



Cabinet 16 February 2011

Recommendations from Shared Services Steering Group: 21 January 2011 (Feb11/17)

Cabinet Member: Cllr John Griffiths Vice Chairman of Group: Cllr David Ray

1. Protocol for Sharing Costs and Benefits (Report B430)

RECOMMENDED:- That

- (a) the contents of Report B430 be approved as the basis for determining the most appropriate cost and benefits sharing model for each shared service; and**
- (b) the Chief Finance Officer of each authority be tasked to follow the approved 'protocols for sharing costs and benefits' when determining the appropriate sharing models for each service stream, which are to be detailed in each service stream's full business case.**

This report outlines the finance work stream's proposed process for determining the most appropriate cost and benefit sharing model for each of the shared services service streams, which is then to be included within each service stream's full business case. The paper covers arrangements for:-

- (a) the monitoring and sharing of costs and benefits for transitional sharing arrangements (i.e. the sharing of services and/or resources prior to full service review/integration); and
- (b) cost and benefits sharing for fully integrated services, including consideration of the ongoing operational costs, project and migration set up costs and future capital investments (e.g. in new technology or buildings etc).

This paper also outlines the proposed finance cost sharing model for integrated services, including arrangements for determining appropriate charging mechanisms and the provision of financial support services. Further details regarding proposed arrangements for the monitoring and control of service costs are provided at Appendix A to the Steering Group's Report.

2. ICT Business Case (Report B429)

RECOMMENDED:-

That the Full Business Case for a shared ICT Service to be established between St Edmundsbury Borough Council and Forest Heath District Council, as detailed in Exempt Appendix A to Report B429, be approved, incorporating the:-

- (a) creation of a single ICT service, headed up by a single ICT Manager, serving both authorities;***
- (b) creation of a new shared ICT infrastructure to form the foundations on which business applications for other service areas can be built;***
- (c) establishment of a new single ICT support team to serve the two sites; and***
- (d) convergence of user ICT applications as shared services business cases are constructed for other service areas.***

This report provides an update on:-

- (a) the ICT Project Team has been working on the Full Business Case for a shared service since the Outline Business Case was approved by the Shared Services Steering Group (SSSG) on 16 September 2010 (Minute 40 refers);
- (b) work has been completed entirely by the two ICT teams, with support from officers from Finance and Human Resources Sections. No further external expertise has been required; and
- (c) the Full Business Case is attached as an exempt paper (Exempt Appendix A) to the Steering Group's report and the Shared Services Steering Group received a presentation by the ICT Managers at this meeting, 21 January 2011.

The Executive Summary of the business case is as follows:-

'Although it is clear that both partners have well-developed and capable ICT departments, which provide highly valued services to their customers there are increasing pressures on all public bodies to reduce costs whilst maintaining, or improving, services to their customers.'

3. Leisure Trust Update (Exempt Report B435)

RECOMMENDED:- That

- (1) the recommendations in section 6 of Report B435 be endorsed; and***
- (2) a further report be presented in six months on the further progress achieved.***

This report provides an update on the current negotiations with Anglia Community Leisure (ACL) and Abbey Leisure (AL) with regards to Shared Services.