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Item 5



Room 122
County Hall
Penrhyn Road
Kingston upon Thames
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KT1 2DN

Cllr Tim Oliver
Cabinet Member for Property and Business Services
Room 127
County Hall
Kingston upon Thames
Surrey
KT1 2DN

08 January 2018

Dear Tim,

The Corporate Services Select Committee held a meeting on 6 December 2017 to scrutinise both the refreshed Orbis Business Plan and Orbis Public Law Business Plan. I would like to thank you for attending and participating at this meeting. The draft minutes from this meeting have been published and will be confirmed at the Select Committee's next formal meeting on 7 March 2018. At the meeting the Select Committee agreed that any key comments raised in relation to the refreshed Orbis Business Plan and Orbis Public Law Business Plan would be forwarded to the Cabinet Member for Property and Business Services for consideration prior to both business plans being signed off by the Orbis Joint Committee and Orbis Public Law Joint Committee in January 2018.

Please find below key comments and issues raised by the Select Committee:

- The Select Committee were in agreement that both business plans required the inclusion of KPI's so performance could be monitored and the full impact of Orbis understood.
- In regards to the refreshed Orbis Business Plan, the Committee noted that Orbis delivered its savings target, which was a 17% average reduction in costs compared to 2015/16 net budgets. This was primarily through a reduction in senior management posts. The Committee were in agreement that as services across Orbis continue to converge work should be done to integrate processes across each of the services within the partnership as far as possible, so delivering further efficiencies, and related savings targets set.
- The Centres of Expertise identified within the report presented to the Select Committee should be progressed rapidly so commercial opportunities can be sought and additional income generating opportunities for Orbis identified.
- The Committee were in agreement that time-recording and cross-charging by services such as legal services should be introduced as a means of monitoring the support required by individual services and also creating an income generation stream through recharging costs back to teams.

I very much hope these comments will inform the development of the revised business plan for Orbis and the business plan for Orbis Public Law.

Please do not hesitate to contact me should you have any questions.

Best wishes,

A handwritten signature in black ink, reading "Zully Grant-Duff". The signature is written in a cursive, flowing style with a long horizontal flourish at the end.

Cllr Dr Zully Gant-Duff
Chairman, Corporate Services Select Committee