

Shared vision

Business case

Innovation

Design

Transform

Operate & improve



sharedservice architects

IN ASSOCIATION WITH



Canterbury Christ Church University

The Highway Code of Shared Services

What are the regulations and constraints that narrow or enable choices in shared services?

The current reality is that leaders and senior managers are being thrust into the role of working on a shared service without formal skill or knowledge development. By not preparing senior managers or political representatives for shared service activity, organisations are gambling with the success or failure of their involvement.

This one day postgraduate foundation seminar will confirm, or equip you with, the knowledge you require before you get behind the wheel of a shared service.

Why attend this seminar?

If you are new to shared services and quickly need to equip yourself with an update on the regulations and technical issues that will impact on your shared service projects, then this seminar is for you.

This is a taught session in the Post Graduate Certificate in Shared Services at Canterbury Christ Church University



To register your interest, please contact Jo Foad at Shared Service Architecture Ltd:

e: jfoad@sharedservicearchitects.co.uk

t: 0845 658 9783

TAUGHT SHARED SERVICES

essential skills and knowledge for setting up shared services in the public sector



The 10 section Highway Code of Shared Services Knowledge Bank Folder

What must you know before you get ‘behind the wheel’ of a shared service?

Over 150 councils, FE, HE, fire, police and other organisations, have put over 600 of their leaders and senior managers through the Shared Service Architect’s programme of seminars. The Highway Code Seminar has been one of the most popular.

The reason is that many of the leaders and managers have been thrust into shared service activity without any formal training and have found themselves lacking knowledge in the legal issues that surround shared services. For example which legal entities can be used (eg limited company, joint committee, trusts, mutuals, etc), the impact of EU procurement law, VAT and data protection issues.

Using enjoyable, rapid learning techniques, this seminar will take you through the five steps in the Highway Code – the essential things you need to understand about the rules, regulations and statutes that you will encounter on the shared service journey. They are set out in the diagram below.

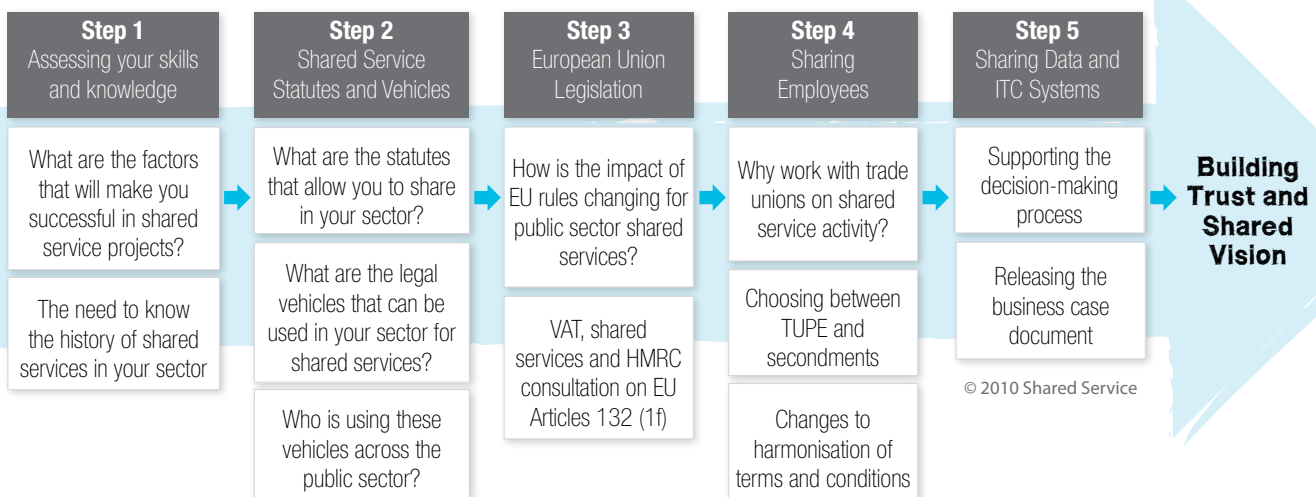
You will also be provided with a Highway Code Knowledge Bank Folder which contains all the seminar notes and will be topped up by a year’s subscription to Shared Service Architect’s Magazine with articles, case studies and reviews.

99% of delegates say they would recommend this seminar to their colleagues.

What is included with this seminar?

- * 10 section knowledge binder containing full seminar notes and checklists
- * Points towards Shared Service Practitioner status
- * 12 month subscription to The Shared Service Architect’s Magazine and its updates of the seminar notes
- * Access to the SSA online library of links to over 600 shared service documents
- * CPD certificate, worth a potential £250 reduction in the fees of the Canterbury Christ Church University Postgraduate Certificate in Shared Services

THE FIVE KEY STEPS IN THE HIGHWAY CODE OF SHARED SERVICES





Over 600 leaders and senior managers in the public sector have attended our seminar programmes

99% of them have rated this seminar as either 'excellent' or 'good'

Visit www.sharedservicearchitects.co.uk and look in the 'Clients' sections to see full evaluations of this seminar from delegates who have attended it.

10:00	SESSION STARTS	
	Assessing your skills and knowledge	You will undertake a personal diagnostic to assess your practitioner level of shared service skills and knowledge
	Understanding the history	You will briefly refresh your understanding of the history of shared services in your sector
11:00	COMFORT BREAK	
	What are the statutes that impact on shared services?	You will learn about the acts and regulations that enable shared services in your sector
	What are the legal vehicles that can be used?	You will analyse the 11 vehicles that can be used in public sector shared services, from joint committees, to mutuals
	Who is using these statutes?	You will see which statutes have been adopted by shared service partnerships and be taken through a case study
12:45	LUNCH	
13.30	SESSION STARTS	
	How is the EU legislation impacting on shared services?	You will explore the Teckal Test and how EU restrictions on public sector collaborations are slowly diminishing
	Why is VAT a barrier to some collaborations?	There is a problem in shared services for organisations where VAT is not recoverable. You will discuss the possible ways of resolving that issue
	Why should you work with trade unions?	You will understand the 15 questions trade unions will ask employers about shared services and employees TUPE and secondments
	TUPE and secondments	You will review the differences and which is most appropriate in a shared service setting
	Harmonisation of terms and conditions	You will learn how these regulations have been relaxed in recent months to reduce costs in shared service activity
14:30	COMFORT BREAK	
	The four laws of data protection	You will discuss the way the four laws of data protection impact on shared services and how you can address them
	The G-Cloud	The Government-Cloud has the potential to simplify ICT related shared service activity. You will explore the implications for your work
	Sharing sensitive project documents	You will review three ways of managing shared service documentation and decide which is most appropriate for your projects.
	Final group discussion	The group will discuss the day and what key things each person will follow up on as a result of the seminars. Delegates will be asked to complete an evaluation
15:30	CLOSE	ISSUE OF CPD CERTIFICATES*

*Please retain your CPD certificate if it is in your intention to apply for the Postgraduate Certificate in Shared Services.



At Shared Service Architecture Ltd we provide

- * **Personal development** for politicians, executives and managers through taught sessions, to equip them to become effective, skilled and knowledgeable, shared service practitioners SS(Prac)TM and shared service architects (SSA) and even gain professional recognition in the public and private sector through the UK's first Postgraduate Certificate in Shared Services.
- * **Organisational development** through mentoring and in-house taught management programmes, to build shared service architect capabilities within organisations. This will increase their capacity and culture to successfully collaborate with other organisations and reap the full efficiency, improvement and political gains that shared services can deliver.
- * **Partnership development** providing cross-partner taught programmes, and partnership gateway reviews, to build momentum within partnerships and accelerate the shared service journey and successful outcomes.
- * **On-going mentoring** and coaching to equip key individuals in a shared service partnership to sustain its momentum or revive flagging activity.
- * **Shared Service Design Computer Based Modelling** that can reveal in days, what takes months using post-it notes and Excel spreadsheets during the business plan and service design stages.
- * **The Shared Service Architect's Magazine** providing regular case studies, reviews and reflections to enhance the learning of shared service architects in their work.
- * **The Shared Service Architect's Online Library** providing access to over 600 shared service case studies, reports, documents and tools. Now possibly the largest library of its kind in the world.
- * **The Shared Service Architect's Highway Code Knowledge Bank:** essential learning before you get behind the wheel of a shared service.
- * **The Shared Service Architect's Toolbox:** 40 tools, techniques and templates for building trust and shared vision in public sector shared services.
- * **The Shared Service Architect's Business Case Toolbox:** 50 tools, templates and techniques for drafting a majority of your shared service business cases in-house.
- * **The Shared Service Architect's Innovation Toolbox:** Essential tools, techniques and templates for accelerating innovative shared services in the public sector.



Shared Service Architecture Ltd

New Broadstreet House,
New Broadstreet,
London EC2M 1NH

e: info@sharedservicearchitects.co.uk

t: 0845 658 9783

www.sharedservicearchitects.co.uk

Shared Service Architects is a registered trading name under the Business Names Act 1985. Reg. No. 2272322
Shared Service Architecture Ltd is a registered company in England & Wales. Reg No: 06688623. VAT No: 941 4910 29.
The registered office is at Synergy House, 7 Acorn Business Park, Commercial Gate, Mansfield, NG18 1EX

