

**CENTRAL SUSSEX PARTNERSHIP****CENSUS JOINT COMMITTEE****9<sup>TH</sup> MARCH 2006**

Present:	Councillors:	Martin Forde Neil Parkin Julie Searle Patrick Shanahan (substitute member) Mrs Elizabeth Kitchen (substitute member)	Mid Sussex District Council Adur District Council Adur District Council Mid Sussex District Council Horsham District Council
	Officers:	John Jory Ian Lowrie David Baggalley Ian Davison Andrew Gardiner Tim Delaney Peter Dawes Richard Hodson Jeremy Beales Peter Stuart Graham Crossingham R Lanzer	Chief Executive, Mid Sussex DC Chief Executive, Adur DC Programme Director Secretary & Solicitor Chief Finance Officer Revenues Manager Horsham DC Mid Sussex DC Adur DC Mid Sussex DC Horsham DC Crawley BC
Apologies:	Councillors:	John Cox Gordon Lindsay	Horsham District Council Horsham District Council
	Officers:	Tom Crowley	Chief Executive, Horsham DC

ICT/17 **CHAIRMAN**

RESOLVED

That Councillor Neil Parkin be elected Chairman of the Committee for the purposes of this meeting and until the next meeting of the Committee.

ICT/18 **MINUTES**

RESOLVED

That the Minutes of the meeting of the Joint Committee held on 15<sup>th</sup> December 2006 be approved as a correct record.

ICT/19 **INTERESTS OF MEMBERS**

There were no declarations of interest.

ICT/20 **ANNOUNCEMENTS**

Members were advised of David Baggalley's impending retirement. The Joint Committee thanked him for his contribution to the partnership and wished him well for the future.

ICT/21 **DEVELOPMENT OF THE CENSUS PARTNERSHIP**

Further to Minute No. ICT/14, the Chief Executives reported that, following the County Council's decision not to pursue a bid for unitary status, that Council and the seven borough and district councils within the County had agreed to work on improved multi-tier local government.

Two meetings of the leaders of these councils had been held since December 2006 and a list of services with potential for joint delivery had been identified. Also, other functions where existing initiatives to refine joint working were already in train were highlighted for additional priority. The leaders had also recognised that local circumstances and priorities meant that councils might wish to explore other areas for inclusion in smaller scale partnerships.

Members were reminded that the CenSus partnership had been established in 2004 to secure financial and service benefits for the partner councils through joint procurement and shared service delivery. Although the original remit had centred on ICT, this had been expanded to embrace other areas such as the revenues service. Details of the partnership's track record of achievement and external credibility were submitted, indicating that strong and positive relationships had been built between the Councils, providing a firm foundation for further development.

Members had acknowledged the possibility of Crawley and Worthing Borough Councils joining the partnership and representatives from these Councils were now invited to attend joint committee meetings. In the light of the publication of the White Paper and the County, Borough and District Councils' decisions to pursue improved multi tier working, it was considered that now was an opportune time to re examine this issue. A draft statement of intent document had therefore been prepared for consideration.

Officers suggested a Business Plan report be presented to the next Committee meeting summarising work and benefits to date and the proposed plans to take forward the partnership (in the next year).

Work was being progressed on the potential further areas of partnership working under the direction of Leaders of the Councils of West Sussex. Whether they would be progressed via CenSus or some other means was noted.

Services identified for potential county wide partnership together with other services that could be explored in more detail as CenSus projects were:

ICT/21 Development of the CenSus Partnership (cont.)

<b>Service</b>	<b>Countywide?</b>	<b>Census?</b>	<b>Comment</b>
Property	Yes	No	
Procurement	Yes	No	
Revenues and Benefits	Yes	Yes	Benefits next Census priority. Potential to expand across County to be explored.
HR and Payroll ICT systems	Yes	No	
Concessionary Fares	Yes	No	
Streetscene	Yes	No	
Legal Services	Yes	No	Could become CenSus priority if not possible County wide.
Building Control	No	Yes	Mid Sussex in dialogue to join Horsham/Crawley partnership.
Economic Development	Yes	No	
Waste	Yes	No	
Environmental Health and Trading Standards	Yes	No	Environmental Health aspects could become CenSus priority if not possible County wide.
HR services	No	Yes	
Internal Audit	No	Yes	
Travellers	Yes	No	Coordinated enforcement
Emergency Planning	Yes	No	
Partnership audit	Yes	No	

It was noted that consultation with staff and unions would continue to be undertaken throughout the development of the shared services agenda, in accordance with each Council's procedures, and the costs associated with developing new shared service initiatives would need to be factored into the detailed business cases.

**RESOLVED**

- (i) That the draft statement of intent be agreed in principle but that the partnership not be formally extended at this time.
- (ii) That before any expansion of the partnership is pursued, beyond "in principal" discussions, the existing member authorities need to be confident

that the planning and resourcing of such expansion does not disrupt the delivery of the existing shared services initiatives.

- (iii) That the list of services set out above be agreed for further investigation as CenSus shared service projects and the necessary work to develop business cases be commissioned, for report back to a future meeting.

ICT/21 Development of the CenSus Partnership (cont.)

REASONS

- (i) To enable progress to be made in developing the partnership.
- (ii) To ensure that the case for additional shared service projects is tested.

ICT/22 **CENSUS ICT STRATEGY AND INVESTMENT PROGRAMME**

The Committee received a report from the CenSus Programme Board setting out the ICT strategy and investment programme, which aimed to develop a solid baseline technical infrastructure that enabled shared working, communications and information sharing.

The Strategy also included a top level structure for CenSus-wide ICT Operations and it was reported that the Partnership had already enabled a reduction in overall staffing levels of three senior managers within the ICT service. This represented an estimated ongoing saving of £150,000 per year and, in addition, various procurement, licensing and support savings had been achieved.

It was reported that the Strategy would be developed over time, based upon business requirements and technical consolidation. Joint procurement and operations would continue to deliver procurement savings per authority. Whilst the programme represented the range of initiatives that would have been undertaken within individual authorities irrespective of the partnership, it would provide a more resilient and flexible ICT infrastructure to deal with on-going modernisation and joint working initiatives.

There was no proposal for additional budget for the year 2007/08 and it was anticipated that any investment would be met from within existing ICT or departmental budgets. Future years' investment and budget requirements would need to be subject to the usual budget processes both within the Partnership governance arrangements and within the individual authorities.

The proposed Strategy established a firm technical base to support the partnership and the programme was adaptable, to take into account potential future changes or growth of the Partnership. The infrastructure and service delivery programme was supported with details of the individual components for each programme item.

RESOLVED

- (i) That the CenSus ICT Strategy be approved.
- (ii) That it be noted that it was anticipated that expenditure for 2007/08 would be met from within existing ICT or Departmental budgets.

ICT/22 CenSus ICT Strategy and Investment Programme (cont.)

- (iii) That the ring-fencing and aggregation of CenSus ICT budgets be approved.
- (iv) That the suggested financial and project management governance arrangements be noted and approved, to be reviewed in September 2007.

**RECOMMENDED TO THE CONSTITUENT COUNCILS**

- (i) ***That the partner authorities take future financial requirements into account within their own financial strategies.***

REASON

To progress and implement the CenSus ICT Strategy.

ICT/23 **DATES OF FUTURE JOINT COMMITTEE MEETINGS**

It was agreed that, in 2007/08, meetings would be held on a quarterly basis, on the following dates, starting at 9.30am:

2007

15<sup>th</sup> June – Mid Sussex  
14<sup>th</sup> September – Horsham  
14<sup>th</sup> December – Adur

2008

14<sup>th</sup> March – Mid Sussex

ICT/24 **URGENT BUSINESS**

There were no items of urgent business.

*The meeting closed at 10.44am having commenced at 9.30am*

CHAIRMAN