



EastMidlandsSharedServices

EAST MIDLANDS SHARED SERVICES JOINT COMMITTEE

MINUTES

of meeting held on **9 JANUARY 2013** at Loxley House, Station Street, Nottingham from 2.02 pm to 3.20 pm.

Membership

Leicestershire County Council

- ✓ Councillor Rhodes
- ✓ 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
- Ms J Spence - Head of Corporate Finance

Nottingham City Council

- Mrs C Mills Evans - Corporate Director for Resources
- Ms A Probert - Director HR and Organisational transformation
- Miss C Jackson - Constitutional Services Officer

East Midlands Shared Services

- Ms E Smith - Head of East Midlands Shared Services
- Ms L Sexton - East Midlands Shared Services Programme Manager

ACTION

12 APOLOGY FOR ABSENCE

An apology for absence was received from Jeff Abbott.

13 DECLARATIONS OF INTERESTS

No declarations of interests were made.

ACTION

14 MEMBERSHIP

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

15 APPOINTMENT OF VICE-CHAIR

RESOLVED that Councillor Rhodes be appointed Vice-Chair.

16 MINUTES

(a) Confirmation

RESOLVED that the minutes of the meeting held on 11 July 2012, copies of which had been circulated, be confirmed and signed by the Chairman.

(b) Actions

The following actions remained outstanding from the previous meeting held on 11 July 2012:

- resolution 2 (b) minute 7- to draft and submit to a future meeting of the Joint Committee, the main principles of a draft cultural identity for EMSS; E Smith
- resolution 2 (c) minute 7- to draft and submit to a future meeting of the Joint Committee, 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
- resolution 2(d) minute 7 - to draft and submit to a future meeting of the Joint Committee, the Unique Selling Point of EMSS defined in a clear, short, easily understood statement; E Smith
- resolution 1 minute 8 - 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

The Chair requested that these outstanding items be brought to back to the Joint Committee as soon as possible.

17 PROGRESS REPORT

Consideration was given to a joint report of the Director of Corporate Resources (Leicestershire County Council) (LCC) and the Acting Corporate Director for Resources (Nottingham City Council) (NCC), copies of which had been circulated, updating on the progress made in establishing East Midlands Shared Services (EMSS).

ACTION

The report was presented by Elizabeth Smith, Head of East Midlands Shared Services who updated the Joint Committee on the progress made since the last meeting in relation to:

- East Midlands Shared Services - Appendix 1 of the Report contained a summary of achievements. The Operational Board was due to have its first meeting on 24 January 2013. The draft terms of reference for the Board were set out at Appendix 2 of the Report and the membership at Appendix 3;
- East Midlands Shared Service's Strategic Business Plan - an update against progress was set out at Appendix 4 of the Report;
- financial matters - £1.660m of savings was on track to be delivered and the remainder of the £2.0m would be overseen by the Operational Board and reported to the Joint Committee. An outline budget for EMSS for 2013/14 was set out in the Report and this was being developed.

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

- the income budgets for EMSS included income from schools. As schools continued to convert to academy status, it was important to try to ensure that they continued to use the services of EMSS wherever possible in order to maintain income levels. It was anticipated that someone would be appointed to a post created specifically for the purpose of dealing with this issue in the next three months;
- work was being undertaken to identify further internal targets within the two Councils for inclusion within EMSS.

RESOLVED

- (1) that the progress made on establishing East Midlands Shared Services be noted;**
- (2) the draft Terms of Reference for the East Midlands Shared Services Operational Board be agreed;**
- (3) that the progress on the Strategic Objectives contained in the EMSS Business Plan be noted;**
- (4) that the position on the savings be noted and the 2013/14 outline budget for EMSS be approved.**

18 PROGRAMME UPDATE

Consideration was given to a presentation by Liz Sexton, Programme Manager, Leicestershire County Council, which updated the Joint Committee on the EMSS Programme. The key points of which were:

ACTION

- the main objectives of the EMSS Programme were;
 - EMSS Organisation – this had been operating since September 2012, using the new technical infrastructure to deliver Finance, Human Resources and Payroll Services for both NCC & LCC;
 - Business Change - changes to business, culture and ways of working in LCC and NCC and associated organisations (e.g. schools). The phased roll out was on target;
 - Oracle – the target delivery date was 1st April 2013 for the implementation to the business.

- The achievements since the last meeting included:
 - EMSS Organisation - this had commenced 1 September and was successfully delivering services to NCC, LCC and customers. The relocation of the majority of EMSS colleagues to their permanent base (Finance – to NCC, Human Resources/Payroll – to LCC) had taken place;
 - EMSS service offer - extended provision of Employee Service Centre HR Service Desk to NCC from December 2012;
 - Training - electronic learning (self teaching) released at NCC to embed new ways of working in November. Classroom training also commenced;
 - Communications - delivered to colleagues outlining benefits / changes EMSS brought;
 - System testing – for the majority of HR, Payroll and Finance, testing was completed in September 2012.

The customisation and implementation of the Oracle system had presented a range of challenges and there had been a number of issues relating to the performance of the delivery partner. This would be considered in more detail under agenda item 9 'Financial Update' A revised plan had been agreed by the Programme and new milestones had been set with a new approach to delivery to achieve implementation on 1 April 2013.

The key risks in the Programme and the mitigation action being taken in relation to the identified risks were outlined.

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

19 FUTURE MEETING DATES

RESOLVED that the next meeting of the Joint Committee would take place in the last two weeks of March 2013 and thereafter quarterly. Constitutional Services to organise.

C Jackson

20 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.

21 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, updating the Joint Committee on the financial position of the programme. The report was presented by Ms J Spence, Head of Corporate Finance, Leicestershire County Council.

RESOLVED

- (1) that the financial position of the programme, as presented in the report, be noted;**
- (2) that the contents of the verbal update be noted.**