



*St Edmundsbury*  
BOROUGH COUNCIL

# D76

## Cabinet 25 July 2012

### Recommendations from the Shared Services Steering Group: 20 June 2012 (Aug12/05)

*Cabinet Member:*  
*Cllr John Griffiths*

*Vice Chairman of the Steering Group:*  
*Cllr David Ray*

#### 1. Planning Shared Service (Report SSG12/021)

**RECOMMENDED:- That**

- (1) the Planning Shared Service Business Case be approved (as set out in Exempt Appendix 3 to Report SSG12/021; and**
- (2) the integration of the Planning Service across both authorities, be recommended to the Cabinets of Forest Heath District Council and St Edmundsbury Borough Council, as set out in the Business Case (Exempt Appendix 3 to Report No SSG12/021).**

On 23 May 2012, the Cabinet approved the outline Business Case for the Planning Shared Service to enable informal consultation with staff and Development Control Committee Members to be undertaken (Minute 10(2) refers).

Having taken into account the views of staff and Members consulted during the process, the full Business Case has been produced, as detailed in Exempt Appendix 3 to Report SSG12/021.

The new service will consist primarily of three teams; Development Management, Place Shaping and the Support Team. Further details are provided in Exempt Appendix 1 to Report SSG12/021.

It is expected that over the six year period from 2013/2014 to 2018/2019, an estimated total combined saving of £1,408,000 will be realised. It should also be noted that as part of the sharing of services, the Building Control Section needs to work towards harmonising their hourly rates and fee structures, which may result in the possibility of the fee income for the Borough Council reducing by approximately £66,000 per annum; however work is being undertaken to address this issue, as detailed in Section 9 of Report SSG12/021.

Following the approval of the Business Case, a detailed implementation programme will be produced, which includes:-

- (a) moving onto a single ICT system;
- (b) undertaking internal process reviews, which will be re-engineered with both Councils' customers at the centre of a new service design;
- (c) work with Members on both Development Control Committees to develop a 'single operation system'; and
- (d) continue discussions with staff and work towards recruiting to the new structure. The aim is to achieve this at the earliest opportunity in order to retain staff and fully engage with them in developing the detailed implementation programme.

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