

2020 Vision for Joint Working Programme Board

Time: 10 – 12 Friday 29 August 2014

Location: Montpelier Room, Cheltenham Borough Council

Attendees

Councillor Steve Jordan (CBC)	Councillor Jon Walklett (CBC)
Councillor Patrick Molyneux (FODC)	Councillor Chris Hancock (CDC)
Councillor Mark Booty WODC (apologies)	Councillor Brian Robinson (FODC)
Andrew North (CBC)	David Neudegg (WODC/CDC)
Ralph Young WODC/CDC(apologies)	Peter Hibberd (FODC)
Jennie Poole (GOSS)	Eric Bohl (Activist)
Jane Griffiths (CBC)	Phil Martin WODC/CDC (item 2)

Councillor Steve Jordan welcomed Councillor Chris Hancock from CDC to the meeting. Chris is replacing Councillor John Burgess, and the group passed on their thanks to John for his previous support.

1. **Notes from previous meeting**

- 1.1 The notes were agreed and there were no matters arising which would not be covered through the agenda.

2. **ICT update**

- 2.1 Councillor Jordan welcomed Phil to the meeting. Phil advised that he is working with colleagues across the four councils to develop an ICT strategy and supporting architecture which would facilitate the 2020 Vision. They are currently developing the strategy, a strategic road map for both information and network and an applications strategy, and will provide costed plans which can feed into the TCA bid and business case.
- 2.2 They are in the process of understanding each councils network, as well as identifying what is within each councils ICT capital programme. As a quick win the network to support the GOSS infrastructure is to be upgraded, and this will enable conference calling across the four councils. It will also enable the development of a shared intranet.

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- 2.3 He advised that he is working with Andy Barge at FODC to look at the resilience issues and challenges with the shared service and existing infrastructure with a view to supporting the stabilization of the current systems.
- 2.4 The road map will look at how different systems across the four councils can be migrated onto common platforms, and to develop a systems architecture which is scaleable. The team are currently looking at the Open Derby approach which has resulted in public sector organizations across the town using common platforms.
- 2.5 In response to a question in relation to the existing ICT issues for CBC, he advised of the importance of stabilizing the current systems and infrastructure, and that the new network cable will assist with this.
- 2.5 It was agreed that there needs to be a way of managing expectations as everyone wants to see ICT being used to its full capability and some of the proposed changes will take time to implement.
- 2.6 In response to questions on flexibility, strategic direction and technological changes, Phil advised that there are a number of options which will need to be considered and it was evident in discussions with providers that they are only just waking up to the idea of shared services and the technological requirements to support these.
- 2.7 Phil assured the group that he was also mindful of other partners who are customers such as Ubico, CBH and the Cheltenham Trust and mindful that their needs may be different to those of the councils.
- 2.8 In summing up the programme board noted that the work Phil is undertaking will feed into the TCA bid and to the business case, and the work will help shape and provide members with strategic choices moving forward. It was recognized that it is a long programme of work, and that effective engagement and communications will be key. The work will help to identify a funding gap between existing plans and those required to deliver the vision, which will need to feed into capital programmes. It is also important that the work clearly articulates the benefits of developing robust and resilient ICT across the four councils.

Action: PM to liaise with JP to ensure costings feed into the TCA bid and business case

3. TCA bid update

- 3.1 JG advised that DCLG had advised that the councils should hear in mid-September about whether their 2014/15 bid has been successful. If the bid is unsuccessful then the £400k which had been requested will be added to the 2015/16 bid.
- 3.2 Officers were currently working on the bid document much of which will be informed by the work that Activist are undertaking for the programme. The bid expects councils to complete the Cost Benefit Model which is heavily focused to public and social benefits.
- 3.3 DN advised that there were around 110 expressions of interest that had been accepted and it was

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agreed that any submission will need to be proportionate in the level of funding requested, as it was unlikely that anyone bid at district level would secure more than £1 to 2m.

Action: Officers to prepare bid on basis of £1.1 to £1.5m funding request

4. **Member involvement – to consider terms of reference for cross party member advisory group**

- 4.1 The terms of reference had been circulated with the agenda and JG advised that the working group was intended to be an informal sounding board.
- 4.2 There was some concern that members may see the group as undermining the role of O&S committees, and that reference to the O&S committee should be taken out so as it may confuse members about the working groups role.
- 4.3 It was acknowledged that each council may want their O&S committees to review the 2020 vision and programme but this would be in addition to the advisory group. It was agreed that the TOR were draft and that at its first meeting the membership could review them and amend providing it kept within the ethos of a cross party advisory group.
- 4.4 It was agreed that up to three members from each council could attend, and that meetings would take place in Cheltenham as a central venue, at 6pm so that members who worked would not be excluded from the group.

Action: CEX/HoPs from each council to arrange for member nominations

5. **Initial engagement plan**

- 5.1 EB introduced the document which had been created through the engagement team. He advised that it was setting out an approach to engagement to ensure that the right conversations were had at the right time.
- 5.2 He highlighted p17, which sets out the overall approach, p18 which demonstrated that engagement needs to be tailored depending on the situation, p20 defined what the approach would mean in practice and p22 set out the outcomes which will be achieved.
- 5.3 PH advised that the engagement team were currently developing intranet pages which would hold key information for members and officers to access. In response to a concern that not all members can access the intranet from home, he assured the group that regular briefings would still go out to all members.
- 5.4 AN felt that the key messages were rather negative and hoped that it could be worded differently to make it sound more exciting and demonstrate how it is going to be better for the people that we serve. This was echoed by BR who felt that the messages made it sound as if it was “being done to us” rather than something we would pursue on our own volition.
- 5.5 PM reminded that his members have asked about Plan B and it will be important that this is covered in any communication and engagement.

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- 5.6 It was agreed that it was a good document and subject to the amendments discussed should be approved.

Action: PH to update key messages

6. Programme update including briefing note on service configuration

- 6.1 The programme update was noted.
- 6.2 JG outlined the rationale for the approach to service configuration (with local and centralized services) which would be used to develop the strategic thinking and the business case. The programme board agreed that this approach was sound and endorsed its use in developing thinking for 2020 Vision.

7. Public protection update

- 7.1 A report was circulated at the meeting, and JG apologized for its late circulation. She advised that Bill Oddy who is the programme manager for the shared service and Mike Redman, director of environmental and regulatory services at CBC had met to talk about how the two programmes can be aligned. The report made a number of recommendations about the approach. She highlighted the projected savings which could be achieved with a three way share, and the impact on costs. It was noted that should CBC decide to join at a later date then they would need to bear their proportion of the overall implementation costs which were likely to be higher than if there was a four way shared service from day one.
- 7.2 The group felt that although the pay back period may be longer the resilience benefits for a three way shared service were important and that the proposal should be incorporated into the 2020 Vision business case which will go to members in the autumn.
- 7.3 AN expressed his concern that such front line service are important to members and may not be suitable as a “quick win” and it may be more appropriate to explore a back office service. DN advised that this was not an issue for the members in his councils. In response to a question, AN advised that the although CBC may be developing an integrated regulatory service this may be something that others would want to explore if an when CBC was to join a shared public protection service.
- 7.3 In summing up it was agreed that the proposals as outlined in the report will feed into the delivery options and business case which will go back to each of the councils in the autumn.

Action: to build proposals into delivery options models

8. Pensions – draft letter to Minister

- 8.1 The draft letter was approved. It was agreed it would also be sent to the LGA.

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- 9. **Any other business**
- 9.1 No items were raised.

Next Meeting - Friday 26 September