

# Public Document Pack



EastMidlandsSharedServices

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

**Date:** Monday, 28 September 2015

**Time:** 10.30 am

**Place:** 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**  
Corporate Director for Resilience  
Nottingham City Council

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

**Constitutional Services Officer:** James Welbourn **Direct Dial:** 0115 8763288

## **AGENDA**

## **Pages**

**1 APOLOGIES FOR ABSENCE**

**2 DECLARATIONS OF INTERESTS**

**3 MINUTES**

Of the meeting held on 8 June 2015 (for confirmation)

3 - 6

**4 EXCLUSION OF 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 by virtue of Paragraph 3 of Part 1 of Schedule 12A of the Act.

<b>5</b>	<b>EXEMPT MINUTES</b> Of the meeting held on 8 June 2015 (for confirmation)	7 - 12
<b>6</b>	<b>EAST MIDLANDS SHARED SERVICES PERFORMANCE AND TRANSFORMATION PROGRAMME UPDATE</b> Joint report of Glen O’Connell – Corporate Director for Resilience (NCC) Chris Tambini – Assistant Director Strategic Finance and Property (LCC)	13 - 40
<b>7</b>	<b>EAST MIDLANDS SHARED SERVICES FINANCIAL UPDATE</b> Joint report of Glen O’Connell – Corporate Director for Resilience, Nottingham City Council (NCC) and Chris Tambini – Assistant Director of Strategic Finance and Property, Leicestershire County Council (LCC)	41 - 46
<b>8</b>	<b>EAST MIDLANDS SHARED SERVICES PARTNERSHIP - ORACLE SYSTEM SUPPORT AND DEVELOPMENT</b> Joint report of Glen O’Connell – Corporate Director for Resilience, Nottingham City Council (NCC) and Chris Tambini – Assistant Director of Strategic Finance and Property, Leicestershire County Council (LCC)	47 - 52

**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**

IF YOU NEED ANY ADVICE ON DECLARING AN INTEREST IN ANY ITEM ON THE AGENDA, PLEASE CONTACT THE GOVERNANCE 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 County Hall, Leicestershire, LE3 8RB on 8 June 2015 from 10.32 - 12.20**

### **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 (Strategic 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**.

## **40 APOLOGIES FOR ABSENCE**

Jeff Abbott (sent substitute)

## **41 DECLARATIONS OF INTERESTS**

None.

## **42 MINUTES**

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

**43     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.

**44     EAST MIDLANDS SHARED SERVICES UPDATE**

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

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

**RESOLVED** to note the update.

**45     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.

**46     EXEMPT MINUTES**

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

**47     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.

**48     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.

**49     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.

**50     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.

**51     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.

**52     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.

**Document is Restricted**

**This page is intentionally left blank**



Document is Restricted

**This page is intentionally left blank**

**Document is Restricted**

**This page is intentionally left blank**

**Document is Restricted**

**This page is intentionally left blank**