

Council – 16 November 2006

APPOINTMENT TO OUTSIDE BODY: SOUTH HAMS AND TEIGNBRIDGE DISTRICT COUNCILS' SHARED SERVICE JOINT STEERING GROUP

Report of Strategic Director (Resources)

Statutory Powers: Local Government Act 1972 (as amended)

Financial Implications: None

Purpose

To appoint two Members to the Shared Service Joint Steering Group to oversee the progression of the shared service project between South Hams and Teignbridge District Councils to agree the terms of reference for the Joint Steering Group (JSG) and to grant delegated authority to the Chief Executive and Strategic Director (Resources).

Recommendations

That the Executive RESOLVES that:

- (i) two Members be appointed to serve on the Shared Service Joint Steering Group (JSG) and that the role and responsibility of the JSG be approved as set out in paragraph 2; and**
- (ii) delegated powers are granted to the Chief Executive and Strategic Director (Resources) in consultation with the relevant Members on the JSG as set out in paragraph 3.**

Background

1. At its meeting on 19 October 2006, the Executive considered a report about Council working with Teignbridge District Council to deliver a number of services by working in partnership. At that meeting it was agreed the proposals should be further developed, including the preparation of a detailed business case. It was also agreed that a Joint Steering Group (JSG) should be set up to oversee the "shared service" project and that two Members, together with two senior officers from each authority should be appointed to the Group for that purpose (Minute E.61/06 refers).

The Role and Responsibilities of the Steering Group

2. The primary role of the JSG will be to oversee the progression of the programme and report progress to the Executives of both Councils on all elements of the programme including process, communications, remedial actions and implementation plans. It is proposed that the JSG's responsibilities will include:

- delivering the high level programme plan;
- agreeing quality assurance of key programme products;
- managing programme level risks and issues;
- managing inter-dependencies between the programme's sub-programmes or projects;
- committing approved resources across the programme to enable activities to be achieved.

Delegated Powers

3. Delegated powers are requested to allow the officers appointed to the JSG, in consultation with the members on the Group, to:
 - appoint specialist advisors to lead the preparation of the detailed business case and to advise on a range of issues including governance;
 - commit resources from the approved budgets;
 - receive reports from the officer working groups;
 - agree alignment of relevant corporate policies;
 - evaluate business cases and recommend implementation and phasings.
4. It is important to be clear that the JSG will report on progress and make recommendations to the Executive and Council as is appropriate but that the decision to put in place a shared service delivery organisation, together with the necessary governance arrangements, is ultimately reserved to full Council.

Mark Seymour
Strategic Director (Resources)

Council
16 November 2006

Background Documents:

Executive Agenda 19 October 2006: Shared Service Arrangements – South Hams and Teignbridge District Councils

Cornwell Management Consultants plc: "Scoping Study for the provision of Shared Services" (copy available in Members' Room)