

**Minutes of the Meeting of the
CenSus Joint Committee on 8 December 2017
from 10:00 a.m. to 10:20 a.m.**

Present: Councillors: Jonathan Ash-Edwards (Chairman)
Mandy Thomas-Atkin (Vice-Chairman)

Carson Albury*
Gordon Lindsay*

Brian Donnelly
Mark Nolan*

Daniel Humphreys
Neil Parkin*

*Absent

Also attending: Councillor Brian Boggis

1. APOLOGIES FOR ABSENCE

Apologies were received from Councillors Albury, Lindsay, Crouch and Parkin.
Councillor Brian Boggis substituted for Councillor Parkin.

2. MINUTES

The Minutes of the meeting of the Committee held on 23 June 2017 were agreed as a correct record and signed by the Chairman.

3. DECLARATION OF INTERESTS

None.

4. QUARTERLY ICT SERVICE UPDATE

Dave Briggs, a consultant introduced the report, highlighting the progress made on the future strategy for Census ICT. He noted that good progress has been made with the cloud infrastructure as a service transition which is the one shared project across the partnership. Eduserve has been appointed as the manage service provider and each Council has chosen their preferred supplier to host the services. Adur and Worthing have chosen to use Amazon Web Services and Horsham and Mid Sussex District Council have chosen Microsoft Azure. Implementation and transition is planned for the new year.

He highlighted that there is ongoing work to disaggregate the budget, noting that there will be a few shared budgets which will remain and sit with Horsham, with the other Councils being recharged. He also provided an update on the major outages across the partnership during the period with three reported at Adur and Worthing, one at Horsham and none at Mid Sussex.

A Member queried if there was any significance to the two power failures at the London Data Centre, noting the gradual reduction in the National Grid's capability over recent years. Paul Brewer, from Adur and Worthing confirmed that the two power failures related to the third party who supply Adur and Worthing's telephone system. He confirmed that work is continuing with the supplier to ensure that such issues are avoided in the future. Dave Briggs provided reassurance that in terms of resilience, the new data centres that have been sourced by each Council are the best in their field and are able to switch seamlessly from one centre to an alternative location in the event of any issues.

As there were no further questions the Chairman took Members to the recommendations outlined in the report.

RESOLVED

Members agreed to note:

- i. The progress made on the future strategy for Census ICT.
- ii. The current status of the cloud infrastructure as a service project.
- iii. The status of major ICT incident occurrence within the last quarter.

5. REVENUES AND BENEFITS REPORT

Peter Stuart, Head of Corporate Resources at Mid Sussex District Council introduced the report and noted that the report author Kevin Stewart has now been appointed as the Business Unit Leader for Revenues and Benefits at Mid Sussex, although he will continue working with Horsham for the meantime.

He drew Members attention to item 5.1, noting that processing speed for new claims and change in circumstances has increased. However he highlighted that the focus was now on accuracy rather than speed of processing. The benefits of this can now be seen, as there is now far less money being lost to the Department of Work and Pensions in subsidy clawback and the Local Authority Overpayments is fully retained at 100% this year.

A Member offered congratulations to the Officers involved on this improvement and noted the importance of accuracy. Another Member also sought clarification on how the figures due to the DWP compared to previous years. The Head of Corporate Resources confirmed that in previous years the figures had been approximately £230,000 for Horsham and £250,000 for Mid Sussex whereas this year Horsham is at risk of losing £14,484 and Mid Sussex £13,628 which is a significant improvement,

As there were no further questions the Chairman took Members to the recommendations outlined in the report.

RESOLVED

Members agree to note the performance and activity of the Service including the 2017/18 performance figures to date.

6. DISSOLUTION OF THE CENSUS JOINT COMMITTEE

Jane Eaton, Director of Corporate Resources at Horsham District Council introduced the report recommending for the dissolution of the Joint Committee from 1 April 2018. The report is being presented to Members at this meeting to provide time for Members from each Council to make a decision to dissolve the Committee as this has to be done individually. Horsham will need to do this on 21 February 2018. She highlighted that an Officer Project Management Board would continue in place of the Committee to oversee the joint technology work and report to the relevant Cabinet Member or Portfolio Holder at their Council in the usual way.

The Solicitor to the Council at Mid Sussex confirmed that individual Councils have to dissolve the committee through their Constitutions, with this being planned by Mid Sussex District Council for 28 March 2018.

A Member proposed that the last section of the Terms of Reference be amended to reflect that the Board will meet when required, rather than monthly. Paul Brewer also confirmed that the name of the Board had changed since the writing of the report, and will now be 'Infrastructure Service Project Group'.

As there were no further questions the Chairman confirmed that the CenSus Joint Committee will meet one further time in March 2018. He then took Members to the recommendations outlined in the report.

RESOLVED

Members agreed to:

- i. Recommend to Adur District Council, Horsham District Council, Mid Sussex District Council and Worthing Borough Council that they approve the dissolution of the Census Joint Committee from 1 April and remove it from their Constitution.
- ii. Approve the 'Infrastructure Service Project Group'. to oversee the joint technology work, reporting to the relevant Cabinet Member or Portfolio Holder at their Council in the usual way.

The Chairman closed the meeting at 10:20 a.m.

Chairman