

# Public Document Pack



EastMidlandsSharedServices

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

**Date:** Monday, 7 December 2015

**Time:** 10.30 am

**Place:** LB31 - Loxley House, Station Street, Nottingham, NG2 3NG

**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 APPOINTMENT OF CHAIR**  
To appoint the Chair of the Committee until 31 May 2017.
- 2 APPOINTMENT OF VICE-CHAIR**  
To appoint the Vice-Chair of the Committee until 31 May 2017.
- 3 MEMBERSHIP**  
To note the change in membership from Nottingham City Council.
- 4 APOLOGIES**
- 5 DECLARATIONS OF INTERESTS**
- 6 MINUTES**  
To confirm the minutes of the meeting dated 28 September 2015.

5 - 6

- 7 HR AND FINANCE SYSTEM OPTIONS APPRAISAL PRESENTATION**  
Presentation by Lucy Littlefair, Head of East Midlands Shared Service.
- 8 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 by virtue of Paragraph 3 of Part 1 of Schedule 12A of the Act.
- 9 EXEMPT MINUTES** 7 - 10  
Of the meeting held 28 September 2015 (for confirmation).
- 10 EAST MIDLANDS SHARED SERVICES PERFORMANCE AND TRANSFORMATION PROGRAMME UPDATE** 11 - 36  
Joint report of:  
Glen O'Connell - Corporate Director for Resilience (Nottingham City Council)  
Chris Tambini - Assistant Director Strategic Finance and Property (Leicestershire County Council).
- 11 EAST MIDLANDS SHARED SERVICES 2015/16 BUDGET MONITORING AND 2016/17 - 2019/20 BUDGET** 37 - 48  
Joint report of:  
Glen O'Connell – Corporate Director for Resilience, Nottingham City Council  
Chris Tambini – Assistant Director of Strategic Finance and Property, Leicestershire County Council
- 12 EAST MIDLANDS SHARED SERVICES ORACLE / ICT 2015/16 BUDGET MONITORING AND 2016/17 - 2019/20 BUDGET** 49 - 56  
Joint report of:  
Glen O'Connell – Corporate Director for Resilience, Nottingham City Council  
Chris Tambini – Assistant Director of Strategic Finance and Property, Leicestershire County Council

**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.

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EastMidlandsSharedServices

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

**MINUTES of the meeting held at Goscote Room, County Hall, Leicestershire, LE3 8RB on 28 September 2015 from 10.30 - 11.40**

### **Leicestershire County Council**

Cllr Peter Osborne ✓

Cllr Byron Rhodes (Chair) ✓

### **Nottingham City Council**

Cllr Graham Chapman (Vice Chair) ✓

Cllr Alan Clark ✓

### **East Midlands Shared Services**

Lucy Littlefair - Head of EMSS ✓

### **Leicestershire County Council**

Rachel Firth - Assistant Finance Business Partner ✓

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

### **Nottingham City Council**

Glen O'Connell - Corporate Director for Resilience ✓

Shail Shah - Head of Internal Audit ✓

James Welbourn - Governance Officer ✓

### **Call-in**

Unless stated otherwise, all decisions are subject to call-in and cannot be implemented until **8 October 2015**.

## **14 APOLOGIES FOR ABSENCE**

Geoff Walker

## **15 DECLARATIONS OF INTERESTS**

None

## **16 MINUTES**

The minutes of the meeting held on 8 June 2015, were confirmed and signed by the Chair.

**17 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, in so far as the following reports contain information of a sensitive business nature.

**18 EXEMPT MINUTES**

The exempt minutes of the meeting held on 8 June 2015, were confirmed and signed by the Chair.

**19 EAST MIDLANDS SHARED SERVICES PERFORMANCE AND TRANSFORMATION PROGRAMME UPDATE**

Lucy Littlefair, Head of East Midlands Shared Services (EMSS) introduced an update on the Performance and Transformation programme.

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

**20 EAST MIDLANDS SHARED SERVICES FINANCIAL UPDATE**

Rachel Firth, Assistant Finance Business Partner at East Midlands Shared Services (EMSS) introduced a Financial Update.

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

Reasons for recommendations

As set out in the report.

Other options considered

As set out in the report.

**21 EAST MIDLANDS SHARED SERVICES PARTNERSHIP - ORACLE SYSTEM SUPPORT AND DEVELOPMENT**

Rachel Firth, Assistant Finance Business Partner at East Midlands Shared Services (EMSS) introduced a report on the Oracle System support and development.

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

Reasons for recommendations

As set out in the report.

Other options considered

As set out in the report.

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