

# Public Document Pack

## East Midlands Shared Services

Delivering quality, affordable and resilient support services to the public sector



### East Midlands Shared Services Joint Committee

**Date:** Monday, 18 September 2023

**Time:** 10.30 am

**Place:** LB 31-32 - Loxley House, Station Street, Nottingham, NG2 3NG

**Governance Officer:** Catherine Ziane-Pryor **Direct Dial:** 0115 8764298

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

**Malcolm Townroe**  
Director for Legal and Governance  
Nottingham City Council

**Declan Keegan**  
Director of Corporate Resources  
Leicestershire County Council

Agenda	Pages
<b>1 Apologies for Absence</b>	
<b>2 Declarations of Interests</b>	
<b>3 Minutes</b> Minutes of the meeting held on 19 June 2023, for confirmation.	3 - 6
<b>4 Exclusion of the Public</b> To consider excluding the public from the meeting during consideration of the remaining items in accordance with Section 100A of the Local Government Act 1972, under Schedule 12A, Part 1, on the basis that, having regard to all the circumstances, the public interest in maintaining an exemption outweighs the public interest in disclosing the information	
<b>5 Exempt Minutes</b> Exempt Minutes of the meeting held on 19 June 2023, for confirmation.	7 - 12

**6 East Midlands Shared Services Financial Outturn Position 2023/2024 and Medium Term Financial Plan 2024/25-2027/28** 13 - 20

Joint report of Director of Finance, Nottingham City Council, and Director of Resources, Leicestershire County Council.

**7 East Midlands Shared Services Strategic and Performance Report - Quarter 1 2023/2024.** 21 - 42

Joint report of Director of Resources, Leicestershire County Council, Director of Finance, and Director of HR and EDI, Nottingham City Council.

All items listed under 'Exclusion of the Public' will be heard in private. These items have been included under this section of the agenda because no representations against hearing them in private were received.

**Councillors, co-optees, colleagues and other participants must declare all disclosable pecuniary and other interests relating to any items of business to be discussed at the meeting. If you need any advice on declaring an interest in an item on the agenda, please contact the Governance Officer shown above before the day of the meeting, if possible.**

**Citizens attending the meeting should arrive at least 15 minutes before it starts, to be issued with visitor badges. 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: <https://www.nottinghamcity.gov.uk/your-council/about-the-council/council-meetings-decisions/recording-reporting-on-public-meetings>. Any person intending to record the meeting is requested to notify the Governance Officer shown above in advance.**

## East Midlands Shared Services Joint Committee

**Minutes of the meeting held at Ground Floor Committee Room - Loxley House, Station Street, Nottingham, NG2 3NG on 19 June 2023 from 10.32 am – 11.10 am**

### Nottingham City Council (NCC)

- ✓ Councillor Audra Wynter (Chair)
- ✓ Councillor Pavlos Kotsonis

### Leicestershire County Council (LCC)

- ✓ Councillor Lee Breckon (Vie-Chair)
- ✓ Councillor Peter Bedford

### Colleagues, partners and others in attendance:

Susan Baum	- Finance Business Partner (LCC)
Richard Henderson	- Director of Human Resources, Equality, Diversity & Inclusion (NCC)
Declan Keegan	- Director of Strategic Finance and Property (LCC)
Lucy Littlefair	- Head of East Midlands Shared Services
Shabana Kausar	- Director of Finance (NCC)
Jill Turner	- Business Development Manager, East Midlands Shared Services
Catherine Ziane-Pryor	- Governance Officer (NCC)

### Call-in

Unless stated otherwise, all decisions made by the East Midlands Shared Services Joint Committee are subject to call-in. The last date for call-in is 28 June 2023. Decisions cannot be implemented until the next working day following this date.

### 1 Appointment of Chair

Councillor Audra Wynter is appointed Chair of the Committee for the next municipal year.

### 2 Appointment of Vice Chair

Councillor Lee Breckon is appointed Vice-Chair of the Committee for the next municipal year.

**It was at this point that the Committee and all in attendance observed a minute's silence in recognition of the tragic attacks last week in Nottingham.**

### 3 Apologies for Absence

None.

### 4 Declarations of Interests

None.

## **5 Minutes**

The minutes of the meeting held on 20 March 2023 were confirmed as a true record and signed by the Chair.

## **6 Future Meeting Dates**

**Agreed to meet in Loxley House at 10.30 am on the following dates:**

**18 September 2023**

**18 March 2024**

**20 November 2023**

## **7 Revised Terms of Reference**

Following the committee's request at the last meeting, to address gender references, the terms of reference have been amended, with further amendments made to a final version which is circulated with the initial publication of the minutes.

## **8 Exclusion of the Public**

**Resolved to exclude the public from the meeting during consideration of the remaining items in accordance with Section 100A of the Local Government Act 1972, under Schedule 12A, Part 1, on the basis that, having regard to all the circumstances, the public interest in maintaining an exemption outweighs the public interest in disclosing the information.**

## **9 East Midlands Shared Services Annual Report for 2022/23.**

Lucy Littlefair, Head of EMSS, presented the report which is set out to reflect achievement against the strategic priorities for 2023-25 along with the vision for the partnership and the ambition for EMSS.

**Resolved to approve the recommendations as set out in the report.**

This decision is not subject to call-in.

Reasons for recommendations

- As set out in the exempt report.

Other options considered in making recommendations

- As set out in the exempt report.

## **10 East Midlands Shared Services Financial Outturn Position 2022/2023**

Susan Baum, Finance Business Partner (LCC), presented the report sets out the financial outturn position for 2022/2023.

This decision is not subject to call-in.

Reasons for recommendations

- As set out in the exempt report.

Other options considered in making recommendations

- As set out in the exempt report.

## **11 Exempt Minutes**

The exempt minutes of the meeting held on 20 March 2023 were confirmed as a true record and signed by the Chair.

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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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