

REPORT TO Strata Joint Executive Committee

Date of Meeting: 22 April 2015

Report of: Chris Powell

Title: Shared project process – opportunities to look for new ways of working

Is this a Key Decision? No

Is this an Executive or Council Function? No

1. What is the report about?

A process for investigating joint “opportunities for new ways of working” has been drafted and is being brought to this JEC for approval. The intention is to funnel all the likely triggers for starting reviews of potential sharing opportunities, including the Application Convergence plans, into a single transparent and consultative process which can be owned and managed by the JEC.

2. Recommendations:

To approve the process.

3. Reasons for the recommendation:

So that shared council projects can be managed correctly and at the appropriate level.

4. What are the resource implications including non financial resources.

The process will be coordinated by Strata

5. What are the legal aspects?

None

6. Report details:

Shared project process – opportunities to look for new ways of working

(Read in conjunction with process flow diagram)

1.	A “business change request”, a business case or a project document has originated from within a Council or Strata requesting IT project work. This appears on the Strata “new project list” for the Board to review. It is also provided to SMT/CLTs in the councils. Board member will consult with their Chief Exec on the possibilities.
2.	Chief Exec considers the opportunity presented and provides a steer to the Board member for discussion at Board meeting .
3.	The Board coordinate the feedback from the Chief Execs and confirm that that the project is specific to one Council only and Strata deal directly with the relevant Service Lead in that Council OR that there is potential for a shared project between Councils and brief Strata to initiate a joint council meeting.
4.	Strata and Service Lead work on local project requirements only.
5.	Strata organize the first meeting for the joint Council discussion of the project ensuring all documentation is available. Strata investigate the IT issues surrounding the project and prepare information for the joint service discussion.
6.	The Service Leads begin appropriate information gathering in preparation for a joint discussion on a shared opportunities.
7.	Strata facilitate a review of the possibilities for new ways of working between the three councils based around the initial project request. Potential issues, costs, savings, timings etc are kept at a high level. The intention is to provide the Chief Executives with an indication of the possibilities and opportunities as well as risks at this stage without committing significant resources. An indication of resources required for more detailed analysis will be provided. Strata will produce the report and all parties will agree on its content before publication.
8.	The report is reviewed by the Chief Executives who could decide that the project is worth progressing and task Strata to create a report for the JEC and JSC. Clarification work may also be required or decide to stop the process at this stage.
9.	Strata generate a report for the JEC (9a) and JSC (9b) to consider. The report may identify resources for a more detailed investigation into the shared project.
10	The JEC will take all things into account and make a decision as to how to proceed.
11	If the project is to not proceed the Strata Board will be informed.
12	Detailed investigation will require a joint council project team set up with the relevant resources. If funds are required to produce the detailed investigation then suitable approvals will be sought from within councils. The JEC will be the “customer” for the outcome of the investigation.

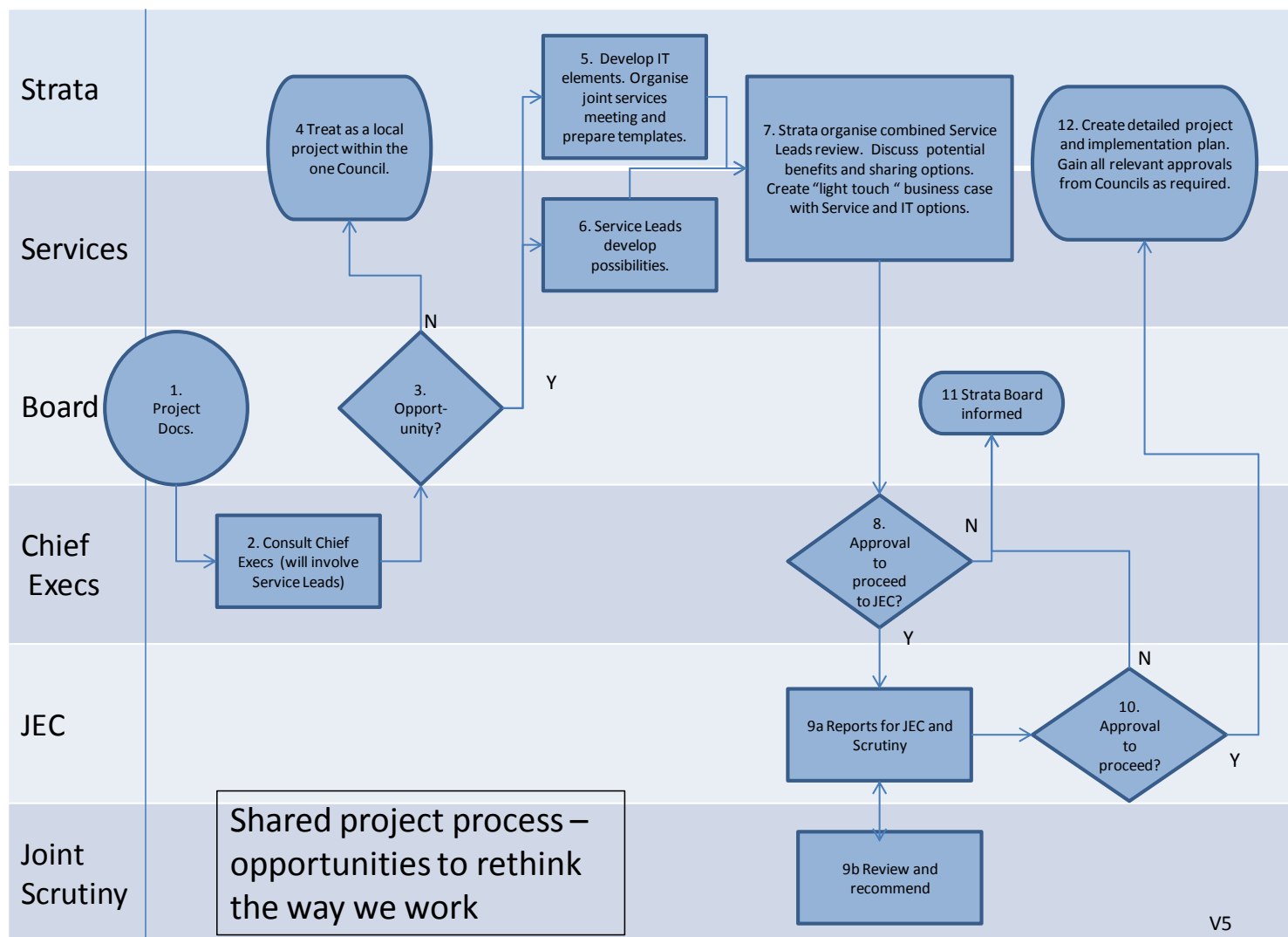


Fig 1 Process flow

7. What is the impact of the decision on equality and diversity; health and wellbeing; safeguarding children, young people and vulnerable adults, community safety and the environment?

None

12. Are there any other options?

N/A

Local Government (Access to Information) Act 1972 (as amended)

Background papers used in compiling this report:-

None

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