

## **JOINT SHARED SERVICES & PERSONNEL COMMITTEE**

**MINUTES** of the meeting held on Monday, 14 March 2022 commencing at 10.00 am and finishing at 11.25 am

### **Present:**

Councillor Liz Brighthouse OBE – in the Chair

### Councillors:

Ian Corkin (Deputy Chair)	Mike Kerford-Byrnes	Barry Richards
Donna Ford	Liz Leffman	Barry Wood
Andrew Gant	Eddie Reeves	

### Officers:

Stephen Chandler	OCC Interim Chief Executive
Lorna Baxter	OCC Director of Finance & S151 Officer
Anita Bradley	OCC & CDC Director of Law & Governance & OCC Monitoring Officer
Yvonne Rees	CDC Chief Executive
Nathan Elvery	CDC Interim Chief Operating Officer
Michael Furness	CDC Assistant Director of Finance & S151 Officer
Shahin Ismail	CDC Interim Monitoring Officer
Natasha Clark	Governance & Elections Manager

## **8/22 WELCOME AND INTRODUCTIONS**

The Chair welcomed Members and officers to the meeting and invited all attendees to introduce themselves.

## **9/22 APOLOGIES FOR ABSENCE AND TEMPORARY APPOINTMENTS**

Apologies were received from Councillor Ian Middleton, with no substitute appointed

## **10/22 DECLARATIONS OF INTEREST - SEE GUIDANCE NOTE**

There were no declarations of interest.

## **11/22 MINUTES**

The Minutes of the meeting held on 1 February 2022 were agreed as a correct record and signed by the Chair.

## **12/22 PETITIONS AND PUBLIC ADDRESS**

There were no petitions or requests to address the meeting.

## **13/22 JOINT SHARED SERVICES AND PERSONNEL COMMITTEE TERMS OF REFERENCE**

The Chair referred Members to the supplement to the agenda which contained the amended Terms of Reference for the Joint Shared Services and Personnel Committee which had been agreed by the 7 February 2022 Cherwell District Council Full Council meeting and the 8 February 2022 Oxfordshire County Council Full Council meeting.

## **14/22 JOINT OFFICER TRANSITION WORKING GROUP (JOTWG) UPDATE**

The CDC Interim Chief Operating Officer gave a presentation which provided an update from the Joint Officer Transition Working Group (JOTWG).

JOTWG had monthly meetings scheduled from March to July which would feed into the monthly scheduled Joint Shared Services and Personnel Committee (JSSPC) meetings. This would enable the agreed Section 113 Agreement termination date of 31 August 2022 would be achieved.

The CDC Interim Chief Operating Officer advised JSSPC that there were three phases to the separation work with all service areas included within one of the phases. Each service area had a lead CDC and OCC officer and included a recommendation from the respective leadership teams as to whether there was an ongoing partnership opportunity, further work was required or the service area should be decoupled. JSSPC were asked to consider and endorse the direction of travel for each service area to enable officers to progress.

The CDC Interim Chief Operating Officer advised that within phase one, housing services had already been decoupled as a statutory services decision. The three further service areas within phase one, Emergency Planning, Environmental Health and Climate Team were recommended as an ongoing partnership opportunity, with some further work required on the Climate Team. The three service areas would be considered at the 4 April JOTWG meeting.

In response to Members' questions, the CDC Chief Executive explained that Environmental Health had been a joint service since 2017/18 and served residents well. Going forward, the service would be delivered in partnership but via a different arrangement to a S113 Agreement.

In considering the Climate Change Team, Members commented that there was already countywide work and it was important to have a unified approach and ensure value for residents. The OCC Interim Chief Executive

explained that preliminary work had been undertaken and further work was required to identify the future model.

In the course of the discussion, it was highlighted that endorsement of a direction of travel did not signal de facto agreement as both councils needed to have regard to value for money.

JSSPC endorsed the direction of travel for the services within phase one.

The CDC Chief Operating Officer advised that within phase two, procurement, internal audit and counter fraud had been identified as an ongoing partnership opportunity. In relation to the following services, CDC has proposed decoupling to support local policies/priorities, service or statutory role: Legal Services; Democratic Services; Policy & Performance; Communications; Information Governance; FOI's; and, HR Training & Health and Safety. These services were due to be considered by JOTWG on 12 May.

JSSPC endorsed the direction of travel for the services within phase two.

In response to Members' comments about opportunities for partnerships with other councils, the Interim Chief Operating Officer explained that the presentation set out the current arrangements but going forward, the councils would not only consider the current service but also use the opportunity to review. The OCC Interim Chief Executive highlighted the importance for both councils to ensure all services were robust and delivered what was required.

The CDC Interim Chief Operating Officer gave an overview of the services within phase three which were scheduled to be considered by the JOTWG on 20 June. IT Services had been identified as an ongoing partnership opportunity. Whilst Property Services, Customer Services and Continuous Improvement had also been identified as an ongoing partnership opportunity, further work was required.

JSSPC endorsed the direction of travel for the services within phase two.

The CDC Interim Chief Operating Officer concluded the update by giving an overview of the high-level risk analysis including issues, assumptions, and dependencies.

## **Resolved**

- (1) That it be noted that housing services had already been decoupled as a statutory services decision.
- (2) That the direction of travel for services in phase one be endorsed: ongoing partnership opportunity for Emergency Planning, Environmental Health and Climate Team, with further work required on the Climate Team.

- (3) That the direction of travel for services in phase two be endorsed: ongoing partnership opportunity for procurement, internal audit, and counter fraud; decoupling of Legal Services, Democratic Services, Policy & Performance, Communications, Information Governance, FOI's and HR Training & Health and Safety.
- (4) That the direction of travel for services in phase three be endorsed: an ongoing partnership opportunity for IT Services; ongoing partnership opportunity, with further work required for Property Services, Customer Services and Continuous Improvement.

## **15/22 INTERIM STAFFING STRUCTURAL ARRANGEMENTS**

All aspects of the interim staffing structural arrangements were considered in private session.

## **16/22 EXCLUSION OF THE PRESS AND PUBLIC (IF REQUIRED)**

### **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.

## **17/22 JOINT OFFICER TRANSITION WORKING GROUP (JOTWG) UPDATE - EXEMPT MATTERS (IF REQUIRED)**

All aspects of the Joint Officer Transition Working Group (JOTWG) Update were considered in the public part of the part of the meeting and are referred to under minute 14/22.

## **18/22 INTERIM STAFFING STRUCTURAL ARRANGEMENTS - EXEMPT MATTERS (IF REQUIRED)**

The CDC Interim Chief Operating Officer gave an exempt presentation which gave an overview of the decoupling of the Joint Senior Leadership Team (CEDR) and Wider Leadership Team which was noted and endorsed by JSSPC.

The CDC Assistant Director of Finance and S151 Officer gave an exempt presentation on the Cherwell District Council financial implications of decoupling.

In response to Members' questions, the CDC Interim Chief Operating Officer explained that the next stage of work to be undertaken was to commence services reviews of the 18 identified services working to the timeframe that had been set out.

In response to Members' questions regarding the future cost to each council for delivering services in light of the decoupling, the CDC Chief Executive explained that it was not possible to give an exact cost at this time. The exempt presentation had set out baseline and the processes and changes for each service area would now be worked through.

The CDC Chief Executive gave an overview of the CDC interim senior leadership structure which had been agreed by the Personnel Committee on 28 February 2022. The OCC Interim Chief Executive gave an overview of the proposed OCC interim senior leadership structure. Both structures were noted by JSSPC.

**Resolved**

- (1) That the update on the decoupling of the Joint Senior Leadership Team (CEDR) and Wider Leadership Team be noted.
- (2) That the financial implications be noted.
- (3) That the CDC interim senior leadership structure be noted.
- (4) That the proposed OCC interim senior leadership structure be noted.

**19/22 READMITTANCE OF THE PRESS AND PUBLIC**

**Resolved**

That the press and public be readmitted to the meeting.

**20/22 CLOSE OF MEETING**

On behalf of JSSPC, the Chair thanked officers for the work to date and a very clear presentation.

..... in the Chair

Date of signing .....