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SHEPWAY DISTRICT COUNCIL

EAST KENT (JOINT SCRUTINY) COMMITTEE

Minutes of a meeting held at 9:30am on Monday 11 May 2009 in the Council Chamber, Civic Centre, Dover

Present:

Councillor	T	Birkett	(Kent CC)
Councillor	M	Conolly	(Dover DC)
Councillor	M	Fisher	(Canterbury CC)
Councillor	D	Lloyds-Jones	(Dover DC)
Councillor	M	Harrison	(Thanet DC)
Councillor	K	Mills	(Dover DC)
Councillor	T	Prater	(Shepway DC)
Councillor	I	Thomas	(Canterbury CC)
Councillor	M	Vye	(Kent CC)

Officers:

Alistair Stewart	Shepway DC
Wendy Head	Shepway D
Jeremy Chambers	Shepway DC
Mike Davis	Dover DC
Jim McDonald	Canterbury CC
Sarah Carroll	Thanet DC
Shirlee Chatterton	Shepway DC
Lee Jones	Shepway DC
Rebecca Brough	Dover DC

1. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors Clifton-Holt (SDC) and from Colin Carmichael, Chief Executive (CCC) and Richard Samuel, Chief Executive (TDC).

2. DECLARATIONS OF ANY INTERESTS

There were no declarations of interest.

3. SUBSTITUTE MEMBERS

There were no substitute members.

4. SHARED HR/PAYROLL PROJECT

At the meeting on the 29 April 2009 the East Kent (Joint Scrutiny) Committee resolved:

That the East Kent Joint Scrutiny Committee recommends to each authority that the proposal is recommended for approval subject to the East Kent Joint Scrutiny Committee agreeing the Service Level Agreements. If approval is given, the proposal will be moved forward. If approval is not given, the proposal will be referred back to full Councils.

Also at that meeting the members requested that a special meeting of EKJSC be held within 14 days to discuss the Service Level Agreements and that all Heads of Paid Service or a suitable deputy be requested to attend the meeting.

Below is an outline of the discussions between the Committee and officers regarding the Human Resources Service Level Agreement and the Payroll Service level Agreement.

The Corporate Director presented the Service Level Agreements. She said that they were not final but were a work in progress.

Members raised concerns that the Payroll Service Level Agreement performance measures were low. The Corporate Director said these were these were a tracking change error and that the correct figures were:

Resolve calls at first contact	80%
Customer satisfaction	Good or Better

In response to a question the Corporate Director said officers would be paid by BACS transfer in the same way that Kent County Council pay their staff. She said details of the payments to officers were loaded on to the payroll system 3 working days prior to the appointed pay date and that these could be amended prior to the transfer of funds if required and payment could then be completed by CHAPS.

Mike Davis confirmed that the four local authorities would transfer a lump sum to Kent County Council no later than 3 working days prior to the pay date, then payments to officers would be made on the designated date.

In answer to a question Jim McDonald said payroll reports would be able to be run as they are now and would allow for reconciliation to the GL for local authorities in the partnership.

Some members had concerns over checking details of officers who were paid more than £4000 net per month. Alistair Stewart said that payroll systems were audited annually both internally and externally. He added

that any amendments during the year and any large payments were reviewed by the auditors.

The Committee and officers discussed ways the HR/Payroll Shared Service would be audited.

When asked about the audit agreement and who would audit the payroll service, Jim McDonald said that audits would be conducted by the East Kent Audit and Kent County Council Audit but further detail on this was still to be finalised.

In response to concern from Members regarding the service level agreement Alistair Stewart suggested that a presentation could be given to the East Kent Joint Scrutiny Committee. He said this would help the Committee understand the detail of the shared service project and would give the Committee the opportunity to influence how it works and how it would continue to work in the future.

Proposed by Councillor Birkett
Seconded by Councillor Lloyd-Jones and

RESOLVED:

- 1. To accept the Human Resources/Payroll Shared Services Service Level Agreements as working documents noting that appropriate officers will continue to refine them.**
- 2. That at a future meeting of the Committee a presentation be given on the Human Resources/Payroll Shared Services project prior to its formal implementation in October. This to be undertaken by officers directly involved in the project.**
- 3. To review the Human Resources/Payroll Shared Services after it has been in operation for at least 6 months by way of a further presentation from officers directly involved in the project and to include some users of the service.**
- 4. To recommend to each authority that the proposal is recommended for approval.**

(Voting: For 9; Against 0; Abstentions 0)

There being no other business the meeting closed at 10.40am