

CABINET

Shared Services Cabinet Liaison Group 4 October 2011

Report of Chief Executive

PURPOSE OF REPORT			
This report establishes a Shared Services Cabinet Liaison Group with appropriate terms of reference as requested by Cabinet at its meeting on the 26 July 2011.			
Key Decision	<input type="checkbox"/>	Non-Key Decision	<input type="checkbox"/>
Officer Referral			<input checked="" type="checkbox"/>
Date Included in Forward Plan	N/A		
This report is public			

OFFICER RECOMMENDATION:

(1) That in accordance with a previous resolution of Cabinet, a Shared Services Cabinet Liaison Group be established to oversee progress with the development of shared service partnership opportunities in respect of the Council's Shared Services Programme.

(2) That Cabinet consider the draft terms of reference for the Group, included as Appendix A.

1.0 Introduction

1.1 Cabinet, at its meeting on the 26 July 2011, resolved amongst other things that a Shared Services Cabinet Liaison Group be established. Establishing a Cabinet Liaison Group will enable members to get more involved in the details in respect of delivering the Council's Shared Services Programme.

2.0 Proposal Details

2.1 Whilst all Cabinet Members have responsibility for shared services developed within their portfolio areas, it would seem most appropriate that this new Cabinet Liaison Group, be chaired by the Leader of the Council.

2.2 Participants of Cabinet Liaison Groups are by invitation of the Chairman, as set out in the Cabinet Procedure Rule 2.9 in Part 4, Section 4 of the Council's Constitution.

2.3 Members are reminded that Cabinet Liaison Groups may also be made up of

- Other Members of the Cabinet
- Other Members of the Council not on Cabinet
- Others from outside the Council
- Council officers

2.4 Cabinet are requested to set the terms of reference for the new Group. Draft terms of reference are provided at Appendix A for Cabinet to discuss.

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 and Rural Proofing)

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

FINANCIAL IMPLICATIONS

There are no financial implications arising as a result of establishing this Cabinet Liaison Group and agreeing a set of Terms of Reference.

SECTION 151 OFFICER'S COMMENTS

The Section 151 Officer has been consulted and has no further comments to add.

LEGAL IMPLICATIONS

There are no Legal implications arising directly from this report.

MONITORING OFFICER'S COMMENTS

The Monitoring Officer has been consulted and has no further comments.

BACKGROUND PAPERS

Agenda and minutes of the Cabinet meeting held on the 26 July 2011

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Ref: CE/ES/Committee/Cabinet/Shared Services/4.10.11

Shared Services Cabinet Liaison Group
(Draft Terms of Reference)

The Shared Services Cabinet Liaison Group (SSCLG) will

- be chaired by the Leader of the Council;
- consider progress being made in respect of those areas already included in the Council's Shared Services Programme;
- meet as required.
- be required to routinely report to Cabinet with updates on the progress of the Council's Shared Services Programme.