

**CHESTERFIELD BOROUGH  
COUNCIL, BOLSOVER  
DISTRICT COUNCIL, NORTH  
EAST DERBYSHIRE DISTRICT  
COUNCIL**

**RCE FUNDED SHARED  
SERVICES PROJECT**

**BACKGROUND**

- In May 2005 the RCE awarded £100k to the three Councils to help facilitate joint working in four areas.

- (1) Internal Audit.
- (2) Procurement
- (3) Building Control
- (4) Corporate Services

The key milestones in the projects are:

- To undertake an Options Appraisal for each workstream identifying a preferred option.
- Developing an associated business case for the preferred option including an outline implementation plan.

The following programme management arrangements were put in place:

**Joint Board**

- Three Leaders, Deputy Leaders and Chief Executives.
- The body that considers all joint working reports.

**Joint Chief Executives' Meetings**

- Three Chief Executives make recommendations to the Joint Board.

**Joint Employee/Trade Union Consultative Forum**

- This Forum acts as a consultation body for all joint working issues.

**Officer Steering Group**

- The programme board for the RCE projects.
- One Senior Officer from each authority, the Programme Manager plus a Human Resources Officer.

**Project Teams**

- Made up of Service specific officers, project officers, Human Resource Officers and Trade Union Officials.

**METHODS ADOPTED**

- Consultancy support has been used on all the workstreams to provide additional capacity, a degree of independence and external challenge.
- Benchmarking visits have been encouraged.
- The Brent R.O.I model was applied at an early stage.
- Regular newsletters on joint working have been distributed to all employees.
- The Officer Steering Group worked well mainly due to the small number of Officers. This allowed encouraged quick decision making
- Gateway Review in October 2005 (Gate 0) helped give added focus to the project.

## PROGRESS

- **Internal Audit** - Agreed a shared service, hosted by CBC, to be operative in April 2007. Cashable Savings of around £30k per annum.
- **Procurement** - Agreed to set up a shared Procurement Unit (hosted by BDC, to be operational in April 2007. Estimated cashable savings of around £357,000 per annum.
- **Building Control** - Agreed, subject to approval by the individual authorities' Executives/Councils to set up a shared unit, hosted by CBC, to be operational by mid 2007. Estimated Cashable savings of £80,000 per annum.
- **Corporate Services** - The three Chief Executives are currently considering a draft Options Appraisal Report prepared by Deloitte

## LESSONS LEARNED TO DATE

- Vital to have the political leadership on board
- Try to keep the Project Board small in terms of the number of Officers.
- Set up specific project teams for each workstream.
- Communicate/consult widely and regularly - you can never do enough!
- Procure external advice to get independence.
- Have clear reporting/governance arrangements in place.
- Ensure Human Resources and Legal issues are dealt with early in the process.

## Next Steps

- The RCE funding (£100k) has been used to complete the Options Appraisals and Business Cases.
- The work on implementing Internal Audit, Procurement and Building Control is underway.
- The Corporate Services project is targeted to be complete by Summer 2007.
- EMIP funding secured to help implement any agreed Corporate Services solution.
- Following the publication of the 'White Paper' possible roll out of some of these solutions across the County?

**Any questions?**