

**CenSus Joint Committee
(Central Sussex Partnership)**

Minutes of a meeting held in
the Council Chamber, Civic Centre, Shoreham-by-Sea
at 10.00am on Friday 19 June 2015

Present:

Councillors: Neil Parkin (Chairman), Adur District Council
Jim Funnell, Adur District Council
Brian Donnelly, Horsham District Council
Gary Marsh, Mid Sussex District Council

Apologies:

Councillors: Daniel Humphreys, Worthing Borough Council
Mark Nolan, Worthing Borough Council
Gordon Lindsay, Horsham District Council
Jonathan Ash-Edwards, Mid Sussex District Council

Also Present:

Jane Eckford, Director for Customer Services, Adur and Worthing Councils
Paul Brewer, Director for Digital & Resources, Adur and Worthing Councils
Paul Tonking, Head of Revenues & Benefits, Adur and Worthing Councils
Dave Briggs, Head of Design & Digital, Adur and Worthing Councils
Neil Terry, Senior Democratic Services Officer, Adur and Worthing Councils
Andrew Mathias, Senior Solicitor, Adur and Worthing Councils
Katharine Eberhart, Director of Corporate Resources, Horsham District Council
Tim Delany, Head of CenSus Revenues and Benefits, Mid Sussex District Council
Peter Stuart, Head of Finance: CenSus CFO, Mid Sussex District Council
John Ross, Head of CenSus ICT, Horsham District Council

CJC/001/15-16 Declarations of Interest

None.

CJC/002/15-16 Minutes

Resolved that the minutes of the meeting of the Committee held on 27 March 2015 be agreed and signed by the Chairman

CJC/003/15-16 Urgent Items

None.

CJC/004/15-16 CenSus Annual Return 2014/15

The Committee received a report from the Head of Finance: CenSus CFO, setting out the CenSus Annual Return accounting statement for the partnership to be audited by PKF Littlejohn.

The Committee was advised that the return fulfilled statutory requirements to report on the financial standing of the entity. However, it was noted that due to changes in the legislation, this would not be required in future years.

Members were advised that the annual return form was for small bodies in England with an annual turnover of £6.5m or less and that the actual income to Census for 2014/15 was £6.587m. Officers did not anticipate the additional income being a problem that may lead to the return not being audited.

Resolved:

That the Census Joint Committee approved the Annual Return and authorised the Chairman to sign the papers accordingly.

CJC/005/15-16 CenSus Joint Committee Quarterly ICT Service Update

A report was presented by the Head of CenSus ICT, which considered CenSus ICT service performance as at the end of April 2015 and the budget position at close of the financial year 2014/15.

The Head of CenSus ICT verbally updated the Committee on a number of issues including:-

- WAN had gone live following a significant period of testing;
- PSN certificates had been received for 2 out of 3 sites with the outstanding site expected to receive accreditation in the near future;
- ICT Disaster Recovery software (Veeam) had been procured, configured and fully tested with work in hand to complete the initial full back ups and transfer / storage of the data to other partner sites;
- Process development and implementation activities were progressing well;
- The remote access device (G/on) had proved to be extremely successful and is to be rolled out to appropriate users on a site by site basis;
- The Head of CenSus ICT was preparing a full submission for the restructuring of CenSus ICT to address clarity of management responsibility / accountability issues and inconsistencies in relation to salaries and function of staff.

A Member stated that the G/on device had been a great success, enabling Members to use their own devices for Council business.

Resolved:

That the CenSus Joint Committee:-

- i. noted the operational performance of the CenSus ICT Service;
- ii. noted the current status of the CenSus ICT project progress;
- iii. noted the current status of the ICT non CenSus projects (site specific);
- iv. noted the progress to date on ICT process development & restructuring of the team;
- v. noted the status of major ICT incident occurrence within the last quarter.

CJC/006/15-16 CenSus Revenues and Benefits

A report was presented by the Head of CenSus Revenues and Benefits, which outlined the performance and activity of CenSus Revenues and Benefits since the last update report in March 2015. In particular, the outcome and the work undertaken as a consequence of the 2013/14 subsidy audit.

The Committee noted:-

- that generic and technical training had been delivered which had been well received;
- that telephony situation was in hand although an intermittent fault was still being experienced;
- that officers had met with the DWP regarding the introduction of Universal Credit for some claimants in September and October. The roll out to the CenSus authorities in September and October would only be for the most straightforward claims, basically single people claiming JSA with no rent costs.

Members welcomed the report, in particular the outcomes of the subsidy audit and the proposed involvement of the CAB in relation to budgeting advice for Universal Credit.

Resolved,

That the CenSus Joint Committee:-

- i. noted the performance and activity of the service;
- ii. noted the 2014/15 Year's performance.

CJC/007/15-16 Joint Committee Work Programme 2015/16

The Head of Design and Digital for Adur and Worthing Councils outlined the proposed work programme for 2015/16.

Resolved,

That the CenSus Joint Committee approved the Work Programme for 2015/16.

CJC/008/15-16 Next Meeting

Resolved,

That the CenSus Joint Committee noted that the next meeting was scheduled to take place at 10.00am on 25th September 2015 in the Gordon Room, Town Hall, Worthing.

The meeting was declared closed by the Chairman at 10.21am, having commenced at 10.00am.

Chairman