

# Public Document Pack



East Midlands Shared Services

## **EAST MIDLANDS SHARED SERVICES JOINT COMMITTEE**

**Date:** Monday, 27 June 2016

**Time:** 10.30 am

**Place:** LH 2.32 - Loxley House, Station Street, Nottingham, NG2 3NG

**Members are requested to attend the above meeting on the date and at the time and place stated to transact the following business**

**Glen O'Connell**  
Corporate Director for Resilience  
Nottingham City Council

**Chris Tambini**  
Assistant Director Strategic Finance and  
Property  
Leicestershire County Council

**Constitutional Services Officer:** James Welbourn **Direct Dial:** 0115 8763288

## **AGENDA**

## **Pages**

- |          |   |               |
|----------|---|---------------|
| <b>1</b> | <b>APOLOGIES FOR ABSENCE</b>  |               |
| <b>2</b> | <b>DECLARATIONS OF INTERESTS</b>  |               |
| <b>3</b> | <b>MINUTES</b><br>To approve the minutes of the meeting dated 7 December 2015.  | 3 - 6         |
| <b>4</b> | <b>HR AND FINANCE SYSTEM OPTIONS APPRAISAL - UPDATE</b><br>Update from Lucy Littlefair, Head of East Midlands Shared Service          | Verbal Report |
| <b>5</b> | <b>DATES OF FUTURE MEETINGS</b><br>To propose meeting on the following dates in 2016/17:<br><br>19 September 2016<br>12 December 2016 |               |

20 March 2017;

**6 EXCLUSION OF THE PUBLIC**

To consider excluding the public from the meeting during consideration of the remaining items in accordance with Section 100A(4) of the Local Government Act 1972 on the basis that, having regard to all the circumstances, the public interest in maintaining the exemption outweighs the public interest in disclosing the information by virtue of Paragraph 3 of Part 1 of Schedule 12A of the Act.

**7 EXEMPT MINUTES**

7 - 12

To confirm the exempt minutes of the meeting held on 7 December 2015.

**8 EAST MIDLANDS SHARED SERVICES ANNUAL REPORT 2015/16**

13 - 54

Report of Lucy Littlefair, Head of East Midlands Shared Services

**9 EAST MIDLANDS SHARED SERVICES 2015/16 BUDGET OUT TURN AND 2016/17 - 2019/20 BUDGET**

55 - 74

Report of Lucy Littlefair, Head of East Midlands Shared Services, and Rachel Firth, Assistant Finance Business Partner at Leicestershire County Council

**ALL ITEMS LISTED 'UNDER EXCLUSION OF THE PUBLIC' WILL BE HEARD IN PRIVATE. THEY HAVE BEEN INCLUDED ON THE AGENDA AS NO REPRESENTATIONS AGAINST HEARING THE ITEMS IN PRIVATE WERE RECEIVED**

**IF YOU NEED ANY ADVICE ON DECLARING AN INTEREST IN ANY ITEM ON THE AGENDA, PLEASE CONTACT THE CONSTITUTIONAL SERVICES OFFICER SHOWN ABOVE, IF POSSIBLE BEFORE THE DAY OF THE MEETING**

IF YOU NEED ANY ADVICE ON DECLARING AN INTEREST IN ANY ITEM ON THE AGENDA, PLEASE CONTACT THE GOVERNANCE OFFICER SHOWN ABOVE, IF POSSIBLE BEFORE THE DAY OF THE MEETING  
CITIZENS ARE ADVISED THAT THIS MEETING MAY BE RECORDED BY MEMBERS OF THE PUBLIC. ANY RECORDING OR REPORTING ON THIS MEETING SHOULD TAKE PLACE IN ACCORDANCE WITH THE COUNCIL'S POLICY ON RECORDING AND REPORTING ON PUBLIC MEETINGS, WHICH IS AVAILABLE AT [WWW.NOTTINGHAMCITY.GOV.UK](http://WWW.NOTTINGHAMCITY.GOV.UK). INDIVIDUALS INTENDING TO RECORD THE MEETING ARE ASKED TO NOTIFY THE GOVERNANCE OFFICER SHOWN ABOVE IN ADVANCE.



East Midlands Shared Services

## **EAST MIDLANDS SHARED SERVICES JOINT COMMITTEE**

**MINUTES of the meeting held at LB31 - Loxley House, Station Street, Nottingham, NG2 3NG on 7 December 2015 from 10.30 - 11.42**

### **Leicestershire County Council**

- ✓ Cllr Peter Osborne (VC)
- ✓ Cllr Byron Rhodes

### **Nottingham City Council**

- ✓ Cllr Alan Clark (Chair)
- ✓ Cllr Nicola Heaton

### **Leicestershire County Council**

- |                 |   |
|-----------------|---|
| Rachel Firth    | - Assistant Finance Business Partner                |
| Penny Hurst     | - Head of Finance Service Centre, EMSS              |
| Lucy Littlefair | - Head of EMSS                                      |
| Chris Tambini   | - Assistant Director Strategic Finance and Property |

### **Nottingham City Council**

- |                |                                 |
|----------------|---------------------------------|
| Geoff Walker   | - Director of Strategic Finance |
| James Welbourn | - Governance Officer            |

## **22 APPOINTMENT OF CHAIR**

Councillor Alan Clark was appointed as Chair until 31 May 2017.

## **23 APPOINTMENT OF VICE-CHAIR**

Councillor Peter Osborne was appointed as vice-chair until 31 May 2017.

## **24 MEMBERSHIP**

The Committee noted that a representative from Nottingham City Council has changed, with Councillor Nicola Heaton replacing Councillor Graham Chapman.

## **25 APOLOGIES**

Glen O'Connell

## **26 DECLARATIONS OF INTERESTS**

None.

## **27 MINUTES**

The minutes of the meeting held on 28 September 2015 were confirmed and signed by the Chair.

## **28 HR AND FINANCE SYSTEM OPTIONS APPRAISAL PRESENTATION**

Lucy Littlefair, Head of EMSS, introduced the HR and Finance System Options Appraisal Presentation, highlighting the following points:

- (a) the last upgrade to Oracle was completed in November 2014, an agreement about the future strategic direction will be required, which may involve a procurement exercise;
- (b) the functional requirements of the new system need to be defined as part of any proposed approach. There is the option to remain with the Oracle platform, either hosted or Oracle Fusion. Alternatively, the option may be to move to 'best of breed', separate finance and HR systems;
- (c) EMSS are very clear that any new system must have an appeal to a wider customer base;
- (d) the options appraisal governance will be through the Oracle steering group, chaired by Lucy Littlefair, that meets every month;
- (e) some of the Oracle upgrade underspend from this financial year will be used to fund a post to lead the options appraisal on behalf of the partnership;

### **RESOLVED to:**

- (1) thank Lucy Littlefair for the presentation;**
- (2) complete the options appraisal and report back to the next meeting of the Joint Committee.**

## **29 EXCLUSION OF THE PUBLIC**

RESOLVED to exclude the public from the meeting during consideration of the remaining items in accordance with section 100a(4) of the Local Government Act 1972 on the basis that, having regard to all the circumstances, the public interest in maintaining the exemption outweighs the public interest in disclosing the information, as defined in Paragraph 3 of Part 1 of Schedule 12A to the Act, in so far as the following reports contain information of a sensitive business nature.

## **30 EXEMPT MINUTES**

The exempt minutes of the meeting held on 28 September 2015 were confirmed and signed by the Chair.

**31 EAST MIDLANDS SHARED SERVICES PERFORMANCE AND TRANSFORMATION PROGRAMME UPDATE**

Lucy Littlefair, Head of EMSS, and Penny Hurst, Head of Finance introduced the East Midlands Shared Services Performance and Transformation Programme Update.

**RESOLVED to approve the recommendations set out in the report.**

Reasons for recommendations

As set out in the report.

Other options considered

As set out in the report.

**32 EAST MIDLANDS SHARED SERVICES 2015/16 BUDGET MONITORING AND 2016/17 - 2019/20 BUDGET**

Rachel Firth, Assistant Finance Business Partner at East Midlands Shared Services (EMSS) introduced the EMSS 2015/16 Budget Monitoring and 2016/17-2019/20 Budget.

**RESOLVED to approve the recommendations set out in the report.**

Reasons for recommendations

As set out in the report.

Other options considered

As set out in the report.

**33 EAST MIDLANDS SHARED SERVICES ORACLE / ICT 2015/16 BUDGET MONITORING AND 2016/17 - 2019/20 BUDGET**

Rachel Firth, Assistant Finance Business Partner at East Midlands Shared Services (EMSS) introduced the EMSS Oracle/ICT 2015/16 Budget Monitoring and 2016/17-2019/20 Budget.

**RESOLVED to approve the recommendations set out in the report.**

Reasons for recommendations

As set out in the report.

Other options considered

As set out in the report.

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By virtue of paragraph(s) 3 of Part 1 of Schedule 12A  
of the Local Government Act 1972.

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