



2020 Vision for Joint Working Programme Board

Date: 28th November 2014

Time: 10 – 12

Location: Montpellier Room, Municipal Offices, Cheltenham

Attendees

Councillor Steve Jordan (Chair)	Councillor Jon Walklett
Councillor Barry Norton	Councillor Mark Booty (apologies)
Councillor Patrick Molyneux	Councillor Brian Robinson
Councillor Lynden Stowe (apologies)	Councillor Chris Hancock
Councillor Simon Hoare	
Andrew North	David Neudegg
Ralph Young	Peter Hibberd
Pat Pratley	Jenny Poole
Karen Rushworth	Deb Bainbridge

Agenda

1. Notes from previous meeting and actions arising

- 1.1 DN confirmed that a specific paper will be brought to a future Programme Board meeting regarding the interim roles and how they will operate.
- 1.2 PP requested that the action under item 5.5 be amended to reflect that the £25k TCA funding is a contribution to systems thinking work for the Cheltenham Borough Council REST project, which can be shared with partners.
- 1.3 All other actions complete or included on the agenda.

2. Cabinet report recommendations, Strategic Outline Case and Activist Executive Summary

- 2.1 DN advised that a common approach to the Cabinet report has been agreed. A core set of recommendations will be included although the style of the report will differ according the authority.
- 2.2 The initial proposal was that the Strategic Outline Case would be an annex to the main report, but it will now be listed as a background document. Key figures from the Strategic Outline Case will be included in the main report.
- 2.3 JP explained that the Strategic Outline Case has been written using the HM Treasury green book template. It will be a key document for the Programme Board in terms of governance and will evolve as we move forwards with the programme.
- 2.4 Responding to a question she also confirmed that the Activist report includes a comparison of the costs and benefits of the various options to determine the preferred model. It covers a five year period and excludes any savings that may be made in pension costs. The Strategic Outline case however, reflects more accurate costs/benefits of the preferred model over a ten year period, building in pension savings from years four to ten. There was some concern that this could be confusing and it was agreed that some text be added into the covering cabinet reports to clarify the position.

Action: JP to draft some text to be included in the Cabinet reports to clarify the position regarding the financial data included in the Strategic Outline Case and the Activist report.

- 2.5 There was a lengthy discussion regarding the Cabinet report recommendations and the term 'Interim Joint Committee'. DN clarified that the intent was to form a Joint Committee as an interim arrangement and he would amend the Cabinet report recommendations to reflect this.

- 2.6 The Activist report (page 79) suggests the Joint Committee's role could be to:
- Oversee the development of the detailed programme plans and the final business case for consideration by each partner authority.
 - Oversee any new sharing projects that the partners agree upon (on a case-by-case basis), eg IT and public protection.
 - Manage any services that were transferred to its management on an interim basis pending final decisions on the way forward.
 - Negotiate the future agreements that will underpin the new partnership venture arrangements, including the financial protocols and charging arrangements.

However, it was agreed that the precise role of the Joint Committee and the detail included in the Memorandum of Understanding would need to be the subject of a further report back to the individual Councils, via the Programme Board, in future and DN will amend the recommendations in the report to reflect this.

- 2.7 It was also agreed that the recommendations would be amended to reflect that the Programme Board will be authorised to allocate the principal roles of Interim Lead Commissioner, Interim Managing Director of the partnership venture and the appointment of the Programme Director; and that a further report be considered by the Councils in the autumn of 2015 regarding any recommendations for the future governance arrangements of the partnership venture.

Action: DN to amend the Cabinet report recommendations to reflect the changes outlined in 2.5, 2.6 and 2.7 above.

- 2.8 The author of the report in each authority will also need to decide whether to include recommendations 5 and 6 in their Cabinet report.

Action: Report authors to decide whether to include recommendations 5 and 6 in their Cabinet report.

- 2.9 SJ advised that Cheltenham Borough Council members are considering alternative ways of making the savings required. DN confirmed that this activity will need to be carried out in each Council, and that it needs to be made clear that the TCA funding will only be available to us if we work in partnership.

3. Programme financial update

- 3.1 JP explained that the paper outlines the anticipated expenditure that will allow the Programme Team to continue with programme activity up until the next decision point in Autumn 2015.

- 3.2 She explained that £315,500 has already been approved (which has been funded using TCA money) and a further £381,500 is being requested to progress the next stage of the programme. There is a risk, however, that the DCLG will not be satisfied with the interim management arrangements put in place and if that were the case £197k would need to be found from either 2015/16 TCA funding or from the partner councils.
- 3.3 Funding requests were included to cover Engagement work already carried out by Activist, provision for specialist HR advice, transition costs to enable Ubico to take on Forest of Dean and West Oxfordshire district councils, funding for the first year implementation of the Public Protection shared service and ICT infrastructure costs. JP will also add in £25k for the systems thinking work for the REST project.

Action: JP to amend the financial update to include the £25k for the REST project.

- 3.4 Programme Board approved the funding requests subject to the inclusion of the contribution to the REST project.
- 3.5 SJ thanked everyone involved in the TCA bid for their work and DN advised that this is the highest award in the country to a district council partnership. JP confirmed that the recent award is £2.9 m Revenue Grant and an additional £500k capital flexibility (which allows capital receipts to be used as revenue).
- 3.6 Answering a question from SJ regarding the risk that TCA funding may not being paid; JP confirmed that we are only required to provide clarification to the DCLG that the interim arrangements have been put in place in respect of the £400k award. PH added that we are sharing learning around the programme which is an expectation of the first £500k award.
- 3.7 The second part of the paper related to an Appointment Panel for the allocation/appointment of the interim management arrangements. Members of the Programme Board agreed that they will act as the Appointment Panel.
- 3.8 Programme Board also noted the anticipated spend to the next decision point in autumn 2015.

4. Programme Status Report

- 4.1 RY explained that the status report shows that the programme is on track. There is one issue on the issues log and that is an external delay to the installation of a new fibre optic cable in the Forest of Dean which is necessary for the 4 way video conferencing facility. Phil Martin is looking at alternative solutions.

5. Any other business

- 5.1 PH provided an update on engagement activity. Staff and member briefings have already happened or are scheduled to happen and an embargoed press release was issued yesterday regarding the TCA award.
- 5.2 It was agreed that a further Programme Board meeting be scheduled for 9 January 2015.

Action: A Programme Board meeting to be scheduled for 9 January 2015.

Next Meetings – 10 a.m. 9th January 2015 at Cheltenham Borough Council
10 a.m. 30th January 2015 at Cheltenham Borough Council