

Report of the Revenues and Benefits Partnership Member Task Group

Full Council, item 10

Committee: Full Council

Date: 15th December 2009

Title: Report of the Revenues and Benefits
Partnership Member Task Group

Author: John Mitchell

Agenda Item

10

Item for
information

Summary

- 1 At their last meeting Members of the Council considered a report on strategic solutions following which it was resolved to establish a Member Task Group and to report back to full Council on progress. This report follows from that meeting

Recommendations

That the report is noted

Background Papers

Reports to Council and minutes: "Uttlesford in 2011", 12th December 2006; "General Fund Budget", 9th October 2007 and "Strategic Solutions", 20th October 2009.

Impact

Communication/Consultation	The Task Group is an essential component of communication
Community Safety	None
Equalities	An EqIA will for part of the process
Finance	See background papers
Human Rights	None
Legal implications	See background papers
Sustainability	See background papers
Ward-specific impacts	All
Workforce/Workplace	See background papers. A staff team will assist with the establishment of the

Report of the Revenues and Benefits Partnership Member Task Group

Full Council, item 10

	partnership
--	-------------

Situation

- 2 The task group has met twice since the Council meeting of 20th October. Progress has been made as follows:

South Cambs District Council (SCDC)

- 3 At the Portfolio Holder meeting on 18 November, it was agreed that the outline business case be approved as a basis for progressing the project; that the procurement processes be commenced as soon as possible for appointing a contractor for the change management aspects of the project and for a supplier for a common software platform; and that a joint bid be submitted to Improvement East for funding from its Shared Services Fund.

The meeting was attended by representatives of all political parties on the Council, all of whom are understood to have supported the proposal.

A final decision will be taken at the next SCDC full Council meeting at the end of January.

Bid to Improvement East

- 4 A joint application for financial support has been submitted to Improvement East and is due to be considered at a meeting on 16 December.

Staff Team

- 5 The Task Group has met with the staff representatives who put together the in-house alternative proposal. The Task Group acknowledged the work that had been done. It was accepted that elements of the proposal were flawed and the staff team indicated that they were keen to explore the partnership arrangement. They acknowledged the need for resilience within the service, and that this could be provided by such the proposed partnership. They were looking for the partnership to provide a long term solution which would enable the service to develop and improve. They also expressed the hope that some aspects of the 'in house bid' could be incorporated into the partnership.
- 6 There were concerns about the likely impact on staff, particularly part-time workers, which would need to be taken into account.
- 7 The Task Group welcomed the comments, and agreed that the involvement of the staff representatives, as appropriate, in the development of the partnership should be encouraged.

HR implications

Author: JRM

▪ Page 2

Item10/2

Version date: 4 December 2009

Report of the Revenues and Benefits Partnership Member Task Group

Full Council, item 10

- 8 Arrangements have been made for a representative from the HR partnership to meet (on a 1 to 1 basis), all UDC staff affected, in order to discuss individual issues and the likely implications for them of the partnership. The information gained will also feed into the initial Equalities Impact Assessment.

Key dates

- 9 The following broad timetable has been identified:

Actions already completed:

- September 2009 - Outline Business Case (OBC) prepared
- October 2009:
 - SCDC Cabinet Approve OBC in principle
 - UDC Member workshops held
 - UDC Full Council Approval of OBC
- November 2009:
 - SCDC Portfolio Holder (PFH) detailed review of OBC;
 - OBC approved by PFH

Actions to Follow:

- December 2009:
 - Procurement of joint software platform to be commenced
 - Procurement of change management consultancy to be commenced
- January / February 2010:
 - SCDC Full Council –approval of OBC
 - Appointment of Project Manager
 - Appoint shadow Joint Committee
 - Approve Project initiation Document
- March / April 2010:
 - Appoint change management consultant
 - Appoint software provider
- May to September 2010:
 - Develop detailed implementation plan
 - Implement new working arrangements
- October 2010:
 - New working arrangements live on current data base setups
- December 2010
 - Test migration of data to new systems
- February 2011
 - 2011/12 integrated database go live
 - Bills issued for 2011/12 on new system
 - Benefit assessments raised on new system

Report of the Revenues and Benefits Partnership Member Task Group

Full Council, item 10

- April / May 2011
 - Provide year end reporting etc on old databases
 - Close down former databases
- July / September 2011
 - Government Returns etc completed from old databases

3 External Audit of old databases

Risk Analysis

The risks remain as set out in the report to Council of 20th October 2009.