

Additional information – Public Protection Shared Service

Governance arrangements

The proposed Governance arrangements are set out in Appendix 1.

The Joint Committee – The Joint Committee will set the strategic direction of the shared service and hold it to account. It will comprise of two members from each partner authority and there will be one substitute. Legislation requires one of the nominees to be an Executive Member and it is suggested that this should be the Executive Member within whose remit the services fall.

The Joint Committee will be hosted by West Berkshire Council and the Chair will rotate annually with the initial Chair from Wokingham Borough Council. It is expected that this Joint Committee would need to meet at least biannually and the timing of this would need to tie in with the Council's budget setting process as it would be responsible to make recommendations to inform the next year's budget, fees and charges

The Joint Committee will not have the responsibility that already falls to the Licencing Committee of the Council as each Council will retain its own licensing functions, associated legal processes and appeal panels.

Joint Management Board- WBC would nominate a Senior Client Officer which would sit on this operational board. This board would be made up of the client officers from each partner authority and the heads of the new combined service. This group will be responsible for driving core business and ensuring the respective needs of the three partner councils are properly considered at an operational level.

Joint Management Team- Overall daily management will be a function of the operational management team lead by the host authority through the Joint Service Managers and the operational team managers. The Group would manage the overall operational needs and ensure the progress against targets is reported to the Joint Committee through a number of pre-determined key performance indicators and financial information.

Service Delivery Model

The Environmental Health and Licencing Services will be brought into line with the existing model for Trading Standards which is based on the National Intelligence Model. This model sets priorities and identifies and responds to those matters which

are considered to be of high risk or that have the greatest impact, whilst allowing for the development of an understanding of emerging issues.

Finance

As part of negotiating the new arrangement, the shared service has estimated the total budget required to allow it to deliver a three way shared service. This has been based on existing budgets although posts have been removed through conjoining services and through the new operating model. The shared service has then modelled activity levels across the three partner authorities to identify the cost to each.

For Wokingham, the fee charged for the first 15 months of the service (remaining 2016/17 budget and the 2017/18 financial year) is 33% of the total shared service budget reflecting the 33% of total activity that has been identified through the activity model. This cost/activity comparison indicates that the cost of the service in its first year will be proportionate to the total amount of work that is expected to be undertaken by the shared service on behalf of the Council.

After 2017/18, the financial arrangements of the shared service will be considered by the Joint Committee which will make recommendations to the Council about the financial payment to the shared service. This will be set through the Council's annual budget setting process. Financial activity will be monitored by the shared service for consideration by the board and if there are any changes in legislation, priorities or activity levels, this can be reflected in the next financial year budget. Further, there is a redistribution clause contained within the legal agreement that would enable additional costs and savings to be allocated proportionally and appropriately at the end of each financial year.