

MINUTES of the meeting of the **ORBIS JOINT COMMITTEE** held at 2.00 pm on 18 July 2016 at Members' Conference Room, County Hall, Kingston upon Thames, KT1 2DN.

These minutes are subject to confirmation by the Committee at its meeting on 21 October 2016.

Elected Members:

- * Ms Denise Le Gal
- * Councillor David Elkin

Officers in attendance:

East Sussex County Council (ESCC):

Kevin Foster, Chief Operating Officer
Leatham Green, Programme Director, People and Change
Marie Greenan, Orbis Programme Coordinator
Matt Scott, Chief Information Officer
Tobe Puckey, Applications Support Officer
Sergio Sgambellone, Director of Human Resources

Surrey County Council (SCC):

John Stebbings, Chief Property Officer
Sheila Little, Director of Finance
Adrian Stockbridge, Orbis Programme Manager
Matt Scott, Chief Information Officer
Holly Iggleston, Executive Assistant
Sergio Sgambellone, Director of Human Resources

Brighton and Hove City Council (BHCC):

Graham Liddell, Head of Internal Audit

38/16 APOLOGIES FOR ABSENCE [Item 1]

There were none.

39/16 MINUTES OF THE PREVIOUS MEETING [Item 2]

The minutes were agreed as a true record of the meeting.

40/16 DECLARATIONS OF INTEREST [Item 3]

None were received.

41/16 PROCEDURAL MATTERS [Item 4]

a MEMBERS' QUESTIONS [Item 4a]

There were none.

b PUBLIC QUESTIONS [Item 4b]

There were none.

42/16 ORBIS JOINT COMMITTEE FORWARD PLAN [Item 5]

Declarations of interests:

None

Witnesses:

Kevin Foster, Chief Operating Officer, East Sussex County Council

Key points raised during the discussion:

1. The Committee was informed that the decision by Brighton and Hove City Council's (BHCC) Policy, Resources and Growth Committee on whether to join the Orbis Partnership, and in what capacity, would be taken in October 2016. The outcome of due diligence processes as well as the Policy, Resources and Growth Committee's decision would have implications on the items to be considered at the Orbis Joint Committee meeting scheduled to take place on 20 January 2017 and which may require the Forward Plan to be amended accordingly.

Actions/ further information to be provided:

None

RESOLVED:

That the Orbis Joint Committee approve the Forward Plan.

43/16 BRIGHTON AND HOVE CITY COUNCIL UPDATE [Item 6]

Declarations of interests:

None

Witnesses:

Graham Liddell, Head of Internal Audit, Brighton and Hove City Council

Kevin Foster, Chief Operating Officer, East Sussex County Council

John Stebbings, Chief Property Officer, Surrey County Council

Key points raised during the discussion:

1. An introduction to the report was provided by the Head of Internal Audit at BHCC who advised Members that due diligence in respect of joining the Orbis Partnership was still being undertaken by BHCC. Attention was drawn to the four key areas of focus that are being used to define the due diligence as outlined in the report. More consideration would need to be given to the areas which had been identified but it was stressed that it was necessary to draw the due diligence process to a conclusion so that Policy, Resources and Growth Committee can confirm the decision to join the Partnership, subject to this due diligence, and in what capacity. The Head of Internal Audit stated that BHCC was required to make 30% savings

within its budget by 2020 and that further consideration was required on how membership of the Orbis Partnership could contribute sufficiently to BHCC achieving these savings.

2. Members inquired about the length of time that it had taken BHCC to conduct due diligence on the Orbis Partnership and why it had taken longer than anticipated. The Head of Internal Audit advised the Committee that undertaking a thorough and effective due diligence process was difficult and time-consuming even for those services at BHCC where integrating with the Partnership was expected to be relatively straightforward.
3. The Committee stated that the report read as being more cautious around the outcomes of due diligence than previous updates and asked if other options for rationalising back office functions were under consideration. Members were informed that other options had previously been reviewed but that, as of December 2015, joining Orbis was the only one that had been given any serious consideration. The Chief Operating Officer stressed that the interests of all parties involved the partnership was paramount and that it was important to ensure, through due diligence, that BHCC would benefit and achieve considerable savings through its involvement in the partnership.

Actions/ further information to be provided:

None

RESOLVED:

The Orbis Joint Committee:

- i. noted the progress being made by BHCC towards completing due diligence on joining the Orbis Partnership; and
- ii. noted the current intention to make a recommendation to the Brighton and Hove City Council Policy, Resources & Growth Committee in October 2016.

44/16 ORBIS INDUCTION ENGAGE [Item 7]

Declarations of interests:

None

Witnesses:

Leatham Green, Programme Director for People and Change, East Sussex County Council

Kevin Foster, Chief Operating Officer, East Sussex County Council

John Stebbings, Chief Property Officer, Surrey County Council

Tobe Puckey, Applications Support Officer, East Sussex County Council

Holly Iggleston, Executive Assistant, Surrey County Council

Key points raised during the discussion:

1. Officers delivered a presentation to the Committee on a strategy which had been developed to implement an effective and engaging induction

- programme for new members of staff joining the Orbis Partnership. Members were informed that inductions have the potential to contribute significantly to the success of Orbis by helping to create a happy, motivated workforce which can improve staff and skill retention thereby reducing costs arising from the recruitment process. Officers stressed that inductions should also improve the experience of managers and team members by instituting a process which enables new starters to begin their new role as soon as possible.
2. The Committee heard details of how the Orbis EPIC Induction Programme proposed to engage new starters and improve the experience of existing staff. Following consultation with managers and staff, an induction programme had been developed which included developing a buddy system, allocating IT equipment and support as standard on the first day and providing feedback on why the new starter was interviewed and appointed to the position. Members were further informed that an app was in the process of being developed which staff can access on their phone as a supplement to the induction process. Officers stated that the aspiration was to embed the process across ESCC with specific elements of the programme tailored for those joining the Orbis Team.
 3. Members requested information on who was responsible for implementing the First Day Makers programme and were informed that at SCC the process was owned by the Training Team whereas at ESCC this was still in the process of being decided. The Committee asked to receive an update on the implementation of the EPIC Induction Programme at its meeting on 20 January 2017 as part of a Service Spotlight including information on who was responsible for the induction Programme at ESCC.

Actions/ further information to be provided:

The Committee to receive an update on the implementation of the EPIC Induction Programme at its meeting on 20 January 2017 as a Service Spotlight. The update should include information on who was responsible for the induction Programme at ESCC.

RESOLVED:

The Orbis Joint Committee reviewed and noted the approach outlined in the report for inducting new staff into Orbis.

45/16 MAY BUDGET MONITORING [Item 8]

Declarations of interests:

None

Witnesses:

Kevin Foster, Chief Operating Officer, East Sussex County Council
John Stebbings, Chief Property Officer, Surrey County Council

Key points raised during the discussion:

1. Attention was drawn to Table 1 on page 42 of the agenda, the Committee indicated that there appeared to be an underspend in expenditure on staffing which appeared to result in a significant saving to Orbis. The Chief Operating Officer advised Members that there was a discrepancy in when costs hit the ledger and that by the end of the year the amount of savings made through reduced expenditure on staff would not be as significant as that suggested in the report.

Actions/ further information to be provided:

None

RESOLVED:

The Orbis Joint Committee:

- i. note the forecast zero budget variance at year end on both the joint operating budget and investment fund; and
- ii. note that Orbis forecast to achieve £1.2m efficiencies by year end.

46/16 ORBIS SAVINGS PLANS [Item 9]

Declarations of interests:

None

Witnesses:

None

Key points raised during the discussion:

None

Actions/ further information to be provided:

None

RESOLVED:

The Orbis Joint Committee noted the development of plans for delivering the required savings in 2017/18.

47/16 ORBIS TRANSFORMATION PARTNER [Item 10]

Declarations of interests:

None

Witnesses:

None

Key points raised during the discussion:

None

Actions/ further information to be provided:

None

RESOLVED:

The Orbis Joint Committee noted progress in the selection of an organisation to support the delivery of the Business Plan.

48/16 SERVICE UPDATE - INFORMATION TECHNOLOGY (ICT/IMT) [Item 11]

Declarations of interests:

None

Witnesses:

None

Key points raised during the discussion:

None

Actions/ further information to be provided:

None

RESOLVED:

The Orbis Joint Committee noted the content of the update for the IT department.

49/16 EXCLUSION OF THE PUBLIC [Item 12]

Resolved: That under Section 100(A) of the Local Government Act 1972, the public be excluded from the meeting for the following items of business on the grounds that they involve the likely disclosure of exempt information under the relevant paragraphs of Part 1 of Schedule 12A of the Act.

50/16 ORBIS SAVINGS PLANS (PART 2 REPORT) [Item 13]

Declarations of interests:

None

Witnesses:

Kevin Foster, Chief Operating Officer, East Sussex County Council
John Stebbings, Chief Property Officer, Surrey County Council
Sheila Little, Director of Finance, Surrey Council Council

Key points raised during the discussion:

1. The Chief Operating Officer introduced the report. The Committee asked a number of questions which were responded to by the officers present before moving to recommendations.

Actions/ further information to be provided:

Actions arising from this item are set out in the Part 2 minutes.

RESOLVED:

The Committee approved the recommendations set out in the confidential report.

51/16 ORBIS TRANSFORMATION PARTNER (PART 2 REPORT) [Item 14]

Declarations of interests:

None

Witnesses:

Kevin Foster, Chief Operating Officer, East Sussex County Council
John Stebbings, Chief Property Officer, Surrey County Council

Key points raised during the discussion:

1. The Chief Property Officer introduced the report. The Committee asked a number of questions which were responded to by the officers present before moving to recommendations.

Actions/ further information to be provided:

Actions arising from this item are set out in the Part 2 minutes.

RESOLVED:

The Committee approved the recommendations set out in the confidential report.

52/16 SERVICE UPDATE - INFORMATION TECHNOLOGY (ICT/IMT) (PART 2 REPORT) [Item 15]

Declarations of interests:

None

Witnesses:

Kevin Foster, Chief Operating Officer, East Sussex County Council
John Stebbings, Chief Property Officer, Surrey County Council
Matt Scott, Chief Information Officer, East Sussex County Council and Surrey County Council.

Key points raised during the discussion:

1. The Chief Information Officer introduced the report. The Committee asked a number of questions which were responded to by the officers present before moving to recommendations.

Actions/ further information to be provided:

Actions arising from this item are set out in the Part 2 minutes.

RESOLVED:

The Committee approved the recommendations set out in the confidential report.

53/16 DATE OF THE NEXT MEETING [Item 16]

The Committee noted that's it next meeting would take place on 21 October 2016.

Meeting ended at: 3.25 pm

Chairman