

TransitionalServiceDelivery/SharedServices
asat13February2009

Service	Share/ Not Share	Host	ProposedWayForward (priorto31Jul08)	Currentpositionasat13February 2009	LatestPositiononSLA Preparation
BusinessTransformationandCustomerServices					
CommunityIntelligence Team	NOT SHARE	N/A		AgreedtodisaggregateonDay1.	NoSLAneeded
CouncilTax Administration	NOT SHARE	N/A	Notshared.	Agreednottoshare.	NoSLAneeded
CustomerContact	NOT SHARE	N/A	CountyContractCentretobeasharedservice fromdayoneandhostedbyCBC.	AgreedtodisaggregateonDay1 followingdecisionontheway forwardbyCBCShadowExecutive on30September.	NoSLAneeded
HousingBenefit Administration	NOT SHARE	N/A	Notshared.	Agreednottoshare.	NoSLAneeded
PartnershipTeam(LSP/ CommunityStrategy/ LAA)	NOT SHARE	N/A	Initialsharingofthesmallofficerteamoftwo butagreementhasbeenmadetocreatea CBCLSPwithitsfirstmeetingearlyin2009.It isintendedtocreatetwoLAAsfrom2009/10.	AgreedtodisaggregateonDay1.	NoSLAneeded
Coronersservice	SHARE	CBC	Sharedservice–CBCtohost Coronial CourtislocatedinDunstable.	Agreedtorunasasharedservice, hostedbyCBC.CoronersCourtstill toagreeonewarrangements.	BlanktemplatesenttoCaroline Ritchie.Responseawaited.

Service	Share/ Not Share	Host	ProposedWayForward (priorto31Jul08)	Currentpositionasat13February 2009	LatestPositiononSLA Preparation
RegistrationofBirths, MarriagesandDeaths	SHARE	CBC	HostinCBC,asCBCwillgetthelargersha oftheTradingStandardsteam—andthey multi-taskonregistration.	Agreedtorunasasharedservice, hostedbyCBC.	CarolineRitchieworkingonsecond draft.
ChildrenFamiliesandLearning					
14-19Service	SHARE	BBC		Agreedtorunasasharedservice withBBCtohostuntilregulations change.EdwinaGranttochairthe 14-19forum.	Seconddraftsentouton9February
Adoption&Fostering	SHARE	CBC	Proposedasasharedse vice,asthisisa small,specialistservice.CBCcouldhostthis servicebutitshouldbereviewedinYear2.	Agreedtorunasasharedservice onDay1hostedbyCBC.	DraftSLAsentouton2February. Agreementawaitedoncharging.
AdultandCommunity Learning	SHARE	CBC	OfficersrecommendAdult&Community Learningwouldbeasharedservicehostedby CBC.AcontractrunsuntilAugust2009.	Agreedtorunasasharedservice, hostedbyCBCuntilcontractwith Learning&SkillsCouncilexpiresin August2009.Thiswillneedtobe reviewedwellinadvanceofthat date.	Atfinaldraft
AdvisorySupport Communications	SHARE	BBC			Firstdraftsentouton5February
Archives	SHARE	BBC	Thisshouldbesharedandhostedby BBC, whileremaininglocatedinCountyHall—with SLAwithCBCmanagedwithincultural services.	Agreedtorunasasharedservice, hostedbyBBC.	Seconddraftsentouton9February

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BedfordshireTraining& AssessmentCentre (BTAC)	SHARE	CBC			Firstdraftsentouton5February
BuildingSchoolsforthe Future	NOT SHARE	N/A	OnlyimpactsonBedfordintheimmediate future.CBCneedstoconsiderforthemedium term.	BBCwillrunitsownBSF programmefromDay1andCBCwill takeaviewinrespectoffuture investmentwavesfortheirauthority attheappropriatetime.	NoSLAneeded
CDC-earlyyearssupport team	SHARE	BBC		Meetingheldon17Septenber agreedinprincipletokeepetogether asasharedservicefor2009/10to alloweachnewunitarytimeto reviewitsneedsandrequirements fromSEN.AgreedforBBCtohost asthecentreisbasedinKempston andtheassetwilltransfertobbc	FirstdraftsenttoNicolaGardneron 2February.Responseawaited.
ChildandAdolescent MentalHealth	SHARE	PCT	Therearetwooptionswiththisservice,butthe favouredoneisinitiallyforthePCTtorunasa sharedservice,subjecttoBBCagreement, thentoreviewinYear2.	Agreedtorunasasharedservice, hostedbyPCT.CAMHandteenage pregnancywillbeincorporatedin singleSLAforJointCommissioning HealthUnit(JCHU)	SLAdrafted.ContactwithPCT escalatedtoMurielScott.
Children'sservices;youth inclusionandStrategy& commissioningservices	NOT SHARE	N/A	Therewillbea“partnership”agreedbyApril 2009,andCommissioningshouldinitiallybe sharedwithCBCashost,butwithplanned disaggregationbyApril2011.	AgreedtodisaggregateonDay1.	NoSLAneeded

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Service	Share/ Not Share	Host	Proposed Way Forward (prior to 31 Jul 08)	Current position as at 13 February 2009	Latest Position on SLA Preparation
Connexions	NOT SHARE	N/A		Meeting held on 17 September agreed that the service be disaggregated on day 1 and that the contract arrangements for services shared with Luton BC be not extended after the termination date of 31 March 2009	No SLA needed
Connexions back office function	SHARE	CBC			Second drafts sent out on 9 February
Countryside Access/Rights of Way	NOT SHARE	N/A	This is located within Countryside services at BCC, with almost 90% of the estate located in CBC. It is therefore recommended that CBC hosts a shared service. It is proposed that it is located within a countryside unit, with play, leisure and open space. It would also involve managing some countryside partnerships (e.g. the Greens and Trust).	Agreed to disaggregate on Day 1.	No SLA needed
County Music Services	SHARE	CBC	Involves 200 tutors. Should be a shared service. Officers recommend that Bedford hosts, with SLA to CBC (cultural services). A trust option is currently being considered. 4 of the 5 music centres are in Central Beds. TTF preference is for CB to host.	Agreed to run as a shared service, hosted by CBC.	Awaiting signature
County Sports Service etc	SHARE	BBC	Proposed that CBC should administer this property that will be jointly owned by both new authorities in accordance with the regulations for disaggregating assets that are located outside the County boundary. BBC will own and host the Kempston Outdoor Centre.	Agreed to run as shared services, hosted by BBC but the sub-regional Schools Sport Competition Team (externally funded by the Youth Sports Trust until 2011) will be hosted as a shared service by Luton BC.	No SLA needed
CWDR Respite care and support home	SHARE	CBC			Extra two weeks requested by lead officer.

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Earlyinterventionand prevention	NOT SHARE	N/A		Meetingheldon17September agreedinprinciplethattheservices includingBTAC,Inform0-19and WorkforceDevelopmentsshouldbe disaggregatedfromday1	NoSLAneeded
EducationICT	SHARE	BBC		Meetingheldon17September agreedinprincipleto(a)businessto ceaseallelectricaltestingand repairsforschoolsby31March 2009;b)theremainderofthe businessiethestatutoryelement andtheschooltradingelement shouldbekepttogetherfor2009/10 andprovidedasasharedservice hostedbyBBC.However,the StrategyOfficersintheteamwould bedisaggregatedonday1.Patrick ShevlinwrotetoGordonJohnston abouttheagreementmadeatthe VulnerableServicesMeeting (14/10/08)thatthe4EducationICT StrategyOfficersshouldremain together,hostedbyCBC-the positiontobereviewedduring 2009/10.	Responseawaited.
E-learning	SHARE	CBC		Includescountybehaviourlog	Draftsentouton2Fe bruary. Responseawaited.
FreeSchoolMeals	SHARE	BBC		Agreedtorunasasharedservice. BBCtohostuntilreview.Issues raisedbyBBCwhoseinitialreaction isthattheserviceshouldbeshared onDay1.CBCagreeandcontracts havebeenconfirmedtosafeguard serviceonDay1.	ThiswillbeaseparateSLA.

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Joint Child Health Commissioning Unit	SHARE	PCT		Include teenage pregnancy	In preparation.
Leisure	NOT SHARE	N/A	Not shared. Current discussion on development of CBC unit with countryside, cultural services, community learning, sport, etc. To be located within Children's Services directorate.	Agreed not to run as a shared service.	No SLA needed
Libraries procurement	SHARE	BBC	Officers recommend a centralised specialist library procurement unit, hosted by BBC, with an SLA for CBC. The 13 CBC libraries would be locally managed within Cultural Services. Adult & Community Learning would be a shared service hosted by CBC. A contract runs until August 2009.	Agreed that each authority would run its own libraries but the procurement would be delivered as a shared service hosted by BBC.	At final draft
Local Safeguarding Children's Board	SHARE	CBC	Propose that this remains a Countywide statutory Board. This would be more convenient for partners but an accountable body needs to be agreed. Review in Year 1.	Service is to be disaggregated over a 12 month period	First draft sent out on 29 January. Arrangements for monitoring and charging not yet resolved. Response awaited..
Outdoor education-Blue Perris	SHARE	BBC		Although available it is not frequently used due to the 6 hours distance. There are other options available. CBC would rather be in a position to choose venues appropriate to groups as opposed to being tied into Blue Perris. A charge is paid for each use.	See below
Outdoor education-Duke of Edinburgh's Award Scheme	SHARE	BBC		It will be essential for both authorities to develop the scheme.	See below

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Outdoor education- Kempston Outdoor Centre	SHARE	BBC		CBC would like to use Kempston regularly. There is a charge for this which could continue as at present	See below
Outdoor Education and Activities	SHARE	BBC			Draft sent out on 2 February. One SLA covering all three outdoor services - Blue Perris, Kempston, Duke of Edinburgh's awards. Response awaited. Doug Jones leading
Professional Development Centre	SHARE	?			No SLA needed
SACRE (Standing Conference on Religious Education)	SHARE			Meeting held on 17 September agreed in principle to keep as a shared service to be reviewed in year 1	No SLA needed
School Admission and Exclusion Appeals	SHARE	BBC		Bedford are leading for the five months of transition (April to August 2009) for the school appeals panels.	Awaiting signature
School Admissions	SHARE	BBC		Agreed to run as a shared service. BBC to host until August 2009. Issue raised by BBC whose initial reaction is that services should be shared on Day 1, CBC officers agree but further discussion required on hosting.	First draft sent on 2 February. John Goldsmith concerned over SLA template. Guidelines on 6 February may help.
School Improvement	NOT SHARE	N/A	Not shared.	Agreed not to run as a shared service.	No SLA needed
School meals catering	SHARE	BBC	Catering contract is currently with Eden, managed by BCC Facilities. This would seem a prime candidate for sharing - hosted by BBC.	Agreed to run as a shared service, hosted by BBC, to be reviewed in Year 1.	Delay due to uncertainty over relationship of this service and free school meals.

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SchoolTransportServices	NOT SHARE	N/A	Sharedservice—butneedtoreviewinyear2. BBCtohost.	AgreedtodisaggregateonDay1.	NoSLAneeded
SIMT-earlyyears	SHARE	BBC			Firstdraftsentouton5February
SpecialEducationNeeds	NOT SHARE	N/A	Thisisasmallspecialistservice,butcosts andpoliticalprofilecountertheargumentfor sharingit.BCCrecommenditremainsa countywideservicealongwithotherspecialist educationservices,buttheviewfromtheTTF isforsegregationonDay1withrespectto mostoftheservice.	DisaggregateonDay1withthe exceptionofOakbanks(Leighton Buzzard)andPRU(Kempston) whichshouldberunasshared servicesandhostedappropriately.	Seebelow
SpecialEducationNeeds (Oakbanks-Leighton Buzzard)	SHARE	CBC		AgreedtoshareOakbankat LeightonBuzzardfromDay1hosted byCBC .	Firstdraftsentouton30January. Responseawaited.
SpecialEducationNeeds (PRU-Kempston)	SHARE	BBC		AgreedtosharePRUatKempston fromDay1hostedbyBBC.Should bereferredtoasGreysEducation Centre	FirstdraftsenttoPeterWylieon6 February
Teenagepregnancy	SHARE	PCT	Likelytobeasharedserv icerunbythePCT.	Agreed,inprinciple,toberun asa sharedservice,hostedbyPCT, subjecttofinaldetailsbeingagreed. IncludedinJointChildHealth Commissioning(seeref1)	PartoftheJointCommissioning HealthUnit(JCHU)includingChild andAdultMentalHealthServices
YouthOffending	SHARE	BBC	Averywellperformingservi ce.Inprinciple agreementtoremainingassharedservice;the hostauthoritytobeagreedwithBBC. Eventuallythiscouldbeassimilatedintothe Children'sTrust.	Agreedtorunasasharedservice, hostedbyBBC.	Draftsentouton29January. Responseawaitedfromlead officers.
CorporateResources					
Ceremonialmatters	SHARE	CBC		Agreedtorunasasharedservice, hostedbyCBC.	NoSLAneeded .

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Service	Share/ Not Share	Host	ProposedWayForward (priorto31Jul08)	Currentpositionasat13February 2009	LatestPositiononSLA Preparation
CountyCouncilPostand MailingServices	SHARE	BBC		AgreedbyMichaelGoughand CarolineCarruthersinrespectofthe currentCountyCouncilPostand mailing/deliveryservicesbasedat CountyHallthatthiswillbeashared service,andthateamistotransfer enblocktoBedfordBorough.There are22officerslistedinthe“post room”teamandthe9formerlylisted asdisaggregatedtoCBCareto transferstoBBC.	MichaelGoughputtingSLA together.Workcoversinternalpost distributioninCountyHall.SLA needed.
HEARTEducationSupply Service	SHARE	CBC	see36.1	Agreedtorunasasharedservice, hostedbyCBC.Notethisis potentiallyprofitmakingandneeds toberunanopenbookbasis.	Firstdraftsentouton29January. Thisisapartnershipagreementand willbeadeparturefromthestandard template.
HumanResources- Majorityofservice	NOT SHARE	N/A	HumanResourcescanbedividedintotwo parts:Strategicadviceandsupportthatboth authoritiesarelikelytokeepassmallretained unitsandatransactionalelemente.g. recruitmentandselection,learningand development,schoolsupportandpayrollinput.	AgreedtodisaggregateonDay1. CBCwishtoseetwosmallelements runassharedservices(seebelow)	NoSLAneeded

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Service	Share/ Not Share	Host	Proposed Way Forward (prior to 31 Jul 08)	Current position as at 13 February 2009	Latest Position on SLA Preparation
ICT	N/A	N/A	It is proposed that ICT should be an organisation based and not shared. There may be elements of ICT (e.g. software systems) where it is pragmatic, efficient and economic to share and these will be pursued on an individual basis as part of service design. The ICT OSG will closely co-ordinate this activity in conjunction with BBC staff.	Agreed to prepare an SLA to include -core infrastructure such as desktops and network (ie PCs that CBC employees in County Hall would use); SWIFT (social care); TRIBAL (education); access to data centres; contact centre ACD.	Draft input awaited.

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Service	Share/ Not Share	Host	ProposedWayForward (priorto31Jul08)	Currentpositionasat13February 2009	LatestPositiononSLA Preparation
InternalAudit/Risk Management/Health& Safety-Managementetc	NOT SHARE	N/A	Thereispotentialforcreatingapan Bedfordshire(includingLuton)InternalAudit Servicebut,inthefirstinstance,toensurethat governancestructureshaveappropriate accesstodedicatedsupportbothnew authoritieswouldwantdedicatedInternalAudit managementsupport.Itis,however,possible toshareauditspecialistsupporte.g.computer andcontractauditstaffandotherrelatedskills suchasriskmanagement,insuranceand healthandsafety.AuditofSchoolsFinancial Standards–FMSIS–isthemainproposal beingpursuedatpresent.Itisproposedthat staffingstructureswillbeco-ordinatedto ensurethatspecialiststaffareidentifiedand sharedacrosstwoormoreauthorities. CorporateResourcesTTFwasparticularly concernedthatappropriateadviceforthenew AuditCommitteesshouldbereadilyavailable andis,therefore,contentwiththisway forward.	AgreedtodisaggregateonDay1but tolooktosharingcertainsspecialist services(seebelow),subjecttothe finaloperationalandfinancial arrangements.	NoSLAneeded
InternalAudit/Risk Management/Health& Safety-Schools'Audit Team	SHARE	CBC	see38.1	AgreedthatcurrentBCCSchools' AuditTeamwillberunasashared service,hostedbyCBCsubjectto finaloperationalandfinancial arrangementsbeingagreedbetween theparties.CBCwouldwishto includesomeelementsofschool's riskmanagementintheagreedSLA.	BlankdraftsenttoPhilSimpkinsand passedontoPhilHoughton.Draft awaited.
LegalServices-Adultand Children'slegalteam	NOT SHARE	N/A	see39.1	Possiblesharingofspecialist service(AdultandChildrens' services)waseexplored.Officers haveagreednottosharethisteam.	NoSLAneeded

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Legal Services- management etc	NOT SHARE	N/A	No overall sharing of legal services management is proposed but some discrete specialist advice services that would not be economic to disaggregate should be considered e.g. Education, Adult Social Services and Children Services. BBC are happy, in principle, to share this specialism. This could be achieved on a hosting basis with strong service level agreements. Corporate Services TTF having expressed some concern about current service arrangements was content with this approach and suggested that all shared (or not disaggregated services) should be reviewed in year 2 of operation.	All legal services to be disaggregated from Day 1.	No SLA needed
Occupational Health	SHARE	BBC	see 36.1	Agreed to run as a shared service, hosted by BBC.	Draft awaited

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Service	Share/ Not Share	Host	ProposedWayForward (priorto31Jul08)	Currentpositionasat13February 2009	LatestPositiononSLA Preparation
Payroll	NOT SHARE	N/A	<p>PayrollatBCCisfullyintegratedwithSAP. BBCcurrentlyrunpayrollservicesforMBDC andothersusingadifferentsoftwaresystem. Officersarereviewingbothsystemsbutitis likelythattheintegratedSAPsystemcurrently runbyBCCwillbethemostappropriate systemforCB.SERCOcurrentlyoperatetwo contractsforBCC–payrollservicesand secondlineSAPtechnicalsupport.CBis likelytoneedsimilarcontractedservices shouldSAPbethechosensystem;preliminary negotiationswithSERCOhavebeenpositive. Noreasonwhypayrollshouldnotbedelivered asasharedservicebutthiswillprobablybe dependantonthesystemchosen.BBChas notindicatedapreferencebutisunlikelytobe abletopaytransferringBCCstaffondayone fromtheirexistingsystem.CorpResTTF’s viewwasthatCBshoulduseanoutsourced payrollproviderandtherewascompelling reasontocontinuewithSERCO.Thecasefor SAPhadbeenmadeandBBCshouldbe invitedtoshareonthatbasis.Thiscouldbe reviewedagainin2009/10beforeendof SERCO’scurrentcontract.</p>	Agreedthateachauthoritywouldrun theirownpayrollservicefromDay1.	NoSLAneeded

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Service	Share/ Not Share	Host	Proposed Way Forward (prior to 31 Jul 08)	Current position as at 13 February 2009	Latest Position on SLA Preparation
Pension Fund	SHARE	BBC	Not strictly a shared service or one that may be disaggregated. One authority (either BBC, CBC or Luton) will be required to act as the administering authority for the Bedfordshire Pension Fund currently administered by BCC. Running expenses are a charge to the fund and not an authority's General Fund therefore there are no adverse financial implications of being an administering authority. Current staff and systems are all based in Bedford and are relatively self-contained and BBC have agreed to take on the administering role. Member governance arrangements will need to be adjusted to reflect the nature of the new unitary structure in the County. Members of the Corporate Resources TTF were content to proceed on this basis.	Agreed BBC to host the administration subject to clarification that the interface and any other costs do not exceed an nominal amount (i.e. £10,000) otherwise CBC will host. As at 10 Sep 08 - BBC confirmed that transition costs will be less than £10,000 and, therefore, BBC will administer fund. As this is not technically a shared service an SLA will not be required as the Pension Fund is governed by Pensions legislation.	No SLA needed
Printing Team & Creative Services	NOT SHARE	N/A	Potential identified but further work needed. There is a small unit, currently located within County Hall with a contract running until March 2012. There are also facilities in Dunstable and Priory House. It is recommended that this service should be shared, with CBC acting as host.	Each authority to run and organise its own printing services etc. County element to be disaggregated on Day 1.	No SLA needed

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Procurement	NOT SHARE	N/A	There is potential for this, essentially back office function, to be as lean as possible. As in the case of payroll procurement it is part of the integrated SAP system and there would be benefits for this to continue. CBC would be able to host a joint procurement function. Corporate Resources TTF members were reassured that a joint arrangement would not fetter either party being able to specify what actually needed to be procured and from whom. Savings realised would need to be demonstrated and performance reviewed after two years of operation.	Each authority to run and organise its own procurement arrangements. County elements to be disaggregated on Day 1.	No SLA needed
Property Management- Mouchel contract	NOT SHARE	N/A	see above	Originally agreed to continue to run the MOUCHEL contract as a shared service, hosted by BBC, until its expiry in 2010 and to re-let a coordinated contract in the future. CBC to decide, at the appropriate time, whether or not to join with BBC as joint owners of an arms length service unit or, alternatively, to out-source independently. Subsequently decided to disaggregate.	No SLA needed

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PropertyManagement-leaserenewal,land&propertytransactions	NOT SHARE	N/A	Possibleconflictofinterestandprioritiesifstrategicmanagementofpropertyserviceswastobeshared.MaintenancearrangementsforBCCarecurrentlyoutsourcedandthis,intheviewoftheCorporateResourcesTTFshouldbecontinued.	AgreednottorunassharedserviceandCountyelementstobe disaggregatedonDay1.	NoSLAneeded
SustainableCommunities					

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Archaeology	SHARE	CBC	AlbionArchaeologyoperatesasa commercial tradingunitandisaseparateserviceareato theHeritageandEnvironmentServiceof BCC.Theletterprovidesarchaeological advicetothe localplanningauthoritiesand housestheHistoricEnvironmentrecord.As Albionoperateswithinthecommercialsector, ithasalwaysbeenimportanttomakeaclear distinctionbetweentheprovisionofplanning adviceandtheprovisionofanarm'slength servicetodevelopers.Atthisstagethere appearstobefinancialbenefitsinkeepinga singleteamtogethertomaximiseincomeand resiliencetomarketfluctuations.Itistherefore proposedasasharedservicewithCBCasthe host.Furtherworkneedstobedonetodevelopthisproposalandinparticularto examinemorecloselytherelationshipwiththe HeritageandEnvironmentservice.	Agreedtorunasasharedservice, hostedbyCBC.Archaeologyistobe runasatradingunit;clarification neededonfundinganyfuture redundancycosts	NoSLAneeded .
CasualtyReduction Partnership	SHARE	CBC	Potentialidentifiedbutfurtherworkneeded.	ThisiscurrentlyaBedfordshire& Lutonjointinitiativearoundroad safetyandtheminimisationofroad trafficaccidents.Theserviceis grantedaidedbyBCC,Policeand LutonBC.Agreedorunasashared service,hostedbyCBCbutsubject todetailsbeingagreedon"modus operandi".LutonBCtobeinvolved inthediscussionanddecision.	Theexistingmemorandumof understandingwillbeamendedto reflecttheinclusionofCBCand BBC.Thisbeingthecasethereis noneedforanSLA .

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DomesticViolence Partnership	SHARE	CBC	AtameetingoftheDomesticViolence PartnershipChiefOfficers'groupinApril,it wasresolvedthattheDVteamshouldserve bothunitariesandbehostedbyoneofthem. CBCofficersexpressedapreferencetohost.	Agreedtorunasasharedservice, hostedbyCBC.	SeconddraftsentouttoJane Moakes.UnderdiscussionwithBBC
EconomicDevelopment, Regeneration,Tourism	NOT SHARE	N/A	Notshared.	Agreednottorunasashared service.	NoSLAneeded
EmergencyPlanningand LocalResilience	NOT SHARE	N/A	Followingconsiderationofadetailedreport OSG,OPBandInterimCXandShadow AuthorityLeader,CBCfirmpreferencisfora disaggregatedservicelocatedwithin CommunitySafetyandPublicProtection, withinthoSustainableCommunities Directorate.Lutonhasbeenapproachedto joininasharedserviceandhavedeclined.	AgreedtodisaggregateonDay1.	NoSLAneeded

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EuropeanSocialCo-Financing	SHARE	CBC	TheEuropeanSocialFundProgramme deliversontwoareassupportingtheemerging LAA(tacklingworklessnessandyoungpeople notineducation,employmentortraining).The co-ordinatedadministrationoftheESF Programmeisproposedfortheperiod2008to 2013inthecontextoftheCo-Financing OrganisationstatusawardedtoinOctober 2007.Discussionsarecontinuingatofficer levelforCentralBedfordshiretohostthe resourcesandadministertheESFprogramme fortheperiodto2011(andto2013if resubmittedplansareapproved)onthebasis thattheprogrammewillstillprovidefor beneficiariesacrossBedfordshire.Asimilar approachisalsosupportedforthedeliveryof thestrategicEuropeanUnionandexternal fundingfunction.NBtotakethisforward SpecificAgreementisrequiredthatCBcare nominatedasthesuccessorauthorityforco-financingstatusfortheESFprogramme2007-2013.Thisisanessentialrequirementofthe nationaloperatingprocedureshatgovern ESFprogrammes.	Agreedtorunasasharedservice, hostedbyCBC.CBCtobe accountablebody.	Awaitingsignature
FinancialInvestigation Unit	SHARE	CBC		AgreedtheallocationoftheFIUand HeadofTradingStandardstothe Borough,withtheFIUoperatingasa sharedservicesupportedbyan SLA;withtheBoroughhostingthe sharedservicewithitrunningupto theendofthecurrentcontract (March2010).Aconcernishow viableandsustainabletheFIUcan beinthelongerterm.	Seconddraftsentouton9February

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Service	Share/ Not Share	Host	ProposedWayForward (priorto31Jul08)	Currentpositionasat13February 2009	LatestPositiononSLA Preparation
Heritage	NOT SHARE	N/A	FollowingdiscussionswithBBCacommon viewhasemergedthatthisserviceistobe disaggregated.	AgreedtodisaggregateonDay1.	NoSLAneeded
Highways(AMEY HighwaysContract)	NOT SHARE	N/A	Highwayscontractneedstobeashared servicemanagedbyajointboardcomprising representativesofthetwounitariesand contractor.(SeealsoTransportation& Highways).FollowingthisinitialpositionCB agreedBBCtoleadoncontractmanagement.	AgreedthattheAMEYcontract shouldcontinuebutintwoseparate partsandnotasasharedservice- eachauthorityto"manage"itsown element(subjectofinaldiscussions andagreement withAMEY)	NoSLAneeded
Licensing	NOT SHARE	N/A	NotsharedandlocatedwithinCommunity SafetyandPublicProtection.	Agreednottorunasashared service.	NoSLAneeded
LocalDevelopment Framework	NOT SHARE	N/A	TheLDFforSouthBedfordshireisbeing preparedonajointbasiswithLutonBorough (andBCC)fortheLutonandSouth	Agreedthateachauthoritywouldrun itsownLDFarrangementstosuit localcircumstances.	NoSLAneeded
Minerals&Waste Planning	SHARE	CBC	ThisiscurrentlyrunbyBCC,withtheteam deliveringtheservicetoBedfordshireand Luton.Theteamareworkingtowardsthe completionoftheBedfordshireandLuton MineralsandWasteDevelopmentFramework. ThisincludesaCoreStrategyandSite AllocationDevelopmentPlandocuments,allof whicharedueforadoptionby2010.Itis commongroundbetweentheauthorities,and stronglysupportedbyGO-East,toproceedto completiononthecurrentboundaries.This approachwasalsosupportedbytheTTF.Itis proposedthatthisserviceissharedwitha reviewin2010(year2).Asthemajorityof sitescoveredbytheteamareinCBCitis proposedthatCBshouldhosttheshared service.	Agreedtorunasasharedservice, hostedbyCBC.Bedfordhave agreedtoproposedrecharge.	Draftsentouton29January. Responseawaitedfromleadofficers (GaryWorthandRoyRomans)
TradingStandards	NOT SHARE	N/A	Thisisproposedasadisaggregatedservice byCBC.TheTTFendorsedthisatitsmeeting on4June2008.Itisrecommendedthatthe servicesitswithinCommunitySafety/Public protection.	AgreedtodisaggregateonDay1.	NoSLAneeded

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Trading Standards Laboratory	SHARE	BBC			Jane Moakes working on response to first draft sent out on 2 February.
Transportation Services & Highways	NOT SHARE	N/A	This service represents four distinct parts: the Amey Highways contract, Integrated Passenger Transport Unit, Parking, Traffic and Road safety and Operational Highways policy. Highways contract needs to be a shared service managed by a joint board comprising representatives of two unitaries and contractor. Further discussions needed on the disaggregation or not of the remaining 3 areas.	Agreed to disaggregate on Day 1.	No SLA needed
Waste Disposal-CHP and Power/Energy from Waste Plant with residual landfill	SHARE	CBC	see 34.1	Agreed to run as shared services, hosted by CBC.	No SLA needed.
Waste Disposal-Elstow Material Recovery Facility / Transfer station	SHARE	BBC	see 34.1	Agreed to run as shared services, hosted by BBC.	Question still over BBC letting contract. GJ to check with Stewart Briggs. SLA definitely needed. Draft awaited. Steve Whittaker involved for CBC.

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Service	Share/ Not Share	Host	Proposed Way Forward (prior to 31 Jul 08)	Current position as at 13 February 2009	Latest Position on SLA Preparation
Waste Disposal-HWRCs (tidy tips), recycling of glass, processing of food waste, on farm composting	NOT SHARE	N/A	In accordance with the bid document, all four authorities have agreed that this will be a hybrid of shared and individual services. HWRCs (tidy tips), recycling of glass, processing of food waste and on-farm composting facilities will be operated separately. The CHP and Power/Energy from Waste Plant with residual to landfill (CBC) and Elstow Material Recovery facility/Transfer station (BBC) will be operated as shared services with a recharge based on tonnages. Whether waste disposal up to the opening of the EFW/CHP is a shared service will depend on the outcome of the tendering processes currently underway. The arrangement to deliver residual waste from South Bedfordshire at the Luton Borough Council station, will continue.	Agreed to disaggregate on Day 1.	No SLA needed
Social Care Health and Housing					
Acquired Brain Injury Social Worker	SHARE	BBC		80% funded by PCT. Will be single person post.	No SLA needed.

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Service	Share/ Not Share	Host	ProposedWayForward (priorto31Jul08)	Currentpositionasat13February 2009	LatestPositiononSLA Preparation
AdultSocialCare Teams/serviceswherethe Business/riskcasehas beenconsideredbythe TTF	NOT SHARE	N/A	DeliveryofAdultSocialCareshouldbe disaggregatedfromDay1ofCBC.Thiswould reduceuncertaintytostaffandmeangoing throughtheprocessofsettingupnewservice deliveryarrangementsonceonly.Thought wasgiventosharingsservicesonthebasisof pragmatism,andtomanagechangewell, providedthatCBCisworkingtowardsbeing autonomousinthefuture.Members decidedthatitwouldbecomeincreasingly difficultodeliverservicesonanautonomous basisduetochangingdemographicpressures andthenationalagendaonPersonalised Care.Plantoworkcollaborativelywith Bedford,LutonandMiltonKeynescouncils, thePCT,Policeandothersasappropriate. TTFrecognisedthatpartnershipisdifferentto sharedservicedeliveryandrecommended thatthefollowingSocialCareteamsarenot shared–WelfareRights/CommunityFinance; Localityteams;QualityandReview; Brokerage;contractCompliance(Domiciliary Care);Performance“Commissioning”(Policy) team;includingLINKsco-ordinator.	AgreedtodisaggregateonDay1.	NoSLAneeded

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Service	Share/ Not Share	Host	Proposed Way Forward (prior to 31 Jul 08)	Current position as at 13 February 2009	Latest Position on SLA Preparation
BDAAT	SHARE	CBC	Original position, supported by BBC, CBC and PCT is for BDAAT to be transferred to the PCT, but to deliver in both authorities. Review in Year 2. A detailed proposal paper has been prepared.	Originally agreed for PCT to host as a shared service, subject to concluding an SLA between the parties. Tony Keaveney, Simon White and Nicola Bell met in late November and affirmed the position of "hold Bedfordshire-wide" and review year 2. They agreed that CBC host (retaining a treatment locus) until the fundamental review in year 2, when the focus may change to Safer Stronger. Subsequently agreed review would be brought forward to year 1 rather than year 2, which ties in with the development of the CBC Community Safety Partnership.	Second draft sent out 9 February
Commissioning Adult Mental Health services	SHARE	PCT	CBC and the PCT support the view that the Mental Health commissioning role for the local authorities and PCT should be shared, to be reviewed in year 2. PCT to host.	Agreed, in principle, to run as a shared service, hosted by PCT subject to detailed discussions and SLA.	SLA not appropriate . Service will be managed as a budget issue. David Jones to lead. Confirmation needed of whether the 75 can be novated.
Community Finance Officer (Dunstable)	SHARE	CBC			Covered as a single post. No SLA needed
County-wide Social work teams. Bedford Hospital Social Work Team.	SHARE	BBC	see 11.a	Agreed to run as a shared service, hosted by BBC.	Second draft sent out on 9 February
County-wide Social work teams. Emergency Duty Team (shared with LUTON)	SHARE	CBC	Emergency Duty Team (shared) with Luton) and Bedford Hospital Social Work Team should be shared, as efficient to do so. Review Year 3. CBC to host Emergency Duty Team. BBC to host Bedford Hospital Social Work Team.	Agreed to run as a shared service (also with Luton), hosted by CBC. Note - ICT will not be resourced to support this service out of hours.	Response to first draft received 9 February. Current lead is Keith Hill
Deaf and Hearing Impairment	SHARE	BBC			Jodi Stos supply detail - awaited

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Service	Share/ Not Share	Host	Proposed Way Forward (prior to 31 Jul 08)	Current position as at 13 February 2009	Latest Position on SLA Preparation
Deaf, Sensory & Visual Impairment	SHARE	BBC	Specialist team, closely aligned to Sight Concern; proposal to share review in Year 3. BBC to host as staff based in Bedford.	Agreed to run as a shared service, hosted by BBC.	See below
Direct Payments Team	SHARE	CBC			Covered as a single post. No SLA needed
Director of Public Health	SHARE	PCT	It is proposed to share the appointment of Director of Public Health. This is supported by the Regional DPH. The role of statutory Complaints Officer for Adult Social Care is not to be shared, as both authorities intend to integrate with incorporate complaints.	Agreed to share appointment of Director of Public Health but SLA seems inappropriate. Currently funded 50/50 between PCT and BCC. Assumption is that PCT pay 50% and BBC/CBC share the remaining 50% based on 60/40 population split.	Confirmation needed whether an SLA is necessary.
Higher Needs Care Co-ordinator (Dunstable)	SHARE	CBC		Role of the post holder is to challenge PCT costs. Tend to cover own costs.	Covered as a single post. No SLA needed
HIV/AIDS Social Worker (funded through AIDS grant-based in Bedford)	SHARE	BBC			Grant funded post. Will be single person post. No SLA needed
Hospital Discharge Social Worker for people with disability based in Bedford	SHARE	BBC			Move into hospital social work SLA. No SLA needed.
Housing	NOT SHARE	N/A	Not shared.	Agreed not to run as a shared service.	No SLA needed
Learning Disability (Social Care)	SHARE	BBC	Adult Placement Scheme; Employment (work based schemes) and Person centred planning should be shared as specialised. Review Year 3.	Agreed to run as a shared service, hosted by BBC.	This will not be an SLA

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Service	Share/ Not Share	Host	ProposedWayForward (priorto31Jul08)	Currentpositionasat13February 2009	LatestPositiononSLA Preparation
LocalAdultSafeguarding Board	SHARE	BBC	TheSOVA(SafeguardingofVulnerable Adults)teamwillnotbesharedasTTF identified“accountability”asimportant.	FrankTonertochair	ThiswillnotbeanSLA
PaediatricOccupational Therapists	SHARE	CBC			JodiStopprepareSLA.Noyet drafted.PaulJenkinstosignoff
ShelteredPlacement ServiceandLuDun	SHARE	CBC			CoveredunderSupported EmploymentSLA. NoSLAneeded .
SocialCare-Campus ClosureProgramme	SHARE	CBC		TheProgrammecomprisesthe reprovisionofsocialcareregistered residentialservices,arespitecare serviceandasupportedliving domiciliarycareserviceformerly operatebyBedfordandLutonSocial CarePartnershipTrust(BLPT).	ThiswillnotbeanSLA
SocialCareBusiness Support	SHARE	BBC	Manualhandlingtrainerand3peoplefrom BusinessSupportteambeshared.Review Year1.Nostrongpreferenceforhostingas staffcurrentlylocatedinBedford.	Agreedtorunasasharedservice, hostedbyBBC.	Draftsentout30January.Response awaitedfromSimonWhite
SocialCareContract Compliance	SHARE	CBC	Qualityassuranceofex-BLPTBeds(shared alsowithLuton,PCTfunded):andBUPA Contractcomplianceofficersshouldbeshared assinglefocus.ReviewYear2.EitherCBC orBBCcouldhost.	Agreedtorunasasharedservice, hostedbyCBC.	Seebelow-onlyoneSLA
SocialCareContract Compliance-Quality Assuranceofex-BLPT Beds	SHARE	CBC		Thisisacountywideservice responsibleforcompletingannual reviewsofallserviceusersin receiptofacarepackage.	Responsetofirstdraft.Annabel Dunntosendoutseconddraft.
SocialServices InformationTechnology (SSIT)	SHARE	CBC			Responserceivedtofirstdraft. AnnabelDunntopreparesecond draft

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Service	Share/ Not Share	Host	ProposedWayForward (priorto31Jul08)	Currentpositionasat13February 2009	LatestPositiononSLA Preparation
SupportedEmployment	SHARE	BBC			Seconddraftsentouton9February
SupportingPeople	SHARE	BBC	Notshared.Itispropose dthattheSupporting Peopleprogrammeadministrationbe integratedintomainstreamcontract managementactivitiesinCentral Bedfordshire.DCLGhasnofirmview.	Initiallyagreedtodisaggregateon Day1.FollowingonfromBCC request(midDecember)tooverturn thedecisiontodisaggregate SupportingPeopleservicesand agreeorunitasasharedservice till31/3/2011,theinitialdecisionwas reviewed.Nowagreedtosharethis servicewithBBCasthehost authority.	AndresKyle(BCC)workingondraft.
VariousSocialServices SpecialistPosts(Central Beds)	SHARE	CBC		AsperCharlieMcNallyletterto ShaunField(02/09/08).	NooverallSLAneeded
VisuallImpairment	SHARE	BBC			JodiStosupplydetail-awaited