be minded to not approve the Service Plans and Schedule 2 amendments; this may result in inaccuracy of the IAA schedule content and create a delay to reporting and monitoring of the performance measures while required adjustments are made to the Service Plans.

## 7. Implications (including financial implications)

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### 7.1 Resources and Financial

- 7.1.1 Service area, Legal, Finance and Performance resources are required to produce the associated Service Plans and action proposals 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.

### 7.2 Legal and Governance

- 7.2.1 The Shared Services Joint Committee is 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.”
- 7.2.2 Subject to approval by the Joint Committee, Legal services, on instruction from the services, will be required to ensure all authorised variations to the IAA agreement and schedules are incorporated into the agreement via a deed of variation.

### 7.3 Risks/Issues

There are no outstanding Risks/issued arising from recommendations within the report.

#### **7.4 Consultation**

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

#### **7.5 Consideration by Scrutiny**

7.5.1 No consideration by scrutiny has been requested.

#### **7.6 Climate Impact**

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

#### **7.7 Community Impact**

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

#### **7.8 Consideration by Executive Advisory Panel**

7.8.1 No consideration by Executive Advisory Panel has been requested.

#### **7.9 Equality Impact**

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

#### **7.10 Crime and Disorder Impact**

7.10.1 There is no anticipated crime and disorder impact because of this report.

### **8. Background Papers**

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8.1 Administrative agreement

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

8.2 Inter Authority Agreement Progress Update and Quarter 1 Service Delivery Performance (Item 6)

<https://northnorthants.moderngov.co.uk/ieListDocuments.aspx?CId=152&MId=496&Ver=4>