

Five Council Corporate Services Joint Committee

Wednesday, 24 June 2020

Via Live Stream

2 pm

This agenda can be made available in large print and other languages including Braille. Please contact the Committee Officer for details.

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Membership:

Councillors:	Authority
Cllr Kenneth Crookes	Hart District Council
Cllr James Radley	Hart District Council
Cllr Lulu Bowerman	Havant Borough Council
Cllr Tony Briggs	Havant Borough Council
Cllr Ros Wyke	Mendip District Council
Cllr Liz Leyshon	Mendip District Council
Cllr Pieter-Paul Barker	South Oxfordshire District Council
Cllr Sue Cooper	South Oxfordshire District Council
Cllr Judy Roberts	Vale of White Horse District Council
Cllr Debby Hallett	Vale of White Horse District Council

Notes

1. **Length of meeting** - Normally the meeting will end when all the business on the agenda has been completed. As soon as this meeting has lasted for three hours the Chair will ask members to vote on whether to end the meeting. There will be a short briefing from officers on implications but no debate on whether the meeting should end. If the vote is in favour of ending the meeting it will end immediately or at such point as the meeting agrees.
2. **Reports** – some agenda items refer to reports that have been produced. The full reports are only sent to relevant Members. If you wish to see a non-confidential report, you can access it via the Mendip District Council web-site at www.mendip.gov.uk. If you wish to have a hard copy of the report, then please contact the Committee Officer (details on page 1 of the agenda). For members of the public requesting hard copies sent by post a charge may be raised.
3. **Declarations of Interest** – If a member of the Board/Committee has a personal or prejudicial interest in any agenda item during this meeting they should now declare its existence and nature publicly.
4. **Public Speaking** – At the Chair’s discretion, members of the public can participate at meetings of a Council body by making representations on any matter. The maximum time for each speaker is three minutes, with a maximum time of 20 minutes for all speakers in total. Anyone who wishes to speak must either;
 - a) notify the Committee Officer (details on page 1) at least three hours before the start of the meeting, or
 - b) complete the form which will be in, or immediately outside, the room where the meeting is going to take place and hand this to the Committee Officer before the start of the meeting.

Items on the agenda – The public may either speak during the Public Participation agenda item or before the agenda item of interest.

Items not on the agenda - Any matters raised cannot be debated at the meeting but may be referred to a future meeting.

5. **Exclusion of the Press and Public** - The Local Government Act 1972 allows the public to be excluded from any Council meeting during any item of business on the grounds that confidential or exempt information is likely to be disclosed. “Confidential” and “exempt” are each defined by the Local Government Act, and there is an important difference between them. The public must be excluded from a meeting if “confidential” information is likely to be disclosed. However, if the information likely to be disclosed is “exempt”, members have discretion. They may exclude the public by passing a resolution but are not obliged to do so.
6. In accordance with the Openness of Local Government Bodies Regulations 2014 recording is allowed at all formal meetings of the authority to enable those not present to see or hear the proceedings either as they take place (or later) and to enable the reporting of those proceedings.

Those wishing to record proceedings should, as a courtesy, inform the chair (or Democratic Services Officer) of the committee of their intentions prior to the meeting.

AGENDA

1 OPENING ANNOUNCEMENTS

The Lead Officer will give opening announcements.

2 ELECTION OF CHAIR FOR 2020/21

3 ELECTION OF DEPUTY CHAIR FOR 2020/21

4 CHAIR'S ANNOUNCEMENTS

- The Chair will give their announcements.
- The Chair will explain the procedure for Virtual Meetings.
- Mobile phones should be set to silent

5 APOLOGIES FOR ABSENCE AND NOTIFICATION OF SUBSTITUTES

To receive apologies from Members who are unable to attend the meeting.

6 DECLARATIONS OF INTEREST See Note 3

7 PUBLIC PARTICIPATION See Note 4

- a) Items on the agenda
- b) Items not on the agenda

8 PREVIOUS MINUTES

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To confirm the minutes of the Five Council Corporate Services Joint Committee meeting held on 6 January 2020

9 CAPITA PERFORMANCE REPORT: APRIL 2020 AND ANNUAL KPIs

The Client Relationship Director has prepared a report

10 DATE OF THE NEXT MEETING

Wednesday, 26 August 2020

11 URGENT BUSINESS

EXEMPT AND CONFIDENTIAL REPORTS

12 EXCLUSION OF THE PRESS AND PUBLIC

The Joint Committee is asked to consider whether a resolution should be passed to exclude the press and public from the meeting during items 13 and 14 on the grounds that exempt information (as defined in Schedule 12A Local Government Act 1972) of the following description is likely to be disclosed:

Category 3	information relating to the financial or business affairs of any particular person (including those of the Council).
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CIRCULATION OF PAPERS

In accordance with Section 100B (2) of the Local Government Act 1972, reports and documents relating to items 13 and 14 disclosing exempt or confidential information have been distributed only to members of the Committee and officers of the respective Councils.

13 SERVICE TRANSITIONS

14 BUSINESS GRANTS

MENDIP DISTRICT COUNCIL

Minutes of the meeting of the Five Council Partnership Corporate Services Joint Committee held on Wednesday, 24 June 2020 at 2 pm via Live Stream.

COUNCILLORS PRESENT:

Councillor:	Authority
Cllr Kenneth Crookes	Hart District Council
Cllr James Radley	Hart District Council
Cllr Lulu Bowerman	Havant Borough Council
Cllr Michael Wilson	Havant Borough Council
Cllr Ros Wyke	Mendip District Council
Cllr Liz Leyshon	Mendip District Council
Cllr Pieter-Paul Barker	South Oxfordshire District Council
Cllr Sue Cooper	South Oxfordshire District Council
Cllr Judy Roberts	Vale of White Horse District Council
Cllr Debby Hallett	Vale of White Horse District Council

OFFICERS PRESENT:

Officer:	Role:	Authority
Helen Bowen	Democratic Services	Mendip District Council
Stuart Brown	Chief Executive	Mendip District Council
David Clark	Group Manager, Law and Governance and Monitoring Officer	Mendip District Council
Claire Dicken	Democratic Services Officer	Mendip District Council
Andrew Down	Commercial Director	Five Councils Partnership
Matt Goodwin	Senior Client Executive	Five Councils Partnership
Susan Harbour	Strategic Partnerships Manager	South Oxfordshire & Vale of White Horse District Councils
Claire Hughes	The Client Relationship Director and Lead Officer	Five Councils Partnership
Patricia Hughes	Joint Chief Executive	Hart District Council
Gill Kneller	Chief Executive	Havant Borough Council
Susan Parker	Head of Programmes, Redesign & Quality	Havant Borough Council
Mark Stone	Chief Executive	South Oxfordshire & Vale of White Horse District Councils
Ben Sugg	Democratic Services	Mendip District Council

Agenda Item	Subject	Actioned By
1	<p>Announcements</p> <p>The Client Relationship Director and Lead Officer welcomed everyone to the meeting.</p> <p>She handed the meeting to the previous Chair, Councillor Lulu Bowerman, Havant Borough Council.</p>	
2	<p>Election of Chair for 2020/21</p> <p>The previous Chair welcomed everyone to the meeting.</p> <p>She nominated Councillor Ros Wyke for Chair of the Five Council Partnership Corporate Services Joint Committee for 2020/21. Councillor James Radley seconded this proposal.</p> <p>There were no other nominations.</p> <p>RESOLVED</p> <p>That Councillor Ros Wyke be the Chair of the Five Council Partnership Corporate Services Joint Committee for 2020/21.</p> <p>The Chair thanked the previous Chair.</p> <p>She requested a rollcall of those at the meeting.</p>	<p>Claire Dicken</p>
3	<p>Election of Deputy Chair for 2020/21</p> <p>The Chair asked for nominations for Deputy Chair of the Five Council Partnership Corporate Services Joint Committee for 2020/21. Councillor Debby Hallett nominated Councillor Judy Roberts. Councillor Sue Cooper seconded this proposal.</p> <p>There were no other nominations.</p> <p>RESOLVED</p> <p>That Councillor Judy Roberts be the Deputy Chair of the Five Council Partnership Corporate Services Joint Committee for 2020/21.</p>	<p>Claire Dicken</p>

4	<p>Chair's Announcements</p> <p>The Chair set out how the virtual meeting would proceed.</p>	
5	<p>Apologies for Absence and Notifications of Substitutes</p> <p>Councillor Tony Briggs, Havant Borough Council had given his apologies.</p> <p>Councillor Michael Wilson would substitute for Councillor Tony Briggs.</p>	
6	<p>Declarations of Interest</p> <p>None.</p>	
7	<p>Public Participation</p> <p>None.</p>	
8	<p>Previous Minutes</p> <p>The minutes for the meeting of 6 January 2020 were agreed.</p> <p>The Chair noted that the Committee had felt it would be useful for regular performance updates to be circulated to members outside of the meetings. The Lead Officer confirmed that each Council's Joint Tactical Board Members received regular reports. The representatives on this Board would report back to their Council.</p> <p>Members requested that the Council's Joint Tactical Board Members be prompted to report back to their Council's regularly.</p>	<p>Claire Dicken</p>
9	<p>Capita Performance Report: April 2020 and Annual KPIs</p> <p>The Client Relationship Director and Lead Officer had prepared a report which presented a summary of performance across all services within the Capita contract for the month of April 2020 and included the annual KPIs and PIs for 2020.</p>	<p>Claire Hughes</p>

	<p>In response to questions the committee was advised that:</p> <ul style="list-style-type: none"> • There were financial penalties for failure by the contractor to meet performance indicators. However, throughout the last financial year the financial penalties had been in the range of £25,000 which may appear to be a weak sanction compared to the size of the business. • In addition to the performance reporting, Hart, South Oxfordshire and Vale of White Horse Councils had used their internal auditors to look at contractor performance. Their findings had been reported to their Scrutiny Committees, Audit and Governance Committees within those authorities. • In terms of additional sanctions, the contract allows for a Rectification Plan to be submitted by the contractor to the councils to address failures by the contractor. There were currently up to 6 rectification plans being implemented. The partnership was also able to engage an independent Remedial Adviser to resolve problems. In the case of very serious breaches of the contract legal action could be sought. <p>RESOLVED</p> <p>That the report be noted.</p>	
<p>10</p>	<p>Date of the Next Meeting</p> <p>Wednesday, 26 August 2020, 2 pm, a virtual meeting.</p>	<p>Claire Dicken</p>
<p>11</p>	<p>Urgent Business</p> <p>None.</p>	
<p>12</p>	<p>Exclusion of the Press and Public</p> <p>The Five Council Partnership Corporate Services Joint Committee resolved to exclude the press and public from the meeting during items 13 and 14 on the grounds that exempt information (as defined in Schedule 12A Local Government Act 1972) of the following description is likely to be disclosed:</p> <p>Category 3 - Information relating to the financial or business affairs of any particular person (including those of the Council).</p>	

	Please refer to the confidential element of these minutes for the full discussion of the following items:	
13	<p>Service Transitions</p> <p>The Commercial Director had prepared a report which provided an update on services which were being considered for transition out of the corporate services contract.</p> <p>RESOLVED</p> <p>That the report be noted.</p>	Andrew Down
14	<p>Business Grants</p> <p>The Client Relationship Director had prepared a report which set out the contractors performance with regard to Business Grants across the five 5 Councils.</p> <p>RESOLVED</p> <p>That the report be noted.</p>	Claire Hughes

The meeting finished at approximately 2.53 pm.