

## OXFORDSHIRE JOINT SHARED SERVICES & PERSONNEL COMMITTEE

**MINUTES** of the meeting held on Monday, 4 July 2022 commencing at 3.30 pm and finishing at Time Not Specified

**Present:**

Councillor Ian Corkin – in the Chair

Councillors:

Liz Brighthouse OBE  
Donna Ford  
Liz Leffman

Eddie Reeves  
Alison Rooke  
Slaymaker

Sean Woodcock  
Chapman

Officers:

Stephen Chandler  
Lorna Baxter  
Anita Bradley  
Monitoring Officer  
Robin Rogers  
Yvonne Rees  
Stephen Hinds  
Ian Boll  
Nathan Elvery  
Michael Furness  
S151 Officer  
Shahin Ismail  
Governance  
Officer  
Natasha Clark

OCC Interim Chief Executive  
OCC Director of Finance & S151 Officer  
OCC Director of Law & Governance &  
OCC Programme Director  
CDC Chief Executive  
CDC Corporate Director Resources  
CDC Corporate Director Communities  
CDC Interim Chief Operating Officer  
CDC Assistant Director of Finance &  
CDC Interim Assistant Director Law,  
& Democratic Services and Monitoring  
Governance & Elections Manager

### **41/22 APOLOGIES FOR ABSENCE AND TEMPORARY APPOINTMENTS**

(Agenda Item 1)

Apologies were received from Councillor Barry Wood with Councillor Phil Chapman appointed as substitute and Councillor Ian Middleton, with no substitute appointed.

### **42/22 DECLARATIONS OF INTEREST - SEE GUIDANCE NOTE**

(Agenda Item 2)

There were no declarations of interest.

**43/22 MINUTES**

(Agenda Item 3)

The Minutes of the meeting of the Committee held on 23 May 2022 were agreed as a correct record and signed by the Chair.

**44/22 PETITIONS AND PUBLIC ADDRESS**

(Agenda Item 4)

**45/22 JOINT OFFICER TRANSITION WORKING GROUP (JOTWG) UPDATE AND RECOMMENDATIONS**

(Agenda Item 5)

The Chief Executive (Cherwell District Council, CDC) and the Interim Chief Executive (Oxfordshire County Council, OCC) submitted a report which, in-line with the decision in February 2022, of both Councils to give notice to terminate the current s.113 partnerships between the Councils and the subsequent direction of travel for future working endorsed by the JSS&P Committee on 14 March, set out recommendations for future working arrangements for the eight services now within Phase 3 of the transition programme approved by the Committee.

**46/22 EXCLUSION OF THE PRESS AND PUBLIC**

(Agenda Item 6)

Resolved

That, in accordance with Section 100A(4) of the Local Government Act 1972, the press and public be excluded from the meeting for the following items of business, on the grounds that they could involve the likely disclosure of exempt information as defined in paragraphs 1, 2, 3 and 4 of Schedule 12A of that Act.

**47/22 JOINT OFFICER TRANSITION WORKING GROUP (JOTWG) UPDATE AND RECOMMENDATIONS - EXEMPT MATTERS**

(Agenda Item 7)

The OCC Programme Director presented exempt Annex B, which set out a summary of the proposal for each of the following service areas brought forward by the JOTWG following the due diligence and service review process: Regulatory Services & Community Safety; Emergency Planning; Digital & IT Services; Procurement & Contracts; Customer Service Centre; Continuous Improvement Team; Land Charges; and, Property, Investment & Facilities Management

In relation to Regulatory Services & Community Safety, the OCC Programme Director explained that Regulatory Services was the first service area to be shared between CDC and OCC prior to the s113 agreement with the first Director role established. It was recommended that the joint team continue to work across both councils and provide services for both councils, based on the agreed scope of the works to be delivered. Members supported the

recommendation commenting that it was best practice and sensible to continue the joint arrangements.

In relation to Emergency Planning, it was recommended that CDC commission emergency planning support from OCC through an agreed SLA to achieve similar outcomes to the previous arrangements. Each council would remain responsible for their individual statutory functions.

In relation to Digital & IT, it was proposed that the service would decouple, however OCC would continue to provide specific services to CDC via an SLA, as specified in a detailed Service Catalogue. In regard to Members' questions regarding the option for CDC to commission services from OCC, the OCC Programme Director and CDC Interim Chief Operating Officer explained that the Service Catalogue would only include services OCC believed it could deliver but would be under no obligation to accept a commission from CDC, and CDC would be able to commission from alternative providers.

In relation to Procurement and Contracts, Customer Services, Continuous Improvement, Land Charges and Property, Investment and Facilities Management, it was recommended that the services be decoupled with a separate provision of services by each council.

The presentation included an overview of the exempt staffing and financial aspects in relation to each service review. The Committee was advised that no specific posts were put at direct risk through the recommendations.

The Committee noted the exempt aspects of the report and presentation and endorsed the proposal for each service area.

#### **48/22 READMITTANCE OF THE PRESS AND PUBLIC**

(Agenda Item 8)

Resolved

That the press and public be readmitted to the meeting.

#### **49/22 JOINT OFFICER TRANSITION WORKING GROUP (JOTWG) UPDATE AND RECOMMENDATIONS**

(Agenda Item 9)

The Chair gave an overview of the recommendations. The final recommendation related to the disbanding of the Committee as the work it had been charged with had concluded with all joint services having been reviewed and future arrangements agreed. Each respective Council would be recommended to agree the disbanding of JSS&P Committee and delegate authority to the respective Chief Executive the power to terminate, extend or vary the new arrangements.

There being no further discussion on the report, the Committee unanimously agreed all recommendations.

### **Resolved**

- (1) That the programme update be noted.
- (2) That the establishment of revised partnership working arrangements for Regulatory Services & Community Safety (through a joint management arrangement) and Emergency Planning (through the provision of a service level agreement) as set out in the exempt annex to the Minutes (as set out in the Minute Book), subject to the conclusion of suitable agreements between the Councils be agreed.
- (3) That the decoupling of partnership working arrangements managed through the current s.113 agreement for Digital & IT Services and establish a revised partnership working arrangement as set out in the annex to the Minutes (as set out in the Minute Book), subject to conclusion of suitable agreements between the Councils
- (4) That the completion of such agreements and any actions necessary to establish the revised partnership working arrangements be delegated to the Assistant Director Law, Governance and Democratic Services (CDC) and the Director of Law and Governance (OCC), in consultation with the Leaders of each Council.
- (5) That the decoupling of partnership working arrangements managed through the current s.113 agreement in the following services, as set out in the annex to the Minutes (as set out in the Minute Book) be agreed:
  - Procurement and Contracts
  - Customer Services
  - Continuous Improvement
  - Land Charges
  - Property, Investment and Facilities Management
- (6) That the final arrangements and actions necessary for transition in these services be delegated to the Chief Executive (CDC) and Interim Chief Executive (OCC) working through the Joint Officer Transition Working Group (JOTWG).

- (7) That each respective Council be recommended to agree that the Joint Shared Services and Personnel Committee be disbanded as from 31 August 2022 and delegated authority be granted to the respective Chief Executives to terminate, extend or vary the new arrangements.

**Conclusion of Meeting**

The work of Committee having concluded, it was confirmed that no further JSS&P Committee meetings would be required.

On behalf of OCC, the OCC Interim Chief Executive thanked CDC Members and officers commending the work that had been undertaken to collectively achieve outcomes that it was considered were in the best interest of residents.

On behalf of CDC the Chair and CDC Deputy Leader, Councillor Corkin, thanked officers for their work throughout the decoupling process. Councillor Corkin also thanked all teams and officers who had been involved in joint working between the two councils. Joint working would continue but would take different forms.

The Vice-Chair and OCC Deputy Leader, Councillor Brighthouse, thanked all officers who had been involved in joint working and the decoupling process commenting that this was a separation of formal joint working and it was important to find ways to work together in partnership to ensure best service provision for residents.

Councillor Brighthouse paid tribute and thanked the CDC Chief Executive, Yvonne Rees, for her hard work and contribution in the joint Chief Executive role.

OCC Leader, Councillor Leffman, thanked officers for their hard work in ensuring that the decoupling was a straightforward process. Elected Members and residents should take confidence that the process had been a well-managed piece of work with no change to service delivery by CDC or OCC.

..... in the Chair

Date of signing .....

