



**Cabinet recommendations for consideration by Council
at the Meeting of the Council on Wednesday, 15 October 2014**

Cabinet – 29 September 2014

29 Corporate Services Review

The Cabinet considered Report No 138/14 which set out the findings of a Corporate Services review undertaken by iESE and recommended the next steps.

The purpose of the review was to develop a strategic vision for Corporate Services in order to help them deliver cost-effective, high quality and resilient services that met future customer requirements. Five areas of Corporate Services had been covered namely: Human Resources; Legal Services; Financial Services; Information Technology Services and Property Services.

The review had included detailed discussions with managers from the Council and Eastbourne Borough Council to consider whether there was a business case for sharing services, or a roadmap of steps that were required to align them in preparation for future consideration of the value of sharing. The outcomes of the review were set out in five business cases and road maps which were appended to the Report.

Appendix A to the Report set out the case for a merged Human Resources service in which Eastbourne Borough Council was the employing authority. There were financial and non-financial benefits in providing a resilient service which could extend its strategic value to both authorities.

Appendix B set out the case for a merged Legal Service, with the Council as employing authority. Benefits of a shared service were in the establishment of a resilient body which could build and maintain specialist expertise in order to support both organisations.

Appendix C provided a roadmap relating to Financial Services which recognised the challenge presented by the use of different financial systems

but set out a plan to align procedures and ways of working and the sharing of specialist resources.

Appendix D provided a roadmap relating to Information Technology Services which identified the key actions and decisions that were needed to coordinate the gradual alignment of Information Technology infrastructures and systems. The contractual nature of such functions meant that the alignment needed to progress into the medium-term.

Appendix E set out details relating to the Property, Contracts and Facilities team which provided Property Services at the Council and was responsible for asset management; managing budgets for day-to-day maintenance; delivering capital investment and ensuring surveys for statutory compliance were undertaken and monitored.

The Report suggested that Property Services had a high potential for collaboration between the two authorities. However, in the first instance, significant decisions needed to be made with regard to opportunities for efficiency and the alignment of 'Corporate Landlord' models of working. The roadmap at Appendix E set out the steps that were required for that process.

Additionally, the Report recognised that ad hoc opportunities might arise to align systems or posts between the two authorities. In such circumstances, the Chief Executives would use delegated powers where applicable to capture the opportunities to generate benefits in terms of quality, savings or resilience, in consultation with their respective Council Leaders. There were several principles that could be established to help govern the process of aligning and sharing Corporate Services at the two Councils, details of which were set out in paragraph 4 of the Report.

Some powers that were exercised by Officers arose from Acts of Parliament which required the Council to appoint holders of particular posts or named Officers to undertake a particular function or work of the Council. Such statutory posts were the Head of Paid Service, Monitoring Officer and Section 151 Officer who was responsible for proper accounting and financial issues. Paragraphs 5.3 and 5.4 of the Report considered whether changes were currently required to the arrangements for the Section 151 Officer (at the Council only) and the Monitoring Officer (for both authorities).

In March 2013 Cabinet was made aware that the Council's Chief Finance Officer would be retiring at the end of March 2015 and noted that some councils had embarked upon, or were considering, the engagement of a shared Chief Finance Officer.

Eastbourne Borough Council's Chief Finance Officer was currently seconded on a part-time basis to the role of Director of Corporate Services at the Council. Both Chief Finance Officers had worked alongside each other which had demonstrated that the proposal to share a Chief Finance Officer was workable and would benefit both Councils.

Both the Council and Eastbourne Borough Council had designated Monitoring Officers, as required by the Local Government and Housing Act 1989. The future arrangements for designation under the proposed new shared service would be reviewed and any proposals for changes would be subject to a future Report to the Council.

There might be a future review to explore the business case for alignment or sharing of the remaining corporate services and leadership teams of both authorities, further details of which were set out in paragraph 6 of the Report.

Resolved:

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| <p>29.1 That the recommendations of the iESE Review of Corporate Services be endorsed and their implementation be authorised. This will result in alignment of Finance, Information Technology and Property Services; a shared Human Resources service for the two authorities provided by Eastbourne Borough Council and a shared Legal service provided by Lewes District Council, as detailed in Report No 138/14;</p> | <p>DCS</p> |
| <p>29.2 That principles to govern the alignment and sharing of Corporate Services between Lewes District Council and Eastbourne Borough Council, as set out in paragraph 4 of the Report, be agreed;</p> | <p>DCS</p> |
| <p>29.3 That it be noted that the Chief Executives of Eastbourne Borough Council and Lewes District Council will use their delegated powers, in consultation with their respective Council Leaders, to take advantage of opportunities as and when they arise to align systems or posts within the two authorities in order to generate benefits in terms of quality, savings or resilience;</p> | |
| <p>29.4 That the aspiration of service managers to explore the potential to undertake work for a commercial purpose, in order to generate efficiencies and reduce the net cost of their service to tax payers, be noted; and</p> | |
| <p>29.5 That it be noted that both Eastbourne Borough Council and Lewes District Council have designated Monitoring Officers, as required by the Local Government and Housing Act 1989. The future arrangements for designation under the proposed new shared service will be reviewed and any proposals for changes will be subject to a future Report to Council.</p> | |

It was further

Recommended:

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| <p>29.6 That the Director of Corporate Services be appointed as Proper Officer with responsibility for the proper administration of the Council's financial affairs, under Section 151 of the Local Government Act 1972 (with effect from 27 February 2015) and consequential amendments be made to the Constitution's Scheme of Delegation.</p> | <p>DCS/
ADCS
(HDS) (to
note)</p> |
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Reasons for the Decisions:

The review of Corporate Services has been undertaken under Lewes District Council's Nexus Transformation Programme and Eastbourne Borough Council's Future Model Phase 2.

The Nexus Transformation Programme is intended to make Lewes District Council a more flexible, customer focussed organisation, delivering local

efficient services in a cost effective and sustainable way, against a backdrop of a challenging savings requirement of £2.9 million by 2020. It was in this context that Cabinet agreed on 7 June 2014 (Minute 7.2d refers) to commission iESE to report on the costs, benefits and challenges of working in partnership with Eastbourne Borough Council and/or other public sector partners with regard to the Corporate Services unit.

† *The Recommendation, and not the Resolutions, in the above Minute is for consideration by Council.*

Councillors are requested to bring with them to the meeting Report No 138/14 which was circulated with the agenda papers for the meeting of the Cabinet on 29 September 2014. If you require a further copy of the document please contact Trevor Hayward, Committee Officer, on e-mail trevor.hayward@lewes.gov.uk or telephone 01273 471600.

33 Members' Allowances Scheme – Independent Remuneration Panel

The Cabinet considered Report No 142/14 relating to the proposed appointment of an Independent Remuneration Panel to review the Members' Allowances Scheme.

The Local Authorities (Members' Allowances) (England) Regulations 2003 required the Council to have regard to the recommendations made to it by an Independent Remuneration Panel (IRP) before it agreed its Members' Allowances Scheme.

The IRP met and conducted its last full review of allowances in November 2010. Regulation 10.5 indicated that the rates agreed should not be relied upon for more than four years and, therefore, a review of the Council's current arrangements was due for which proposals were in place for it to be undertaken in December 2014. Details relating to the format of the IRP Review were set out in paragraph 9 of the Report.

Regulation 20.2(a) required an IRP to comprise a minimum of three members, further details of whom were set out in paragraphs 5 to 7 of the Report.

Town and Parish Councils within the District would be informed of the review dates and would be given the opportunity to raise any issues for the Panel to consider.

The adoption of an allowances scheme was a Council function. However, it was likely that Council would welcome the views of Cabinet in the first instance.

Recommended:

33.1 That an Independent Remuneration Panel be appointed, as detailed in Report No 142/14, to meet in December 2014 and report back to Cabinet and Council in early 2015.

ADCS
(HDS) (to
note)

Reason for the Decision:

To meet the statutory requirement for Council to have regard to the recommendations made to it by an Independent Remuneration Panel before it adopts a revised Members' Allowances Scheme in 2015.

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