

## NOTICE OF MEETING

<b>MEETING</b>	<b>Ridgeway Shared Service Partnership Strategic Board</b>
<b>DATE/ TIME</b>	<b>Monday, 28th July, 2008 8.30 am</b>
<b>PLACE</b>	<b>CONFERENCE ROOM 1, FIRST FLOOR, THE ABBEY HOUSE, ABINGDON</b>
<b>CONTACT OFFICER</b>	<b>Name: Steve Culliford Telephone: 01235 540307 E-mail: <a href="mailto:steve.culliford@whitehorsedc.gov.uk">steve.culliford@whitehorsedc.gov.uk</a>  Websites: <a href="http://www.southoxon.gov.uk">www.southoxon.gov.uk</a> and <a href="http://www.whitehorsedc.gov.uk">www.whitehorsedc.gov.uk</a></b>

The Ridgeway Shared Services Partnership aims to increase access to its public meetings. Reports can be accessed on the websites at [www.southoxon.gov.uk](http://www.southoxon.gov.uk) and [www.whitehorsedc.gov.uk](http://www.whitehorsedc.gov.uk). You can contact the officer named above for printed copies.

### Membership

<b><i>Councillor</i></b>	<b><i>Representing</i></b>
Mrs E A Ducker	South Oxfordshire District Council
Mr I R Mann	South Oxfordshire District Council
Mrs M De Vere	Vale of White Horse District Council
Mr T De Vere	Vale of White Horse District Council

Terry Stock  
Chief Executive  
Vale of White Horse District Council

17 July 2008

## **AGENDA**

### **Open to the Public including the Press**

#### **Map**

(Page 4)

Attached is a map showing the location of the venue for this meeting.

#### **1. Election of a Chair/Chairman**

To elect a Chair or Chairman of the Ridgeway Shared Services Partnership Strategic Board.

In accordance with paragraph 5.3 of Schedule 1 of the Partnership's Constitution:

"The post of Chairman of the Board shall be held by a Member and shall rotate automatically between the Partner Authorities every two years in accordance with the terms set out in the Agreement. The first such Chairman shall be a Board Member for South Oxfordshire District Council who shall undertake the responsibilities of the Chairman with effect from the 1 October 2007 until the date of the Annual General Meeting in 2008 of each Partner Authority on which date the Chair of the Strategic Board will pass to a Board Member of the Vale of White Horse District Council."

#### **2. Election of a Vice-Chair/Chairman**

To elect a Vice-Chair or Vice-Chairman of the Ridgeway Shared Services Partnership Strategic Board.

In accordance with paragraph 5.4 of Schedule 1 of the Partnership's Constitution:

"In the absence of the Chairman, for any reason, the responsibilities of the Chairman will be discharged by the Vice-Chairman, which post shall be held by a Board Member for the other Partner Authority."

#### **3. Apologies for Absence**

To receive apologies for absence.

#### **4. Minutes**

(Pages 5 - 8)

To adopt and sign as a correct record the minutes of the Ridgeway Shared Services Partnership Strategic Board meeting held on 12 May 2008.

#### **5. Declarations of Interest**

To receive any declarations of interest.

6. **Minutes of the Operations Board**

(Pages 9 - 20)

To receive and note the minutes of the Ridgeway Shared Services Partnership Operations Board meetings held on 28 April and 16 June 2008.

7. **Performance Monitoring**

(Pages 21 - 44)

To consider the monthly summary dated June 2008 and the appendices (attached), including updates on:

- Capita Performance
- Contact Centre Statistics with appendices
- Internal Audit
- Accountancy
- Counter-Fraud Service

8. **Banking Contract**

To receive an update at the meeting on the banking contract.

9. **Any Other Business**

10. **Dates of Forthcoming Meetings**

To note that rooms have been booked for the forthcoming meetings of the Strategic Board:

- Monday 3 November 2008
- Monday 2 February 2009
- Tuesday 5 May 2009 (avoiding May Day Bank Holiday Monday)

All of these meetings will be held the Vale of White Horse District Council's offices at The Abbey House, Abingdon, and each meeting will start at 8.30am.