



EastMidlandsSharedServices

### **Leicestershire County Council**

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

### **Nottingham City Council**

- ✓ Councillor Graham Chapman (VC)
- ✓ Councillor Alan Clark

### **East Midlands Shared Services**

Lucy Littlefair - Head of EMSS

### **Leicestershire County Council**

Chris Tambini - Assistant Director, Strategic Finance, Property & Procurement

Rachel Firth - Assistant Finance Business Partner

Liz Clark - Assistant Director (IT)

### **Nottingham City Council**

Glen O'Connell - Acting Corporate Director of Resources

Shail Shah - Head of Internal Audit

Ceri Walters - Acting Head of Departmental Financial Support

James Welbourn - Governance Officer

### **Call-in**

Unless stated otherwise, all decisions are subject to call-in and cannot be implemented until **19 June 2015**.

### **1 APOLOGIES FOR ABSENCE**

Jeff Abbott (sent substitute)

### **2 DECLARATIONS OF INTERESTS**

None

### **3 MINUTES**

The minutes of the meeting held on 15 December 2014, were confirmed and signed by the Chair.

**4 PROPOSED FUTURE MEETING DATES**

**RESOLVED to note the following meetings are to be held at County Hall, Glenfield, Leicestershire, on the following dates:**

**28 September 2015,  
7 December 2015,  
25 April 2016.**

**5 EAST MIDLANDS SHARED SERVICES UPDATE**

Lucy Littlefair, Head of East Midlands Shared Services (EMSS) provided an update on the Oracle system.

The Chair agreed to take this as an urgent item on the basis that members needed to be aware of this in advance of the next scheduled meeting.

**RESOLVED to note the update.**

**6 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 because the reports contain information which is sensitive and of potential value to other businesses providing similar services to EMSS.**

**7 EXEMPT MINUTES**

The exempt minutes of the meeting held on 15 December 2014, were confirmed and signed by the Chair.

**8 EAST MIDLANDS SHARED SERVICES ANNUAL REPORT 2014/15**

Lucy Littlefair, Head of EMSS presented the Annual Report for 2014/15.

**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.

**9 EAST MIDLANDS SHARED SERVICES FINANCIAL OUTTURN 2014/15, BUDGET 2015/16 AND MEDIUM TERM FINANCIAL PLAN**

Ceri Walters, Finance Business Partner at Nottingham City Council, and Rachel Firth, Assistant Finance Business Partner at Leicestershire County Council, presented the report on the EMSS Financial Outturn for the previous year, in addition to outlining the 2015/16 budget and Medium Term Financial Plan.

**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.

**10 EAST MIDLANDS SHARED SERVICES PARTNERSHIP - ORACLE SYSTEM DEVELOPMENT OUTTURN 2014/15 AND BUDGET 2015/16**

Rachel Firth, Assistant Finance Business Partner at Leicestershire County Council, and Chris Tambini, Assistant Director of Strategic Finance and Property at Leicestershire, presented the report on the Oracle system development, and the budget for 2015/16.

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

Reason for decision: As set out in the report.

Other options considered: None.

**11 ORACLE E-BUSINESS MANAGED HOSTED SERVICE ARRANGEMENTS**

Liz Clark, Assistant Director (Strategic IT) presented the report on the Oracle e-business managed hosted service arrangements.

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

Reason for decision: As set out in the report.

Other options considered: As set out in the report.

**12 EAST MIDLANDS SHARED SERVICES TRANSFORMATION PROGRAMME UPDATE**

Lucy Littlefair, Head of EMSS presented the EMSS Transformation Programme for the period 2015-18.

**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.

**13 EAST MIDLANDS SHARED SERVICES STRATEGIC PLAN 2015-2018**

Lucy Littlefair, Head of EMSS presented the EMSS Strategic Plan for the period 2015-18.

**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.