

# Public Document Pack



East Midlands Shared Services

## **EAST MIDLANDS SHARED SERVICES JOINT COMMITTEE**

**Date:** Monday, 15 December 2014

**Time:** 10.30 am

**Place:** Goscote Committee Room - County Hall, Leicestershire, LE3 8RB

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

**Glen O'Connell**  
**Acting Corporate Director for Resources**  
**Nottingham City Council**

**Chris Tambini**  
**Assistant Director Strategic Finance and Property**  
**Leicestershire County Council**

**Governance Officer:** Catherine Ziane-Pryor

**Direct Dial:** 0115 87664298

## **AGENDA**

## **Pages**

**1 APOLOGIES FOR ABSENCE**

**2 DECLARATIONS OF INTERESTS**

**3 MINUTES**

Of the meeting held on 15 September 2014 (for confirmation)

**3 - 4**

**4 EXCLUSION OF THE PUBLIC**

To consider excluding 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.

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| <b>5</b> | <b>EXEMPT MINUTES</b><br>Of the meeting held on 15 September 2014 (for confirmation)  | 5 - 8   |
| <b>6</b> | <b>EAST MIDLANDS SHARED SERVICES UPDATE AND BUSINESS PLAN</b><br>Joint Report of Glen O'Connell – Acting Corporate Director for Resources, Nottingham City Council (NCC) and Chris Tambini – Assistant Director of Strategic Finance and Property, Leicestershire County Council (LCC)                            | 9 - 26  |
| <b>7</b> | <b>EAST MIDLANDS SHARED SERVICES FINANCIAL UPDATE 2014/15</b><br>Joint Report of Glen O'Connell – Acting Corporate Director for Resources, Nottingham City Council (NCC) and Chris Tambini – Assistant Director of Strategic Finance and Property, Leicestershire County Council (LCC)                            | 27 - 30 |
| <b>8</b> | <b>EAST MIDLANDS SHARED SERVICES DRAFT BUDGET 2015/16 AND MEDIUM TERM FINANCIAL PLAN</b><br>Joint report of Glen O'Connell – Acting Corporate Director for Resources, Nottingham City Council (NCC) and Chris Tambini – Assistant Director of Strategic Finance and Property, Leicestershire County Council (LCC) | 31 - 38 |

**ALL ITEMS LISTED 'UNDER EXCLUSION OF THE PUBLIC' WILL BE HEARD IN PRIVATE. THEY HAVE BEEN INCLUDED ON THE AGENDA AS NO REPRESENTATIONS AGAINST HEARING THE ITEMS IN PRIVATE WERE RECEIVED**

**IF YOU NEED ANY ADVICE ON DECLARING AN INTEREST IN ANY ITEM ON THE AGENDA, PLEASE CONTACT THE CONSTITUTIONAL SERVICES OFFICER SHOWN ABOVE, IF POSSIBLE BEFORE THE DAY OF THE MEETING**

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 [WWW.NOTTINGHAMCITY.GOV.UK](http://WWW.NOTTINGHAMCITY.GOV.UK). INDIVIDUALS INTENDING TO RECORD THE MEETING ARE ASKED TO NOTIFY THE GOVERNANCE OFFICER SHOWN ABOVE IN ADVANCE.



**EAST MIDLANDS SHARED SERVICES JOINT COMMITTEE**

**MINUTES of the meeting held at Goscote Committee Room - County Hall, Leicestershire, LE3 8RB on 15 September 2014 from 10.30am - 11.26am**

**Leicestershire County Council**

- ✓ Councillor Byron Rhodes (Chair)
- ✓ Councillor Peter Osborne

**Nottingham City Council**

- ✓ Councillor Graham Chapman (Vice-Chair)
- Councillor Alan Clark

**Leicestershire County Council**

- Chris Tambini - Assistant Director, Strategic Finance, Property & Procurement
- Lucy Littlefair - Interim Head of East Midlands Shared Services.
- Judith Spence - Head of Corporate Finance

**Nottingham City Council**

- Jeff Abbott - Head of Strategic Finance
- Glen O'Connell - Corporate Director of Resources
- Claire Gavagan - Finance Business Partner
- Cath Ziane-Pryor - Constitutional Services

**Call-in**

Unless stated otherwise, all decisions are subject to call-in and cannot be implemented until 26 September 2014.

**26 APOLOGIES FOR ABSENCE**

Councillor Alan Clark.

**27 DECLARATIONS OF INTERESTS**

None.

**28 MINUTES**

The minutes of the meeting held on 23 June 2014, were confirmed as a true record and were signed by the Chair.

## **29 EXCLUSION OF 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, insofar as the following reports contain information of a sensitive business nature.

## **30 EAST MIDLANDS SHARED SERVICES UPDATE**

Lucy Littlefair, Interim Head East Midlands Shared Services (EMSS), presented the update report.

Since June 2014, Lucy and her team have undertaken a comprehensive review of the Shared Services. The report details the findings of the review and the planned improvement in key areas of the organisation.

Members of the Committee welcomed the review and the action being taken by the Interim Head and EMSS Team to address identified issues.

**RESOLVED to approve the recommendations set out in the report and added to at the meeting.**

Reason for decision:

As set out in the report.

Other options considered:

None.

## **31 EAST MIDLANDS SHARED SERVICES FINANCIAL UPDATE**

Jeff Abbott, Head of Strategic Finance (NCC) presented a report and was accompanied by Claire Gavagan, Finance Business Partner (NCC).

It is noted that in future there will be a different approach for financial reporting.

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

Reason for decision:

To ensure that EMSS is able to operate efficiently and effectively.

Other options considered:

None.

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