

MINUTES OF A MEETING OF THE JOINT SCRUTINY COMMITTEE HELD IN THE COUNCIL CHAMBER, COUNCIL OFFICES, CORKS LANE HADLEIGH ON TUESDAY 2 OCTOBER 2012

PRESENT:

**BABERGH**

**MID SUFFOLK**

Mr S R Barrett  
Mr D M Busby  
Mr J R B Cave  
Mr B D Hurren (Chairman)  
Mr D C Rose

Mr D M Burn  
Mrs R J Eburne  
Mrs E B Gibson-Harries  
Mrs S Powell  
Mr M R Redbond

Councillors Mrs M Curran and Mr B Riley were in attendance at the meeting to assist in the presentation on the Shared Revenues Partnership Performance update (Minute No. 9 below).

1 SUBSTITUTES

The following substitute was in attendance:-

Mrs S Powell was in attendance as a substitute for Mr R M Melvin (MSDC).

2 DECLARATION OF INTERESTS

None declared.

3 MINUTES

**RESOLVED**

**That the Minutes of the meeting held on [30 May 2012](#) be confirmed and signed as a correct record.**

4 PETITIONS

None received.

5 QUESTIONS FROM MEMBERS

None received.

6 TIMETABLE FOR ESTABLISHING OPERATIONAL DEVELOPMENT TEAMS (ODT's)

The Interim Head of Programme Delivery submitted a report ([JSC 10](#)) providing an overview of the key elements of the timetable for establishing ODT's.

It was noted that the staff integration of Tiers 1 to 4 had now been completed and the establishment of the Operational Delivery Teams (ODT's) at Tier 5 across the two Councils will be the final phase of the integration programme. The timetable was for staff to be appointed into post within the new ODT's by April 2013.

Members raised concerns over whether the timetable was realistic and could be met. They also requested that further information on costs and savings be provided. They asked a number of questions of the Interim Head of Programme Delivery which included:-

- Content of Job Descriptions.
- How Job Frameworks work.
- How the financial process and community engagement programme feed into the establishment of the teams

**RESOLVED**

**That the contents of Paper JSC10 relating to the timetable for establishing the Operational Delivery Teams be noted.**

7 CORPORATE GOVERNANCE AND CONSTITUTIONAL REVIEW

The Interim Corporate Manager - Governance provided an oral update on the scope and format of the governance review and advised that her brief when appointed was to:

- Provide a fit for purpose governance structure for the two individual Councils.
- Integrate staff to enable them to become more effective and efficient.
- Put together a staffing structure to support the governance arrangements.

She referred to the Corporate Peer Challenge report that had identified two main issues, the role of the Monitoring Officer and the decision making process. Both Councils had the same model of governance but different cultures and outlined how they come together to work.

The Corporate Manager - Governance was undertaking work on providing processes and governance that would be fit for purpose. Ongoing meetings were being held with Members to obtain their views.

Members noted that work was ongoing and that proposals would be submitted to Members in due course through workshops and other meetings. They asked a number of questions and points of clarification to the Corporate Manager – Governance which included:-

- The description of the two Councils in the Peer Review.
- Length, purpose and Terms of Reference of some meetings and Committees.
- Delegation to Committees/Officers.
- Succinct and balanced reports.
- Ensuring appropriate Members, i.e. Portfolio or Ward Members, are informed of contents of reports

**RESOLVED**

**The update was noted.**

8 TRANSFORMATION PROGRAMME

The Interim Head of Programme Delivery submitted a report ([Paper JSC11](#)) providing a strategic overview of the key element of the transformation programme, an update of the progress achieved to date in integrating and transforming the Councils and outlining the challenges to come.

The key inter-dependent activities that would form the basis upon which a transformed organisation can be developed have been identified as:-

- The Business Case for Integration and Transformation
- The Strategic and Financial Planning Process
- Community Engagement
- Staff integration
- The Organisational Development Plan
- Office Accommodation Moves
- Governance of BDC and MSDC
- Review of Finance, Human Resources, ICT and Customer Access

**RESOLVED**

**That the position contained in Paper JSC11 be noted.**

9 SHARED REVENUES PARTNERSHIP – REVIEW OF FIRST YEAR OF OPERATION

Evelyn Crossland, Head of Shared Service of the Shared Revenues Partnership and the Head of Corporate Resources introduced Paper [JSC13](#) on the first year of operations of the newly established Shared Revenues Partnership. Following the presentation the officers answered a number of questions from Members which included:-

- Savings from the project.
- Impact of Welfare Reforms.
- Time taken to process claims caseload.

There was some concern from Members that the figures contained in the report were several months old. The Head of Shared Service undertook to circulate the most recent figures to Members. She indicated that the time taken to process claims is reducing.

Councillors M Curran (MSDC) and B Riley (BDC), member representatives on the Shared Revenues Partnership Joint Committee were in attendance to assist with the presentation and provide an update.

It was accepted that there needed to be some “lessons learned” and that any errors should not be repeated as we go through the transformation programme.

During consideration of this item it was agreed that in future an indicator showing how many cases are solved within 7 days would also be provided. Members of the Committee would also be given an opportunity to visit the SRP offices.

**RESOLVED**

**That the position contained in Paper JSC13 be noted.**

10 CORPORATE PEER CHALLENGE

The Interim Head of Programme Delivery referred to [Paper M70](#) on the Corporate Peer Challenge, which had attached to it a copy of the final Peer Review report. It was noted that this report had been submitted to the Mid Suffolk District Council Executive Committee and the Babergh District Council Strategy Committee who had resolved:

1. That the peer review report and action plan be published widely within the two councils so that a range of audiences could reflect on their contents and so that they could be used as an aid to self improvement.
2. That JMIB drive forward and monitor delivery of the actions to address the issues.
3. That a further LGG Peer Review is carried out no earlier than the second half of 2014 and that JMIB keep the timing of the Review under review.

The comments and proposed actions were outlined in Appendix B to Paper M70.

**RESOLVED**

**That the position be noted.**

11 COMMUNITY ENGAGEMENT 2012

The Interim Head of Programme Delivery referred to the progress of the ongoing Community Engagement Programme and how the information and intelligence will be used to inform service and operational team development and the emerging issues.

It was agreed that this should be a matter that would be further considered by the Committee at its May meeting.

**RESOLVED**

**That the position be noted.**

12 WORKPLAN FOR 2012/13

The Head of Corporate Organisation referred to the Workplan ([Paper JSC12](#)).

The Workplan was agreed subject to:

- The review of the benefits, costs and savings of integration and transformation to also be submitted to the January meeting.
- The Joint Waste Contract to be considered at the May 2013 meeting and not the January 2013 meeting
- An update on the Community Engagement Programme to be submitted to the May 2013 meeting
- An update on the proposed actions contained in Appendix B to the Corporate Peer Challenge report to be submitted to the January meeting

**RESOLVED**

That the work plan contained in Paper JSC12, as amended above, be noted.

Note: The meeting adjourned between 11.15 a.m. and 11.35 a.m. for refreshments.

The business of the meeting was concluded at 12.50 p.m.

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Chairman