



East Midlands Shared Services

EAST MIDLANDS SHARED SERVICES JOINT COMMITTEE

MINUTES of the meeting held at Gartree Committee Room - County Hall, Glenfield, Leicestershire, LE3 8RB on 17 December 2018 from 10.30 am - 11.42 am

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)
Jonathan Allen	-	Lead Officer for Fit For The Future (EMSS)
Catherine Ziane-Pryor	-	Governance Officer (NCC)

Call-in

Unless stated otherwise, all decisions are subject to call-in and cannot be implemented until 31 December 2018.

24 APOLOGIES FOR ABSENCE

Laura Pattman.

25 DECLARATIONS OF INTERESTS

None.

26 MINUTES

The minutes of the meeting held on 24 September 2018 were confirmed as a true record and signed by the Chair.

27 EAST MIDLANDS SHARED SERVICES JOINT COMMITTEE TERMS OF REFERENCE

Lucy Littlefair, Head of EMSS, presented the report which requests that the Committee review its terms of reference (ToR) which were initially adopted in 2011 and amended in 2012.

This report is submitted to Committee as a result of a recommendation by the internal audit undertaken by NCC although it is noted that within the partnership work stream, it was intended that the full governance arrangements of EMSS, including ToR, would be reviewed in detail during 2019.

Having carefully considered the current ToR, it is found that they remain fit for purpose and so it is recommended that they are approved.

RESOLVED to approve the Terms of Reference.

Reason for decision

A periodical review of the Terms of Reference is appropriate to allow for the effective governance of the East Midlands Shared Services and in light of the imminent work to review governance as part of the fit for future programme, no revisions are proposed at this time.

Other options considered

No other options have been considered as a periodical review of the Terms of Reference is required as per the partnership agreement.

28 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.

29 EXEMPT MINUTES

The exempt minutes of the meeting held on 24 September 2018 were confirmed as a true record and signed by the Chair.

**30 EAST MIDLANDS SHARED SERVICES PERFORMANCE REPORT
QUARTER 2, 2018/19**

Lucy Littlefair, Head of East Midlands Shared Services, presented the report which updates the Committee on the performance for the second quarter of the current financial year. Jonathan Allen, Lead Officer for Fit for the Future, and Sara Smith-Bricknell, Finance Business Partner, also contributed to the discussion.

RESOLVED to note the report.

This decision is not subject to call-in.

Reason for decision

To record that the committee is fully aware of the activities, achievements and any areas of concern for Quarter 2 of the current financial year, and is fully able to monitor the operational performance of EMSS.

Other options considered

No other options are considered as performance reporting on a quarterly basis is a requirement of the partnership agreement.

31 EAST MIDLANDS SHARED SERVICES FINANCIAL UPDATE

Sara Smith-Bricknell, Finance Business Partner, presented the report which provides an update on the current and forecast financial position for the current financial year, and proposes a medium-term financial plan for the next two years. Lucy Littlefair, Head of East Midlands Shared Services, Chris Tambini, Director of Corporate Resources, and Jonathan Allen, Lead Officer for Fit for the Future also contributed to the discussion.

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

Reason for decision

To acknowledge the reporting of the latest financial performance and forecast for the financial year 2018/19 and propose a budget for the next two financial years of 2019/ 20 and 2020/21.

Other options considered

No other options were considered as providing forecast outturn budgets to the Committee to ensure that they are fully aware of circumstances and informed to make financial decisions is a required element of the financial management process.

32 EAST MIDLANDS SHARED SERVICES STRATEGIC PRIORITIES UPDATE 2018/19

Lucy Littlefair, Head of East Midlands Shared Services, presented the report which updates the Committee on the performance of EMSS for the second quarter of the current financial year.

Jonathan Allen, Lead Officer for Fit for the Future (FFTF), updated the Committee on FFTF progress, whilst Sara Smith-Bricknell, Finance Business Partner, and Chris Tambini, Director of Corporate Resources, also contributed to the discussion.

RESOLVED to approve the recommendations within the report and added to during consideration of the item.

Reasons for decision

To acknowledge the reporting of the current situation and the ongoing work to advance EMSS and ensure that action is taken to continue progress.

Other options considered

None as it is a requirement that the Joint Committee is fully informed and able to direct progress.