

## HAMPSHIRE COUNTY COUNCIL

### Report

<b>Committee/Panel:</b>	Buildings, Land and Procurement Panel
<b>Date:</b>	2 October 2012
<b>Title:</b>	Shared Services Update
<b>Reference:</b>	3851
<b>Report From:</b>	Director of Culture, Communities and Business Services

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### 1. Summary

1.1. The purpose of this paper is to provide an update on shared services arrangements currently being progressed relating to:

- Property Services
  - Regional ‘Cluster’ for Property Services
  - Academies and Schools
  - Revenue Term Maintenance Contract
- Business Services
  - Partnership working between Hampshire Scientific Services and Hampshire Constabulary Scientific Services
- Community
  - Library and Information Service
  - Schools Library Service
  - Registration Service
  - Community Safety and Trading Standards

### 2. Property Services

#### 2.1. Regional ‘Cluster’ for Property Services

2.1.1. Since the last report to Buildings, Land and Procurement Panel in March 2012, the first tranche of Basic Need School projects have been procured through the South East and London framework. This consists of Primary School extensions for Surrey County Council, Reading Borough Council and

Hampshire County Council. There are 8 projects and the construction value is approx. £30 million in this first tranche.

- 2.1.2. A second and significantly larger tranche of school projects is currently being designed with an anticipated completion of Summer/ Autumn 2014. This phase is anticipated to be up to 20 projects valued at £80-100 million.
- 2.1.3. The first tranche of projects has delivered cost savings in feasibility and design as well as supply chain reductions through standardisation, common design and specification. Greater savings are expected in the supply chain in later phases as the benefits and learning from tranche 1 are applied. The whole process is being lead by the Cluster Programme Office which combines the skills and resources from all three participating authorities.
- 2.1.4. The 'Cluster' arrangement is seen as a demonstration of innovative practice by the Cabinet office and it has been included on a list of pilots by the Government Property Unit.
- 2.1.5. West Sussex County Council have recently indicated that they propose to put two primary school projects into the cluster arrangement to take advantage of the common templates and cost reductions on fees and construction. West Sussex have been party to the inception of the cluster but had not yet put any projects into the arrangements. It is proposed to form a Joint Working Agreement between West Sussex and Hampshire County Council along the line of the Surrey/Hampshire model to facilitate using Hampshire Property Services resources to design the projects. In addition, West Sussex have indicated that they will contribute an individual to the Programme Office. This report recommends approval to enter into a Joint Working Agreement with West Sussex County Council.

## 2.2. Academies and Schools

- 2.2.1. Since the last meeting of the panel, Property Services have been progressing discussions with a number of Academies about a Public/Public Partnership. With support from Legal Services, presentations have been made to 20 or so Academies. A further more detailed meeting has been held with around 12 of the Academies and Property Services have agreed to develop a proposed offer, based on two options an individual and a group partnership arrangement. It is proposed to complete the 'design' work by Christmas with a view to running a pilot in the new year and formally establish partnership(s) in April 2013.
- 2.2.2. The Government is currently consulting on changes to the revenue funding of schools nationally. This is expected to result in more delegation of funds directly to schools. An early indication is that the pooled capital funds which are converted from schools collective revenue will be required to be delegated to schools from April 2013. This budget has traditionally been used to fund pooled liabilities like the Term Maintenance Contracts, the Corporate Risk Assessment issues and a range of potential capital maintenance projects. The Director of Culture, Communities and Business Studies is currently working up a proposal to schools that would include an extension to the current Service Level Agreement (SLA) for Property Services to commit this funding to ongoing activities to the benefit of all schools. There are also

ongoing discussions with the Department for Education to ascertain what funds can be retained centrally due to contractual commitments like the Term Maintenance Contract (5 years commencing Summer 2012).

### 2.3. Revenue Term Maintenance Contract

2.3.1. A new 5 year term contract has been procured commencing in the summer of 2012. This has been let to three contractors on a geographical basis. A number of the Districts and Boroughs have shown interest in the term contract. This will bring additional income into the service and will be undertaken through local shared service arrangements. This report recommends approval to enter into the necessary Shared Service arrangements with Hart District Council in the first instance. Conclusions reached with other local authorities will be reported to future meetings.

### 2.4. Joint working with Fareham & Gosport Borough Councils

2.4.1. Since 2009, advice, inspections and approvals in relation to Building Regulations compliance on Hampshire County Council's construction projects has been provided by Building Control Partnership (BCP), a formal partnership between the building control teams within Fareham and Gosport Borough Councils, which also utilises building control inspectors within all the Hampshire district authorities to undertake site inspections.

2.4.2. BCP has provided an excellent service, developing strong relationships with Property Services' project teams and demonstrating a pragmatic approach to meeting the requirements of the building regulations, allowing true partnership working to develop. Current expenditure under the existing arrangement is in the region of £200,000 per annum, although this is dependent on Property Services' workload which is currently growing.

2.4.3. The current framework agreement comes to an end in 2013 and discussions have commenced with Fareham and Gosport borough councils and HCC's legal services team to consider the options for continuing service provision through a wider joint working arrangement, which could encompass reciprocal service provision across both Property Services and other services areas. Progress with these discussions will be reported to a future Panel meeting.

## 3. Business Services

### 3.1. Partnership working between Hampshire Scientific Services and Hampshire Constabulary Scientific Services

Excellent progress continues at the joint forensic science service. The lab teams are in a consolidation phase after a period of significant change, which has seen the successful in-housing of services as outlined in the original business plan. Now the focus is on the next challenges which will include:

- Continuing to extend the UKAS accreditation to meet the requirements of the Forensic Regulator as they develop;

- Consolidating management arrangements - working to the existing arrangements outlined in the Memorandum of Understanding or moving towards transferring of staff into one organisation; and
- Maintaining a financially viable and responsive service that has sufficient income to cover costs, investment needs and can respond to opportunities in the forensic science arena as they develop.

#### **4. Community**

##### **4.1. Library and information Service (LIS)**

4.1.1. Hampshire Libraries currently share premises with seven Children's services operations and one Police team. Discussions are taking place for two more Police Safer Neighbourhood Teams to be co-located in public libraries. LIS managers are currently negotiating with Post Offices Counters Ltd with a view to taking on the franchise for the operation of two Post Offices within one library (Havant) and one Discovery Centre (Gosport). This will mean that the managers of Havant Library and Gosport discovery Centre will manage the Post Office for those areas including the Post Office staff who will TUPE into HCC.

4.1.2. Hampshire LIS delivers the mobile library service to Portsmouth Unitary Authority under an annually agreed contract.

4.1.3. Negotiations are currently being held by property services managers and a Building Society with a view to the society sharing space in another of Hampshire's libraries.

##### **4.2. Schools Library Service (SLS)**

4.2.1. There are currently 8 schools which buy in to Hampshire SLS from Surrey which does not have a SLS (and two more who will buy in from September 2012). Two Independent schools from Berkshire buy in to Hampshire SLS and 2 Independent schools in Hampshire.

##### **4.3. Registration Services**

4.3.1. In terms of shared services and partnership working, registration currently has the following arrangements in place;

- Shared accommodation in five libraries across the county as well as district council offices such as Ringwood Gateway and Havant Plaza.
- Formal partnership agreement with Portsmouth City Council to provide a facility for parents of babies born in a Portsmouth Hospital to register the birth in a Hampshire register office. Plans are in place to extend such partnership working to other surrounding authorities over the next 2 to 3 years.
- The Tell Us Once service for death registrations requires partnership working with the Department for Work and Pensions and all district and borough councils in Hampshire .
- Informal partnership arrangements also in place with funeral directors to afford a facility to book appointments on-line on behalf of customers.

- Leading on a national joint project with the Local Registration Services Association, General Register Office and National Panel for Registration to develop and implement a national qualification for registrars across England and Wales.
- Partnership working with Sure Start Children's Centres to provide the opportunity to notify the service at the point of birth registration. Since February '12 an additional 652 contacts have been made.
- Delivering the Nationality Checking Service on behalf of the UK Border Agency.

#### 4.4. Community Safety and Trading Standards

4.4.1. Accredited community safety officers (ACSO's) - The County Council establishment currently stands at 40 officers, including 4 who are co-sponsored by Totton and Eling Town Council and Hythe and Dibden Parish Council. In January 2010, a joint community safety patrol team was established with Basingstoke & Deane Borough Council. This team comprises 16 ACSO's, 6 of whom are employed by HCC and 10 employed by BDBC. The officers are managed by HCC under a long term service level agreement.

4.4.2. Trading Standards (TS) - TS have had a number of small scale SLA's with Portsmouth and Southampton City Councils to provide services for animal health and weights and measures. In addition, a joint working protocol with all 11 district councils for vapour recovery at filling stations generates a modest income.

4.4.3. Strategic Community Safety The team manage the Crime Reports project on behalf of HLOWLA partners and have negotiated an agreement with the software supplier for a reduced licence fee whenever another police area buys the product

#### 4.4.4. Recent Developments

- TS are in advanced negotiations with Surrey County Council to provide a range of services at an annual cost of up to £20 000, on their Buy with Confidence directory.
- TS are in early negotiations with Portsmouth and Southampton City Councils and NHS Hampshire to expand the range of the current SLA's.
- Income has been generated for analytical work for Trading Standards South East and for the troubled families project.

### 5. **Conclusion or Recommendations**

**That the Panel/Committee make the following recommendations to the Executive Member for Policy and Resources:**

- 5.1. The County Council enter into a Joint Working Agreement with West Sussex County Council for the delivery of Property Services to facilitate the design and construction of school projects as part of the 'cluster' arrangement.

- 5.2. The County Council enter into a Shared Services arrangement with Hart District Council to deliver management services for the Property and Engineering Term Contract.

**CORPORATE OR LEGAL INFORMATION:****Links to the Corporate Strategy**

<b>Hampshire safer and more secure for all:</b>	yes
Corporate Improvement plan link number (if appropriate):	
<b>Maximising well-being:</b>	yes
Corporate Improvement plan link number (if appropriate):	
<b>Enhancing our quality of place:</b>	yes
Corporate Improvement plan link number (if appropriate):	

**Section 100 D - Local Government Act 1972 - background documents**

**The following documents discuss facts or matters on which this report, or an important part of it, is based and have been relied upon to a material extent in the preparation of this report. (NB: the list excludes published works and any documents which disclose exempt or confidential information as defined in the Act.)**

DocumentLocation

None

## **IMPACT ASSESSMENTS:**

### **1. Equalities Impact Assessment:**

- 1.1. An Equalities Impact Assessment has been completed in the development of this report and no adverse impact has been identified.

### **2. Impact on Crime and Disorder:**

- 2.1. The County Council has a legal obligation under Section 17 of the Crime and Disorder Act 1998 to consider the impact of all the decisions it makes on the prevention of crime. The proposals in this report have no impact on the prevention of crime.

### **3. Climate Change:**

- 3.1. The shared services arrangements will not have a direct impact on our carbon footprint and energy consumption.