

## MINUTES OF THE CJC MEETING ON 28 JULY 2006 IN THE CIPFA COUNCIL CHAMBER

**Present** – Carl Allen (CP), Derek Collins (BSA), Tim Date (ACSeS), Malcolm Dawes (ACES), Ossie Dodds (Psnet), Richard Harbord (IRRV), Parvis Khansari (CSS), Henry Merritt (LGA), Mair Molteno (LGA), Julian Smith (secretary), John Serle (SOCITM), Phil Stepney (ADSS), and Will Werry (chair)

**Apologies** - Bob Atkins (APA), Shirley Atkinson (PTEs), John Blair (APSE), Clive Bone (IQA), John Bradley (BSA), Louise Dunne (IPF), Roy Fairclough (TAG), Anna Green (HFMA), Phil Hall (Audit Commission), John Holman (CIOH), Colm Hughes, Rob Langridge (BSA), Lesley Lodge (CIPFA), Andy Oakley (SOPO), John Plumb (IPF), Norman Rose (BSA), Richard Schmidt (CIPFA)

**1 Guide to Economies of Scale** - Parts 1, 2, 3, 6, 7, 8 and 11, and annexes, were approved for early publication, subject to

- ◆ expanding Part 1 to
  - cover the developing debate about service sharing
  - include a health warning about projected savings figures for the sharing of different services
- ◆ adding a new Part to deal specifically with the problems of framework contracts and framework agreements
- ◆ amending 02.09 to
  - make clear that the statutory duties of chief officers, and of principals to delegation agreements, are inalienable
  - describe the work now being done on sharing the initial clerical work needed before considering planning applications, and on digitising mail received for electronic despatch to addressees
- ◆ amending 02.11 to make clear that for all services there has to be an optimum point, which may already have been reached, at which further aggregation yield no further economies
- ◆ in part 7, amending the section on business format franchising to include further examples, refer to the availability of trading powers to sell intellectual property, but note that in local government the widespread assumption that good practice is shared without charge
- ◆ clarifying 11.03
- ◆ in annex C of Part 01 - noting the scope to add non-care work to LIFT projects

**2 CJC Standing Guide**

- ◆ Parts 15, 54, 72, 73 and 96 were approved for immediate publication in Version 4 subject to clarifying 96.13
- ◆ Part 25 (framework agreements) to be much extended in Version 5

**3 Next CJC publications** - agreed

- ◆ to consider the following suggestions
  - a guide describing all ways of improving productivity and performance not requiring structural and contracting changes - to be entitled Cure without Surgery - officers to circulate a draft brief
  - the PFI and prudential borrowing
- ◆ officers to circulate for review
  - a list of all CJC publications to date
  - a list of all headings and sub-headings in the Standing Guide

**4 Consultation paper on a national strategy for shared services** by the Scottish Executive - officers to circulate an early draft of a response

**5 Calendar of Meetings for 2006 & 2007** noted as follows - all at 1100 in CIPFA offices, Robert Street

29 September 2006	24 November 2006	26 January 2007	30 March 2007
25 May 2007	27 July 2007	28 September 2007	30 November 2007

Approved and signed



Will Werry, chair, 28 July 2006