

It was good to meet you and the rest of the team yesterday. Thank you again for your time

and please do pass on our thanks to Owen, Taryn, Steve section 40 and section 40 as well. We felt yesterday's discussion was productive and provided a helpful initial steer and thought it might be helpful to follow up on some of the points discussed to get things moving as quickly as possible. Just to let you know I have cc'd section 40 from our team as he will also be working with us on this project.

**Joint team approach** - we're really excited about this and look forward to working closely with section 40 and section 40. In the first instance we thought it might be helpful to meet again next week to talk with them about the project in more detail, but also would like to extend an invitation to visit our offices in London Bridge so that they can gain a sense of how things work here as well. Very happy to coordinate that directly with section 40 and section 40 if you're content with that approach.

Very happy you liaise with section 40 and section 40 directly to arrange this, and thank-you for picking this up during your mobilisation stage as it will be invaluable for section 40 and section 40 to see how this project develops through each of the key stages.

**Regular project meetings** - if you could let us know who is best to coordinate with and who should be involved we'll get these meetings set up as soon as possible. We think it would be helpful to touch base every week either in person or via conference call, whichever works best for you.

I agree, due to the compressed timescale you are working to I am more than happy to support a weekly project meeting. I would prefer that we hold them on the same day / time to get us into a project rhythm. I will need to re-arrange some things but I will treat this work as the priority otherwise I will get the 'look' from Owen! Mondays tend to be committed with strategic meetings for me, so can you propose a day that best suits your team? Who would you like on the conference / video meeting from our end? Do you have a video conferencing facility we can use (we use Scopia)? Will you propose an agenda in advance in case we need information prepared or soundings taken from our side in advance? section 40 section 40 [@hertfordshire.gov.uk](mailto:section40@hertfordshire.gov.uk) is my PA who will be the key contact for meeting requests, she will also liaise with Owen's PA when we reach the time that his involvement becomes crucial.

Set out below is a request regarding the financial data that it would be helpful to have access to as soon as is possible. Some of which we know is in the public domain, but not all. We will also take into consideration other relevant socio-economic information regarding Hertfordshire as a place in order to establish a picture of potential drivers and options for change and if there is anything you think we should look at in particular please do let us know.

I'll ask Steven to co-ordinate the production of the following financial data for you. Would you like it sent over 'as and when it is ready' or in one batch? Before we get underway it would help Steven to advise what items you are collecting from public available data and what items you need his access to obtain for HCC and other Districts.

**Financial data request (for each council of possible)**

*This is the data or information that we will ideally need to have access to in order to inform our financial modelling:*

*Income (broken down by source)*

*Spend on third party suppliers*

*Total number of FTE*

*Number of senior managers (top three tiers)*

*Approximate split of FTE across front, middle and back office (though we can make some assumptions on this)*

*Average salaries by grade*

*Spend on property and other assets*

*Spend on IT*

## **Costs associated with Members**

### **Council Tax precept**

Regarding socio-economic data we have a business intelligence team that can provide, access, and do clever stuff with this sort of data. I would suggest that we arrange for you to meet with the teams Head of Service. This will need to be 'under cover' but I'm sure we can come up with a legitimate reason to have an initial conversation.

And finally we would welcome a further conversation about the growth board, the work that has already taken place and direction of travel; and (perhaps with Taryn) a further exploration of the points made today on customer and considering the perspective of Hertfordshire resident's in terms of change and engagement.

A conversation with Taryn regarding customer and digital is essential, I'll ask section 40 and section 40 to make the necessary arrangements to get you all together so they can be part of the discussion also. Regarding the Growth Board you will need to meet with section 40 section 40 (@hertfordshire.gov.uk) . I will need to bring her Strategic Director into the trusted circle to explain why we need her support. I'll do that tomorrow. I'll then ask section 40 and section 40 to make the arrangements with you to meet and again also take part in the meeting.

Hopefully this all makes sense and is relatively straightforward but if anything is unclear please do let us know.

Best wishes,

section 40

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Total number of FTE

Number of senior managers (top three tiers)

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Average salaries by grade

Spend on property and other assets

Spend on IT

Costs associated with Members

Council Tax precept

section 40

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