

CABINET

**Shared Services Programme
18 January 2011**

Report of Chief Executive

PURPOSE OF REPORT				
To report to Cabinet on progress made in developing a shared services programme for the Council as requested as an action from the Corporate Performance Monitoring Report Quarter 1 2010, since the last progress report presented to Cabinet on the 5 October 2010.				
Key Decision	<input type="checkbox"/>	Non-Key Decision	Referral from Officers	<input checked="" type="checkbox"/>
Date Included in Forward Plan	N/A			
This report is public				

OFFICER RECOMMENDATIONS :

- (1) That Cabinet note the progress made in developing a Shared Services Programme for the Council, since the last progress report presented to Cabinet on the 5 October 2010.
- (2) That officers continue to develop shared service partnership opportunities for achieving service improvements and efficiencies with a view to reporting back as determined by Cabinet to allow proposals to be considered as part of the budget exercise.

REPORT

1 Introduction

- 1.1 At its meeting on 16th February 2010, Cabinet received an update report on progress made to date in developing a Shared Service Programme. Cabinet authorised officers to continue to develop opportunities across the full range of council services and to report back to Cabinet on progress.

- 1.2 In particular, meetings have continued to take place with officers from the County Council with a view to developing joint working opportunities across a range of services that would deliver efficiencies and improved services for local communities. As an initial guide, an efficiency target of £300,000 has been set for this package of works. This target was agreed in the context of discussions around community pools and other local services as it should be noted that the budget for 2011/12 onwards includes no provisions for the Council operating the 3 community pools at Heysham, Hornby, and Carnforth. This issue is included elsewhere on the Cabinet agenda.

In the current financial year, one off savings have already been achieved by not recruiting to the post vacated by the Head of Information Services and Transformation. Interim arrangements, that include the secondment of a county council officer for 3 days a week, are estimated to make savings in 2010/11 of approximately £25,000. Further savings have also been achieved through the vacating of Palatine Hall.

- 1.3 At its meeting on the 5 October 2010, amongst other things Cabinet resolved that shared accommodation, customer contact services, strategic partnership and winter maintenance services be identified as the four priority areas for the Shared Services Programme.
- 1.4 The full range of shared services opportunities that are on-going are set out in the attached as **Appendix A** which provides the latest position on each.
- 1.5 Cabinet are asked to note the progress made to date on each shared service opportunity.

2.0 Options and Options Analysis (including risk analysis)

Option 1

To note the progress being made in respect of the service areas identified in the Appendix and to receive reports back to Cabinet as appropriate to ensure that any service improvements and efficiencies are considered as part of the budget exercise.

Option 2

To note the progress being made in respect of the service areas identified in the Appendix

RELATIONSHIP TO POLICY FRAMEWORK

The efficiencies delivered from developing a shared service programme will greatly assist in achieving the outcomes of the council's savings and efficiency programme and targets included in the Medium Term Financial Strategy.

It will also support the council's Corporate Plan priorities for working closely with other partner organisations to deliver improved benefits for the Lancaster District community.

CONCLUSION OF IMPACT ASSESSMENT

(including Diversity, Human Rights, Community Safety, Sustainability etc)

The use of business cases to develop options will ensure that benefits identified for introducing shared services will be sustainable and achievable.

FINANCIAL IMPLICATIONS

Although there are none specifically arising from this report, an efficiency target of £300,000 has been set to be generated from the overall package of joint working opportunities with the County Council. It is anticipated that this overall package will generate sufficient savings and efficiencies that will more than offset the costs of operating the 3 community pools and this is included elsewhere on the Cabinet agenda.

OTHER RESOURCE IMPLICATIONS

Human Resources:

N/A

Information Services:

N/A

Property:

N/A

Open Spaces:

N/A

SECTION 151 OFFICER'S COMMENTS

The S151 Officer has been consulted and would highlight that since the Council set its budget (and took the decision regarding community pools), future financial prospects have changed significantly. She would advise that the use of any savings arising from the shared service programme, or any other source, should be considered corporately as part of the budget process.

LEGAL IMPLICATIONS

Legal Services have been consulted and there are no legal implications directly arising from this report.

MONITORING OFFICER'S COMMENTS

The Monitoring Officer has been consulted and has no comments to add.

BACKGROUND PAPERS

None.

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Ref: CE/ES/Committee/Cabinet/Shared Services/January 2011