



Brent

Audit Committee
5th January 2016

**Report from the Chief Finance
Officer**

For Information

Wards Affected:
ALL

Shared Service Specification.

1. Summary

- 1.1 Further to the request of the Committee held on 18 November 2015, this report provides details of the service specification agreed and included within the Formal Collaboration agreement which governs and monitors the performance requirements placed on the Shared Service.

2. Recommendations

- 2.1. That the Audit Committee notes the service specification and performance standards included within the formal collaboration agreement between the London Borough of Ealing and Brent.

3. Detail

- 3.1. The creation of a Shared Internal Audit Service with the London Borough of Ealing was approved at the Council meeting held on 22 June 2015. (Appendix A) Prior to this, the proposals were previously considered by the Audit Committee at its meeting on 7 January 2015. The advantages of the Shared Service arrangement included within the report to Council included the following:

- Brent would be joining an existing and successful arrangement. The 'starting small and then expanding' model is a preferable way to achieve successful shared service.
- The boroughs are geographically close.
- Buying in to the shared service arrangement would enable the development of expertise within the team;
- Within a larger service there would also be the opportunity to create staffing structures that promote career development opportunities.
- Support contracts would also be aligned which would also create contract management efficiencies.

- 3.2. The Shared Service arrangement between Brent and Ealing under a formal legal Collaboration Agreement which was signed in October 2015. This agreement

outlines the full legal obligations placed on both parties with regards to the service standard expectations and performance requirements. For reference and to address the specific points raised by the Audit Committee at the meeting held on 18 November 2015, Schedule 1 Service Specification and Schedule 1, Annex 1 Performance Indicators is included within Appendix B.

- 3.3. Performance of the Shared Service is monitored by the Chief Finance Officer, who has weekly meetings with the Head of Audit & Investigations Shared Service.

4. Financial Implications

- 4.1. The cost of services delivered by the shared service is contained within the existing Internal Audit and Investigation budgets.

5. Legal Implications

- 5.1. None

6. Diversity Implications

- 6.1. None

7. Background Papers

- 7.1. None

8. Contact Officer Details

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