

Notice of Meeting Orbis Joint Committee

**Date & time**

Monday, 16 October
2017 at 2.00 pm

Place

County Hall North,
West Sussex County
Council, Parkside,
Chart Way, Horsham,
RH12 1XH

Contact

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This meeting will be held in public. If you would like to attend and you have any special requirements, please contact Emma O'Donnell on 020 8541 8987.

Members of the Committee

Councillor David Elkin (Lead Member for Resources and Deputy Leader, East Sussex County Council), Mr Tim Oliver (Cabinet Member for Property and Business Services), Cllr Leslie Hamilton (Brighton and Hove City Council), Ms Denise Turner-Stewart (Cabinet Member for Communities), Bob Standley (East Sussex County Council) and Andrew Wealls (Brighton & Hove City Council)

AGENDA

1 APOLOGIES FOR ABSENCE

To receive any apologies for absence.

2 MINUTES OF THE PREVIOUS MEETING: 20 JANUARY 2017

(Pages 1
- 8)

To agree the minutes of the previous meeting as a true record.

3 DECLARATIONS OF INTEREST

All Members present are required to declare, at this point in the meeting or as soon as possible thereafter

- (i) Any disclosable pecuniary interests and / or
- (ii) Other interests arising under the Code of Conduct in respect of any item(s) of business being considered at this meeting

NOTES:

- Members are reminded that they must not participate in any item where they have a disclosable pecuniary interest
- As well as an interest of the Member, this includes any interest, of which the Member is aware, that relates to the Member's spouse or civil partner (or any person with whom the Member is living as a spouse or civil partner)
- Members with a significant personal interest may participate in the discussion and vote on that matter unless that interest could be reasonably regarded as prejudicial.

4 PROCEDURAL MATTERS

a Members' Questions

The deadline for Members' questions is 12pm four working days before the meeting (Tuesday 10 October 2017).

b Public Questions

The deadline for public questions is seven days before the meeting (Monday 9 October 2017).

5 ORBIS JOINT COMMITTEE TERMS OF REFERENCE

(Pages 9
- 12)

To share the updated Terms of Reference for the Orbis Joint Committee and obtain approval.

6 ORBIS BUSINESS PLAN REFRESH

(Pages
13 - 42)

This report provides an update to the Orbis Joint Committee on the development of a revised business plan and progress made on the key elements developed to date.

- 7 AUGUST BUDGET MONITORING REPORT** (Pages 43 - 48)
 This report provides an update to the Joint Committee on the financial position of Orbis at the end of August 2017.
- 8 SERVICE UPDATE- FINANCE** (Pages 49 - 60)
 This report provides an update to the Orbis Joint Committee on the integration of services across the Finance function.
- 9 SERVICE UPDATE- IT & DIGITAL** (Pages 61 - 82)
 The Orbis Business Plan is predicated on the delivery of efficiencies achieved through service redesign and integration. This report provides an update on this process for the IT and Digital Service.
- 10 EY MARKET INSIGHT** (Pages 83 - 102)
 The first iteration of the quarterly market insight bulletin is shared for information.
- 11 ORBIS JOINT COMMITTEE FORWARD PLAN** (Pages 103 - 108)
 To review and agree the Committee's Forward Work Programme
- 12 DATE OF NEXT MEETING**
 The next meeting of the Orbis Joint Committee will be held on Friday 19 January 2018- subject to confirmation.

Philip Baker
Assistant Chief Executive
East Sussex County Council
 Published: Wednesday 4 October 2017

Julie Fisher
Acting Chief Executive
Surrey County Council

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Thank you for your co-operation