

## Appendix A

### Scoping Exercise

<b>Date</b>	25 February 2008
<b>Scrutiny Review</b>	Review of joint working with other local authorities to identify opportunities for sharing skills rather than employing commercial consultants and advisors, in conjunction with looking at services run in-house and those provided by external operators on a contractual basis with HBC, identifying those that can be traded and what is required to achieve this.
<b>Project Leader</b>	Graham Belchamber
<b>Scrutiny Review Team Members</b>	Councillors Armstrong, Bing, Bird, Cartwright and Chowney
<b>Officer(s) to Contact</b>	Katrina Silverson
<b>Review Terms of Reference</b>	<p>To compile an inventory of current joint working projects between HBC and other authorities.</p> <p>Investigate past experiences of joint working projects.</p> <p>Identify why the Revenue and Benefits joint working project was not successful and lessons to be learned.</p> <p>Identify key joint working projects other authorities are involved in.</p> <p>Examine the Sussex Improvement Project and opportunities for HBC</p> <p>Examine the strategic joint working partnership between Adur and Worthing Councils</p> <p>Identify services HBC can trade with others.</p> <p>Identify key services outsourced; e.g. grounds maintenance, leisure, public toilets, printing, waste management and against running them as direct labour organisations</p> <p>Identify best value opportunities for HBC</p>
<b>Community Strategy Target or Key HBC</b>	Key HBC Investment Issue

<b>Investment Issue?</b>			
<b>Objectives</b>		To put a completed review to Services Overview and Scrutiny Committee.	
<b>Indicators of Success</b> (how will we know if the project is achieving its purpose)		Compiling data, interviewing range of HBC and other authorities and organisations officers and members, ideas being developed and conclusions identified as the review progresses.	
<b>Methods of Inquiry</b>		Interviews and research with Corporate Directors, HBC members other local authorities officers and members, Local Government Association, Local Government Information Unit and South Eastern Employers and others.	
<b>Key Stakeholders</b>		Services Overview and Scrutiny Committee	
<b>Documents</b>		To be identified as review progresses	
<b>Site Visits</b>		Sussex Improvement Project Members Conference, other local authorities	
<b>Publicity Requirements</b>		None	
<b>Resource Requirements</b> (Staffing and expenditure)		Members, Democratic Services Manager and Scrutiny and Development Officer time and resources.	
<b>Projected start date</b>	25 February 2008	<b>Reporting deadlines</b>	Final report to 10 December 2008 Services Overview and Scrutiny Committee
<b>Meeting Frequency</b>	Two meetings before 2008 Election period commences.	<b>Projected completion date</b>	To 2 February or 2 March 2009 Cabinet and then 6 monthly progress reports to Resources Overview and Scrutiny Committee.
<b>Evaluation date</b>		September 2009 Resources Overview and Scrutiny Committee	
<b>Evaluation tracking methods</b>		Progress against Cabinet agreed recommendations.	