



EastMidlandsSharedServices

## EAST MIDLANDS SHARED SERVICES JOINT COMMITTEE

### MINUTES

of meeting held on **11 JULY 2012** at Loxley House, Station Street, Nottingham

#### **Membership**

##### **Leicestershire County Council**

- ✓ Councillor N Rushton (Vice-Chairman)
- ✓ Councillor B Pain

##### **Nottingham City Council**

- ✓ Councillor G Chapman (Chairman)
- ✓ Councillor A Clark

- ✓ indicates present at meeting

#### **Also in attendance:**

##### **Leicestershire County Council**

- Mr B Roberts - Director of Corporate Resources
- Mr S Nearney - Assistant Director – People and Transformation

##### **Nottingham City Council**

- Ms A Probert - Acting Corporate Director for Resources
- Mr J Abbott - Head of Strategic Finance
- Mr R Simpson - ) Constitutional Services Officers
- Miss C Jackson - )

##### **East Midlands Shared Services**

- Ms E Smith - Head of East Midlands Shared Services

#### **ACTION**

#### **1 APOLOGIES**

No apologies for absence were received.

**ACTION**

**2 DECLARATIONS OF INTERESTS**

No declarations of interests were made.

**3 CHAIRMAN AND VICE-CHAIRMAN**

**RESOLVED** that it be noted that the Chairman and Vice-Chairman had previously been appointed until 31 May 2013.

**4 MEMBERSHIP**

**RESOLVED** that the appointment of Councillor Pain (in place of Councillor Rhodes) by Leicestershire County Council be noted.

**5 TERMS OF REFERENCE AND OPERATING ARRANGEMENTS**

**RESOLVED** that the following revisions to Appendix 1 (Functions delegated to EMSS Joint Committee) of the Terms of Reference and Operating Arrangements for the Joint Committee, copies of which had been circulated, be approved:

C Jackson

- under 'The Shared Services relating to human resources' – deletion of 'Management information';
- under 'The Shared Services relating to finance' – deletion of 'General Ledger, Financial reporting, and Purchasing and online procurement' and insertion after 'Cashiers' of 'but not for NCC'.

**5 MINUTES**

**RESOLVED** that the minutes of the meeting held on 12 March 2012, copies of which had been circulated, be confirmed and signed by the Chairman.

**6 PROGRESS UPDATE**

Consideration was given to a presentation by Simon Nearney, Assistant Director – People and Transformation, Leicestershire County Council, which highlighted progress on:

- achievements on the programme since the last meeting of the Joint Committee;
- the delivery of technology;
- the formation of the EMSS organisation;
- business changes for the two councils;
- training;
- business cutover;
- an overview of the programme during the period July to October 2012;
- key risks.

In response to questions from Councillors, the following additional information was provided by Mr Nearney and colleagues:

**ACTION**

- work was on track to achieve forecast savings;
- a contingency was built into the staff training programme to take account of staff holidays during July/August 2012;
- business managers were planning to ensure that the risk of disruption to services was minimised during a 3 day period when systems, including business critical ones such as those for invoicing and payroll, would be unavailable;
- it was explained that representatives of Deloitte UK would be on site to assist for one month after systems went live and existing systems would be available in parallel until April 2013;
- Councillors on the Joint Committee would be briefed before systems went live;
- User Acceptance Testing of new Oracle systems was underway, with parallel testing continuing until, for example, a success rate of 98.5% of transactions being within a tolerance of £1 was achieved in respect of payroll;

**RESOLVED** that the presentation and information supplied, be supported and noted.

## **7 EAST MIDLANDS SHARED SERVICES – STRATEGIC BUSINESS PLAN**

Consideration was given to a joint report of the Director of Corporate Resources (Leicestershire County Council) and the Acting Corporate Director for Resources (Nottingham City Council), copies of which had been circulated. The report was presented by Elizabeth Smith, Head of East Midlands Shared Services.

### **RESOLVED**

- (1) that the Strategic Business Plan 2012-15, be approved;**
- (2) that the details of the following be drafted and submitted to a future meeting of the Joint Committee for consideration:**
  - (a) an appropriate means of enabling discussion of issues while mitigating the risk of disclosure of commercially sensitive material;** **A Probert/  
B Roberts**
  - (b) the main principles of a draft cultural identity for EMSS;** **E Smith**
  - (c) as outlined in the strategic vision, a definition of being the ‘best’ provider of quality, affordable and resilient support services in the public sector through appropriate benchmarking within local government and the private sector;** **E Smith**
  - (d) the Unique Selling Point of EMSS defined in a clear, short, easily understood statement;** **E Smith**

**ACTION**

- (e) a policy on how returns on investment would be distributed, with reporting in terms of profit and loss.

J Abbott/A  
Probert / B  
Roberts

**8 FINANCIAL UPDATE**

Consideration was given to a joint report of the Director of Corporate Resources (Leicestershire County Council) and the Acting Corporate Director for Resources (Nottingham City Council), copies of which had been circulated.

**RESOLVED**

- (1) that the current financial position of the programme and the ongoing position on committed savings, be noted;
- (2) that future financial updates include the previous year's outturn (when applicable), spending targets, progress being identified on a quarterly basis, identifying variance, estimated outturn for the current year and details of assets and reserves.

J Abbott

**9 FUTURE MEETINGS**

**RESOLVED** that future meetings be held at Loxley House as follows:

C Jackson

5 November 2012 at 2.30 pm

9 January 2013 at 2.00 pm

**10 EXCLUSION OF THE PUBLIC**

**RESOLVED** that the public be excluded 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 outweighed the public interest in disclosing the information, as defined in Paragraphs 1, 3, 4 and 5 of Part 1 of Schedule 12A to the Act.

**11 FINANCIAL UPDATE**

**RESOLVED** that, further to minute 9 above, the exempt appendix to the joint report of the Director of Corporate Resources (Leicestershire County Council) and the Deputy Chief Executive/Corporate Director for Resources (Nottingham City Council), copies of which had been circulated, be noted.