

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

Minutes of a meeting held in the
Queen Elizabeth II Room, Shoreham Centre, Shoreham-by-Sea
at 10.00am on Friday 18 March 2016

Present:

Councillors: Neil Parkin, Adur District Council
Jim Funnell, Adur District Council
Daniel Humphreys, Worthing Borough Council
Mark Nolan, Worthing Borough Council
Brian Donnelly, Horsham District Council
Jonathan Ash-Edwards, Mid Sussex District Council
Gary Marsh, Mid Sussex District Council

Apologies:

Councillors: Gordon Lindsay, Horsham 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 and Benefits, Worthing Borough Council
Dave Briggs, Head of Digital & Design, Adur and Worthing Councils
Carol Stephenson, Partnership & Business Support Manager, Adur and Worthing Councils
Neil Terry, Senior Democratic Services Officer, Adur and Worthing Councils
Joanne Lee, Senior Solicitor, Adur and Worthing Councils
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/026/15-16 Declarations of Interest

None.

CJC/027/15-16 Minutes

Resolved that the minutes of the meeting of the Committee held on 11 December 2015 be agreed and signed by the Chairman

CJC/028/15-16 Urgent Items

None.

CJC/029/15-16 Final 2016/17 Joint Committee Budget

The Committee received a report from the Head of Finance, CenSus, setting out the final revenue and capital budgets for both the Revenues and Benefits Service and ICT service for 2016/17.

Members were informed that the £22k increase to the ICT budget resulted from an increase in local maintenance budgets relating to the Capita Wan, VM Ware and EZu hosting contracts following updated information from the relevant suppliers.

Resolved:

That the Census Joint Committee approved the revenue and capital 2016/17 budgets for both the Revenues and Benefits Service and the ICT Service.

CJC/030/15-16 CenSus Revenues and Benefits Report

A report was presented by the Head of Revenues and Benefits, Census, which set out the performance and activity of CenSus Revenues and Benefits since the December Committee meeting.

The Committee welcomed an update on the staffing position and noted that the cost of agency staff had been met from savings made elsewhere within the service.

Officers advised that the subsidy audit had resulted in a 'qualification' in the auditor's letter which had been disappointing. One-off errors aside, the errors identified concerned "income" and in Mid Sussex' case, misclassification of overpayments.

A Member requested clarification of the timescale for the roll-out of self-service. Officers advised that implementation would take place over the next 12 to 18 months.

Resolved:

That the CenSus Joint Committee noted the performance and activity of the Service.

CJC/031/15-16 Quarterly ICT Service Update

A report was presented by the Head of CenSus ICT, which outlined the CenSus ICT service performance and the budget position as at the end of January 2016.

The Committee was advised that the service had continued to strike a balance between service and project delivery, reducing the number of outstanding calls to

137 across all sites in January 2016 whilst achieving an SLA performance above the required 85% on all 3 sites, with a consolidated compliance through the quarter ranging from 90-94%.

A detailed assurance review of the overall status of Disaster Recovery, at all partnership sites, would be undertaken throughout March by the Census Technical Design Authority with the results being reported at the next meeting of Census Joint Committee.

The Committee noted that the restructuring of CenSus ICT had been substantively completed, including the recruitment of a new Service Manager in Worthing.

A Member requested more detail regarding the £62k overspend on the Security Project. Officers confirmed the overspend was attributed to the cost of 2 consultants.

A Member sought clarification regarding the outage at Commerce Way earlier in the week. Officers advised that all ICT services had gone offline on Wednesday 16 March and they would not be online until Monday 21 March. This had been caused by a problem with the WAN Network. Officers had been disappointed by a slow response to the provision of the replacement part but advised that the failure had been a breach of the Service Level Agreement and therefore a financial penalty would be sought.

Members requested that an update on the situation be provided to Committee at its next meeting.

Resolved,

The Census Joint Committee:-

- a. noted the operational performance of the CenSus ICT service;
- b. noted the current status of the CenSus & site specific ICT project progress;
- c. noted the proposed Project Portfolio for 2016/17;
- d. noted progress to date on ICT process development & restructuring of the team; and,
- e. noted the status of major ICT incident occurrence within the last quarter.

CJC/032/15-16 A review of the current partnership arrangement for the delivery of the Adur Revenues and Benefits Service

A report was presented by the Head of Worthing Revenues and Benefits, which informed the Committee that on 25th February 2016, Adur District Council determined that it will withdraw from the current CenSus partnership arrangements for the delivery of the Adur Revenues and Benefits Service.

In accordance with the decision made by Adur Full Council and section 17 of the CenSus Partnership Agreement dated 12th August 2011, on the 26th February 2016 formal notice to withdraw from the partnership was served upon Horsham District Council, Mid Sussex District Council and the Secretary to the Joint Committee.

The Leader of Adur District Council wished to place on record Adur District Council's thanks to the Census Revenues and Benefits Service for its work under the partnership.

Resolved,

That the Census Joint Committee noted the contents of the report.

CJC/033/15-16 Census Joint Committee Dates 2016/17

The Head of Digital & Design for Adur and Worthing Councils outlined the proposed dates for meetings in 2016/17.

Resolved,

That the proposed dates and locations for the Census Joint Committee's meetings in 2016/17 were agreed.

CJC/034/15-16 Joint Committee Work Programme 2015/16

The Head of Digital & Design for Adur and Worthing Councils outlined the proposed work items for the Committee meetings in 2016/17.

The Committee noted that the ICT & WAN item going to Committee on the 17 June 2016 would include an update on the Commerce Way incident and that a standing item had been added to the Work Programme to cover the withdrawal of Adur District Council from the Census Revenues and Benefits Partnership.

Resolved,

That the Census Joint Committee agreed the Work Programme for 2016/17.

CJC/035/15-16 Next Meeting

Resolved,

That the CenSus Joint Committee noted that the next meeting was scheduled to take place at 10.00am on 17th June 2016 at Horsham District Council.

The meeting was declared closed by the Chairman at 10.31am, having commenced at 10.00am.

Chairman

