

SURREY FIRST JOINT COMMITTEE – 16 DECEMBER 2010

MINUTES  
OF A MEETING OF THE  
**SURREY FIRST JOINT COMMITTEE**

Held on 11<sup>th</sup> November 2010 at Mole Valley Council

Present:

Cllr J Furey, Runnymede BC (Chairman)  
Mr P Williams, Surrey Police Authority (Vice-Chairman)

Cllr J O'Reilly, Elmbridge BC	Cllr T Hall, Surrey CC
Cllr Keith Mann, Epsom & Ewell BC	Cllr K Bush, Surrey Heath BC
Cllr J Pearson, Mole Valley DC	Cllr T Elias, Tandridge DC
Cllr V Broad, Reigate & Banstead BC	Cllr J Kingsbury, Woking BC
Councillor J Packman, Spelthorne BC	

Secretariat:

Ms P Morrow, Director  
Ms J Howard, Support Officer

Also Present:

Mr R Moran, Elmbridge BC	Ms Lynne Martin, Programme Manager
Ms F Rutter, Epsom & Ewell BC	Ms Karen Whelan, Surrey Heath BC
Mr M Lumley, Epsom & Ewell BC	Mr G Cook, Reigate & Banstead BC
Mr D Mephram, Mole Valley DC	Mr R Morgan, Woking BC
Ms Julie Fisher, Surrey CC	

**1. APOLOGIES FOR ABSENCE AND NOTICES OF SUBSTITUTION**

Apologies for absence were received as follows:

Councillor Tony Rooth, Guildford Borough Council  
Councillor Chris Hunt, Mole Valley District Council (Cllr Pearson as substitute)  
Councillor Joan Spiers, Reigate & Banstead District Council (Cllr Broad as substitute)  
Councillor David Hodge, Surrey County Council (Cllr Hall as substitute)  
Councillor Moira Gibson, Surrey Heath Borough Council (Cllr Bush as substitute)  
Councillor Gordon Keymer, Tandridge District Council (Cllr Elias as substitute)  
Councillor Rob Knowles, Waverley Borough Council

**2. MINUTES OF THE LAST MEETING**

It was agreed that on page 3, paragraph 6, the third sentence read "However, he stated that the Police Authority had given an undertaking to the public that they would not close facilities until alternative facilities were in place and running."

It was noted on page 4 that the ICT governance arrangements would be circulated for the Joint Committee's meeting on 16 December 2010. It was requested that an interim report on external funding be provided before the next meeting if that were practicable.

**RESOLVED:**

(i) That the minutes of the meeting of the Joint Committee held on 26 July 2010 be amended as agreed, approved and signed as a true and correct record.

(ii) That progress on the matter of external funding be reported to members of the committee.

**3. URGENT BUSINESS**

Councillor Furey introduced the newly appointed Surrey First Programme Manager Lynne Martin. Lynne will be meeting all Joint Committee members, Chief Executives and other members and officers for an update on work achieved and to understand priorities and possible barriers to taking the workstreams forward.

**4. DECLARATIONS OF INTEREST**

No declarations of interest were received.

**5. PROGRESS**

a) The Chief Executives and Chief Constable had submitted a progress report to the Joint Committee. A discussion took place about planned savings; it was noted that all authorities would be prioritising tackling their budget deficit and that Surrey First was assisting this process by bringing together authorities to achieve efficiencies. It was requested that the Surrey First work streams should be treated as a priority by all the Project Sponsors and Managers involved. It was agreed as essential to push for progress in the work streams and to realise benefits as soon as possible.

It was requested that all Surrey First work streams have sensible timetables against planned programmes, in order to focus the process and speed things along.

b) The Committee received a presentation on the Asset Management Work stream. The project has received widespread support from across Surrey. The estates review was discussed in detail; it involved key partners the Police, the PCT and central government. It was clarified that educational facilities, highways assets and district trust lands were included in the asset mapping exercise but not in the performance level analysis. Opportunities workshops had just been completed in all the districts and boroughs relating to the asset mapping exercise and business cases are being developed for different options. It was agreed that a report be produced for the Joint Committee on 3 February 2010.

The Committee noted that IESE had agreed to continue funding for the asset work stream until June 2011, with an additional £80,000 to assist with the projected speed of the project.

It was noted that savings of around 10-12% on construction procurement are projected from use of the framework, along with reduced completion timescales. It was suggested that the project could also look at commercial aspects of property/asset management in the current climate, where developers are looking for opportunities.

c) The work stream progress reports were presented to the Joint Committee.

HR: It was noted that the HR work stream had been focusing on workforce profiling. The Joint Committee noted that various small scale clusters have occurred in this area,

with districts and boroughs sharing key posts as they opportunistically arise. It was agreed that these opportunities would not hamper Surrey First but would supplement and provide models to build on, as identified on the Surrey First Solar System. It was suggested that districts and boroughs may also seek to learn from and join up with neighbouring authorities beyond Surrey. The Joint Committee agreed that authorities should not wait for opportunities to arise but should be proactive in making them happen.

ICT: It was noted that the ESIP network is live and growing, with the aim to make it Surrey wide. It was suggested that a report on the ESIP network be prepared for members, to raise awareness within authorities. It was noted that three substantial elements of the ICT work stream are due to be delivered in December 2010. Initial approximate calculations indicated that around a quarter of a million pounds worth of savings are projected for the ICT work stream. It was agreed to share these calculations with the Joint Committee.

Procurement: It was agreed that specific dates be attached to the milestones and an outline timeline be created for the procurement work stream by the next Joint Committee meeting on 16 December. The Committee noted that the major procurement exercises have been in connection to the other Surrey First work streams, for example assets and ICT where big savings have been projected. It was agreed that this should in turn be reflected in the procurement status update.

Waste: It was noted that this work stream was progressing well, with all local authorities brought together under a pre-established working partnership.

**RESOLVED:**

- (i) That dates be attached to all milestones in the work stream updates where some gaps still exist.
- (ii) That the Asset management recommendation report be submitted in draft for the Chief Executives meeting on 21<sup>st</sup> January then to the Joint Committee on 3<sup>rd</sup> February.
- (iii) That a briefing note be prepared for authorities on the ESIP link and its implications.
- (iv) That the ICT work stream savings calculations be reported to the Joint Committee.
- (v) That an outline timeline for the procurement work stream be produced for the next Joint Committee meeting on 16 December.

**6. EXISTING PARTNERSHIPS**

A list of existing partnerships/ joint working arrangements in Surrey was put before the Joint Committee as a working document. The Joint Committee agreed that it was a useful document in highlighting what activity is occurring and where connections can be made.

**RESOLVED:**

- (i) That a scaled down version highlighting those connected to Surrey First work streams and those leading to cashable savings be produced for the Joint Committee meeting on 3 February 2011.

(ii) That the list of partnerships be updated on an annual basis to ensure that it is kept live and relevant.

The meeting commenced at 2.00 PM and ended at 3.52 PM

Chairman: \_\_\_\_\_

Date: \_\_\_\_\_

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