



To: Executive Councillor for Planning Policy and Transport

Report by: Simon Payne: Director of Environment

Relevant scrutiny committee: Environment Scrutiny Committee
15 March 2016

Wards affected: Abbey Arbury Castle Cherry Hinton Coleridge East Chesterton King's Hedges Market Newnham Petersfield Queen Edith's Romsey Trumpington West Chesterton

SHARED SERVICES - BUILDING CONTROL BUSINESS PLAN

Non – Key Decision

1. Executive summary

Approval is sought for the business plan for the shared Building Control service. The principles of which were approved by this Council on the 13th July 2015 at Strategy and Resources Committee.

2. Recommendations

The Executive Councillor is recommended to approve the business plan for shared Building Control attached at Appendix 1.

3. Background

3.1 In July 2015, Cambridge City Council, Huntingdonshire District Council and South Cambridgeshire District Council each approved a lead authority model for a shared Building Control service, where an agreed lead council would be responsible for the operational delivery of the service. It was also proposed that staff would be employed by the lead council via a Transfer of Undertakings (Protection of Employment Regulations) or TUPE Transfer as it is more commonly known.

3.2 The outline business case to allow a shared Building Control service to move forward was approved at the same time and as a result, the shared services formally consulted with staff and their representatives

over the summer. Subsequently, preparations were made for the implementation phase, with a go-live date of 1st October 2015 (the date from which the nominated lead councils would become the Employing Authority and staff would transfer).

- 3.3 At the same meeting, approval was given for the establishment of a Joint Committee without delegated powers the purpose of which is to oversee and provide advice on the delivery of shared services, with the Leader of each Council being the nominated representative. The terms of reference of this Joint Committee will be considered at Strategy and Resources Committee on 19 March 2016.
- 3.4 A Sovereignty Guarantee was also endorsed by each council, detailing how local autonomy would be safeguarded in respect of continuing to elect local councillors; making decisions on council tax; publishing budgets and accounts and setting spending priorities, whilst operating within a shared service partnership arrangement.
- 3.5 It was recommended that in order to enable effective management of the shared service programme, that a phased approach be taken. It was agreed that Building Control forms part of Phase 1.

4 Phase 1 Implementation

- 4.1 On 1st October 2015, Cambridge City became the Employing Authority for Building Control. All impacted staff from Huntingdonshire and South Cambridgeshire District Councils successfully transferred under TUPE to their new employer.
- 4.2 The three councils had previously agreed that the achievement of the following outcomes constitute the primary objectives of the sharing services:
 - Protection of services which support the delivery of the wider policy objectives of each Council
 - Creation of services that are genuinely shared between the relevant councils with those councils sharing the risks and benefits whilst having in place a robust model to control the operation and direction of the service
 - Savings through reduced managements costs and economies of scale
 - Increased resilience and retention of staff
 - Minimise the bureaucracy involved in operating the shared service
 - Opportunities to generate additional income, where appropriate

- Procurement and purchasing efficiencies, and
- Sharing of specialist roles which individually, are not viable in the long-term

4.3 Since the go-live date of 1 October 2015, each shared service has been working to review staffing structures, working practices and overall service provision in order to deliver the desired outcomes of the shared service partnership, as outlined above.

4.4 A key part of the service reviews has been the development of a set of forward-looking business plans that set out the key priorities, objectives, activities and measures of success for each service. These can be found at Appendix 1. It is recommended that the business plan is endorsed to enable the shared service to work to an agreed direction and deliver an agreed set of objectives. In the event that there are any revisions to the business plan that are due to operational matters a decision will be made by the Director of Environment (or successor) in consultation with the Executive Councillor.

5. Implications

(a) **Financial Implications**

As set out in business plan attached.

(b) **Staffing Implications**

As set in business plan attached.

(c) **Equality and Poverty Implications**

An EqIA had been carried out for this project and submitted to the Strategy and Resources Committee held in July 2015. There are no changes to this document.

(d) **Environmental Implications**

Low Positive Impact. Reduction in accommodation and energy use associated will have a positive impact. Potential negative impact from increased travel will be mitigated by increased mobile and remote working.

(e) **Procurement**

No issues

(f) Consultation and communication

All customers have been kept up to date by email and were invited to a meeting of stakeholders in January 2016. The meeting was held in workshop format with attendees invited to feedback on their priorities for the shared service. Further meetings are programmed with the next one to be arranged in April 2016.

(g) Community Safety

No issues

6. Background papers

These background papers were used in the preparation of this report:
Shared services report – Strategy and Resources – 13 July 2015

7. Appendices

7.1 Shared Building Control Business Plan

8. Inspection of papers

To inspect the background papers or if you have a query on the report please contact:

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