



EAST MIDLANDS SHARED SERVICES JOINT COMMITTEE

MINUTES of the meeting held at Gartree Committee Room - County Hall, Glenfield, Leicestershire, LE3 8RB on 24 September 2018 from 10.30 am - 12.07 pm

Leicestershire County Council (LCC) (✓ indicates present)

- ✓ Councillor Byron Rhodes (Chair)
- ✓ Councillor Richard Shepherd

Nottingham City Council (NCC)

- ✓ Councillor Dave Liversidge (Vice-Chair)
- Councillor Toby Neal

Officers and Others Present

Lucy Littlefair	-	Head of East Midlands Shared Services (EMSS)
Chris Tambini	-	Director of Corporate Resources (LCC)
Sara Smith-Bricknell	-	Finance Business Partner (LCC)
Jill Turner	-	Business Development Manager (EMSS)
Bindy Riyait	-	Finance (LCC)
Catherine Ziane-Pryor	-	Governance Officer (NCC)

Call-in

Unless stated otherwise, all decisions are subject to call-in and cannot be implemented until Thursday 4 October 2018.

12 APOLOGIES FOR ABSENCE

Councillor Toby Neal – unexpected personal reasons

Although unable to attend the meeting due to a broken leg, Laura Pattman, Strategic Director of Finance (NCC), was able to take part in the meeting from the finance item onwards via a telephone link.

13 DECLARATIONS OF INTERESTS

None.

14 MINUTES

The minutes of the meeting held on 25 May 2018 were confirmed as a true record and signed by the Chair.

15 EAST MIDLANDS SHARED SERVICES DATA PROCESSING AGREEMENT

Lucy Littlefair, Head of EMSS, presented the report which requests that the Committee consider and approve the Data Processing Agreement, as attached as appendix A to the report.

RESOLVED to approve the Data Processing Agreement as attached to the report and authorise the EMSS sponsors to sign on behalf of their respective Councils.

Reasons for the decision

To reassure Committee members and the shareholder Local Authorities that appropriate controls are in place for the correct handling of data.

Other options considered

To rely on the existing Information Sharing Agreement or to bring forward the work on reviewing the Partnership Agreement. The legal advice from both councils is that the use of a data processing agreement is best way to ensure GDPR compliance whilst the Partnership Agreement is being reviewed.

16 BUSINESS CONTINUITY PLAN

Jill Turner, Business Development Manager, presented the covering report which requests that the Committee approve the Business Continuity Plan (which is provided as an exempt Appendix to the report), which is designed to support managers during incidents which would otherwise disrupt or temporarily prevent business activity.

RESOLVED to note the covering report and consider the Business Continuity Plan with the exempt section of the meeting.

Reasons for decision

As the performance information is contained within the exempt appendix, the Committee can only note the covering report.

Other options considered

Not providing a Business continuity Plan is not an option as both partners require all departments to have business continuity arrangements to ensure the uninterrupted provision of services. EMSS has worked with leads from both councils to review their approaches and requirements. The EMSS plan includes the essential elements of the partners' methodologies for business continuity planning.

17 PERFORMANCE REPORT QUARTER 1 2018-19

Lucy Littlefair, Head of East Midlands Shared Services (EMSS), presented the covering report which requests that the performance of EMSS during the first year-quarter is noted. The performance information is included as an exempt appendix and was discussed in detail in the exempt section of the meeting.

RESOLVED to note the covering report and consider the performance during the first year-quarter within the exempt section of the meeting.

Reasons for decision

As the performance information is contained within the exempt appendix, the Committee can only note the covering report.

Other options considered

None as it is a requirement of the agreement that quarterly performance reports are provided to the Committee.

18 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.

19 EXEMPT MINUTES

The exempt minutes of the meeting held on 25 May 2018 were confirmed as a true record and signed by the Chair.

20 BUSINESS CONTINUITY PLAN - EXEMPT APPENDIX

The Committee, having noted the covering report at minute 16 requesting approval, considered the Business Continuity Plan which was presented by Jill Turner, Business Development Manager. The Business Continuity Plan has been developed in readiness for a range of potential circumstances which would otherwise disrupt or temporarily prevent business activity.

RESOLVED to approve recommendations as set out in the report.

Reasons for decision

Having considered and approved the Business Continuity Plan, the Joint Committee is formalising its agreement that the Plan appropriately meets the needs of the service, partners and clients in a range of circumstances.

Other options considered

Not providing a Business continuity Plan is not an option as both partners require all departments to have business continuity arrangements to ensure the uninterrupted provision of services. EMSS has worked with leads from both councils to review their approaches and requirements. The EMSS plan includes the essential elements of the partners' methodologies for business continuity planning.

21 PERFORMANCE QUARTER 1 2018-19 - EXEMPT APPENDIX

The Committee, having noted the covering report in minute 17 requesting the performance information for Quarter 1 is noted, considered the exempt appendix which was presented by Lucy Littlefair, Head of EMSS.

This decision is not subject to call-in.

RESOLVED to note EMSS performance for the first year-quarter.

Reasons for decision

As the record of performance is retrospective, the Committee can only note the report.

Other options considered

None as it is a requirement of the agreement that quarterly performance reports are provided to the Committee.

22 EAST MIDLANDS SHARED SERVICES FINANCIAL UPDATE

During this item, Lucy Pattman, Strategic Director of Finance (NCC), joined the meeting via a telephone link.

Sara Smith-Bricknell, Finance Business Partner (LCC), presented the report which updates the Committee on the financial performance and position of EMSS. Lucy Littlefair, Head of EMSS, Jill Turner, Business Development Manager, and Laura Pattman, Strategic Director of Finance (NCC), and Chris Tambini, Director of Corporate Resources (LCC), also contributed to the discussion.

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

Reasons for decision

To inform the Committee of the financial performance of the EMSS, this will be included in the financial reporting of both Nottingham City and Leicestershire County Councils.

Other options considered

The requirement to provide forecast outturn and budget details to the Joint Committee is a key part of the financial management process and, therefore, no other options were relevant.

**23 EAST MIDLANDS SHARED SERVICES STRATEGIC PRIORITIES UPDATE
2018/19**

Lucy Littlefair, Head of East Midlands Shared Services (EMSS), presented the report which provides the Joint Committee with an update on the strategic priorities and decisions for EMSS.

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

Reason for decision

To acknowledge that the Committee is fully briefed on the progress in developing the business plan and has the opportunity to challenge, question and influence the future strategic direction of EMSS.

Other options considered

None as EMSS is required to provide a strategic plan and report on progress.