

Notice of Meeting



Orbis Joint Committee

Date & time

Monday, 16 October
2017 at 2.00 pm

Place

County Hall North,
West Sussex County
Council, Parkside,
Chart Way, Horsham,
RH12 1XH.

Contact

Emma O'Donnell
Room 122, County Hall
Tel 020 8541 8987

Emma.odonnell@surreycc.gov.uk
[uk](mailto:Emma.odonnell@surreycc.gov.uk)

or

Martin Jenks, West D, County
Hall, Lewes. Tel 01273 481327
Martin.jenks@eastsussex.gov.uk

East Sussex
County Council



SURREY



Brighton & Hove
City Council

If you would like a copy of this agenda or the attached papers in another format, eg large print or braille, or another language please either call 020 8541 9122, write to Democratic Services, Room 122, County Hall, Penrhyn Road, Kingston upon Thames, Surrey KT1 2DN, Minicom 020 8541 8914, fax 020 8541 9009, or email democratic.services@surreycc.gov.uk . Alternatively you can contact Member and Democratic Services at East Sussex County Council by calling 01273 481935 or by emailing democratic.services@eastsussex.gov.uk

This meeting will be held in public. If you would like to attend and you have any special requirements, please contact Emma O'Donnell on 020 8541 8987.

Members of the Committee

Councillor David Elkin (Lead Member for Resources and Deputy Leader, East Sussex County Council), Councillor Tim Oliver (Cabinet Member for Property Services, Surrey County Council), Councillor Les Hamilton (Brighton & Hove City Council), Ms Denise Turner-Stewart (Cabinet Member for Communities, Surrey County Council), Councillor Bob Standley (East Sussex County Council) and Councillor Andrew Wealls (Brighton & Hove City Council)

AGENDA

1 APOLOGIES FOR ABSENCE

To receive any apologies for absence.

2 MINUTES OF THE PREVIOUS MEETING

(Pages 1
- 8)

To agree the minutes of the last meeting as a true record.

3 DECLARATIONS OF INTEREST

All Members present are required to declare, at this point in the meeting or as soon as possible thereafter

- i. Any disclosable pecuniary interests and / or
- ii. Other interests arising under the Code of Conduct in respect of any item(s) of business being considered at this meeting

NOTES:

- Members are reminded that they must not participate in any item where they have a disclosable pecuniary interest
- As well as an interest of the Member, this includes any interest, of which the Member is aware, that relates to the Member's spouse or civil partner (or any person with whom the Member is living as a spouse or civil partner)

Members with a significant personal interest may participate in the discussion and vote on that matter unless that interest could be reasonably regarded as prejudicial.

4 PROCEDURAL MATTERS

4a Members' Questions

The deadline for Members' questions is 12pm four working days before the meeting (Tuesday 10 October 2017).

4b Public Questions

The deadline for public questions is seven days before the meeting (Monday 9 October 2017).

5 ORBIS JOINT COMMITTEE TERMS OF REFERENCE

(Pages 9
- 12)

To share the updated Terms of Reference for the Orbis Joint Committee and obtain approval.

6 ORBIS BUSINESS PLAN REFRESH

(Pages
13 - 42)

This report provides an update to the Orbis Joint Committee on the development of a revised business plan and progress made on the key elements developed to date.

- 7 AUGUST BUDGET MONITORING REPORT** (Pages 43 - 48)
This report provides an update to the Joint Committee on the financial position of Orbis at the end of August 2017.
- 8 SERVICE UPDATE - FINANCE** (Pages 49 - 60)
This report provides an update to the Orbis Joint Committee on the integration of services across the Finance function.
- 9 SERVICE UPDATE - IT AND DIGITAL** (Pages 61 - 82)
The Orbis Business Plan is predicated on the delivery of efficiencies achieved through service redesign and integration. This report provides an update on this process for the IT and Digital Service.
- 10 EY MARKET INSIGHT** (Pages 83 - 102)
The first iteration of the quarterly market insight bulletin is shared for information.
- 11 ORBIS JOINT COMMITTEE FORWARD PLAN** (Pages 103 - 108)
To review and agree the Committee's Forward Work Programme.
- 12 DATE OF NEXT MEETING**
The next meeting of the Orbis Joint Committee will be held on Friday 19 January 2018- subject to confirmation.

Philip Baker
Assistant Chief Executive
East Sussex County Council

Julie Fisher
Acting Chief Executive
Surrey County Council

Published: Wednesday 4 October 2017.

MOBILE TECHNOLOGY AND FILMING – ACCEPTABLE USE

Those attending for the purpose of reporting on the meeting may use social media or mobile devices in silent mode to send electronic messages about the progress of the public parts of the meeting.

Anyone is permitted to film, record or take photographs at council meetings. Please liaise with the council officer listed in the agenda prior to the start of the meeting so that those attending the meeting can be made aware of any filming taking place.

Use of mobile devices, including for the purpose of recording or filming a meeting, is subject to no interruptions, distractions or interference being caused to the PA or Induction Loop systems, or any general disturbance to proceedings. The Chairman may ask for mobile devices to be switched off in these circumstances.

It is requested that if you are not using your mobile device for any of the activities outlined above, it be switched off or placed in silent mode during the meeting to prevent interruptions and interference with PA and Induction Loop systems.

Thank you for your co-operation