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East Midlands Shared Services

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



EAST MIDLANDS SHARED SERVICES JOINT COMMITTEE

Date: Monday, 18 March 2019

Time: 10.30 am

Place: Executive Committee Room - County Hall, Glenfield, 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

Candida Brudenell
Corporate Director for Strategy and Resources
Nottingham City Council

Chris Tambini
Director of Corporate Resources
Leicestershire County Council

Constitutional Services Officer: Catherine Ziane-Pryor **Direct Dial:** 0115 8764298

AGENDA

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| 2 | DECLARATIONS OF INTERESTS | |
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| 4 | EAST MIDLANDS SHARED SERVICES AUDIT PLAN 2019/20
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| 5 | DATE OF NEXT MEETING
To note that the next scheduled meeting will be the AGM and is proposed to be held on 17 June 2019 at 10.30am in Loxley House, Nottingham. | |

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|-----------|--|---------|
| 6 | 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. | |
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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. INDIVIDUALS INTENDING TO RECORD THE MEETING ARE ASKED TO NOTIFY THE GOVERNANCE OFFICER SHOWN ABOVE IN ADVANCE.



EastMidlandsSharedServices

EAST MIDLANDS SHARED SERVICES JOINT COMMITTEE

MINUTES of the meeting held at Gartree Committee Room - County Hall, Glenfield, Leicestershire, LE3 8RB on 17 December 2018 from 10.30 am - 11.42 am

Leicestershire County Council (LCC) (✓ indicates present)

- ✓ Councillor Byron Rhodes (Chair)
- ✓ Councillor Richard Shepherd

Nottingham City Council (NCC)

- ✓ Councillor Dave Liversidge (Vice-Chair)
- ✓ Councillor Toby Neal

Officers and Others Present

Lucy Littlefair	-	Head of East Midlands Shared Services (EMSS)
Chris Tambini	-	Director of Corporate Resources (LCC)
Sara Smith-Bricknell	-	Finance Business Partner (LCC)
Jonathan Allen	-	Lead Officer for Fit For The Future (EMSS)
Catherine Ziane-Pryor	-	Governance Officer (NCC)

Call-in

Unless stated otherwise, all decisions are subject to call-in and cannot be implemented until 02 January 2019.

24 APOLOGIES FOR ABSENCE

Laura Pattman.

25 DECLARATIONS OF INTERESTS

None.

26 MINUTES

The minutes of the meeting held on 24 September 2018 were confirmed as a true record and signed by the Chair.

27 EAST MIDLANDS SHARED SERVICES JOINT COMMITTEE TERMS OF REFERENCE

Lucy Littlefair, Head of EMSS, presented the report which requests that the Committee review its terms of reference (ToR) which were initially adopted in 2011 and amended in 2012.

This report is submitted to Committee as a result of a recommendation by the internal audit undertaken by NCC although it is noted that within the partnership work stream, it was intended that the full governance arrangements of EMSS, including ToR, would be reviewed in detail during 2019.

Having carefully considered the current ToR, it is found that they remain fit for purpose and so it is recommended that they are approved.

RESOLVED to approve the Terms of Reference.

Reason for decision

A periodical review of the Terms of Reference is appropriate to allow for the effective governance of the East Midlands Shared Services and in light of the imminent work to review governance as part of the fit for future programme, no revisions are proposed at this time.

Other options considered

No other options have been considered as a periodical review of the Terms of Reference is required as per the partnership agreement.

28 EXCLUSION OF THE 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.

29 EXEMPT MINUTES

The exempt minutes of the meeting held on 24 September 2018 were confirmed as a true record and signed by the Chair.

30 EAST MIDLANDS SHARED SERVICES PERFORMANCE REPORT QUARTER 2, 2018/19

Lucy Littlefair, Head of East Midlands Shared Services, presented the report which updates the Committee on the performance for the second quarter of the current financial year. Jonathan Allen, Lead Officer for Fit for the Future, and Sara Smith-Bricknell, Finance Business Partner, also contributed to the discussion.

RESOLVED to note the report.

This decision is not subject to call-in.

Reason for decision

To record that the committee is fully aware of the activities, achievements and any areas of concern for Quarter 2 of the current financial year, and is fully able to monitor the operational performance of EMSS.

Other options considered

No other options are considered as performance reporting on a quarterly basis is a requirement of the partnership agreement.

31 EAST MIDLANDS SHARED SERVICES FINANCIAL UPDATE

Sara Smith-Bricknell, Finance Business Partner, presented the report which provides an update on the current and forecast financial position for the current financial year, and proposes a medium-term financial plan for the next two years. Lucy Littlefair, Head of East Midlands Shared Services, Chris Tambini, Director of Corporate Resources, and Jonathan Allen, Lead Officer for Fit for the Future also contributed to the discussion.

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

Reason for decision

To acknowledge the reporting of the latest financial performance and forecast for the financial year 2018/19 and propose a budget for the next two financial years of 2019/ 20 and 2020/21.

Other options considered

No other options were considered as providing forecast outturn budgets to the Committee to ensure that they are fully aware of circumstances and informed to make financial decisions is a required element of the financial management process.

32 EAST MIDLANDS SHARED SERVICES STRATEGIC PRIORITIES UPDATE 2018/19

Lucy Littlefair, Head of East Midlands Shared Services, presented the report which updates the Committee on the performance of EMSS for the second quarter of the current financial year.

Jonathan Allen, Lead Officer for Fit for the Future (FFTF), updated the Committee on FFTF progress, whilst Sara Smith-Bricknell, Finance Business Partner, and Chris Tambini, Director of Corporate Resources, also contributed to the discussion.

RESOLVED to approve the recommendations within the report and added to during consideration of the item.

Reasons for decision

To acknowledge the reporting of the current situation and the ongoing work to advance EMSS and ensure that action is taken to continue progress.

Other options considered

None as it is a requirement that the Joint Committee is fully informed and able to direct progress.

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East Midlands Shared Services

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



Leicestershire
County Council



Nottingham
City Council

EAST MIDLANDS SHARED SERVICES JOINT COMMITTEE
18 MARCH 2019

Subject:	East Midlands Shared Services Audit Plan 2019/20	
Corporate Director(s)/ Director(s):	Laura Pattman – Strategic Director of Finance, Nottingham City Council (NCC) Chris Tambini – Director of Corporate Resources, Leicestershire County Council (LCC)	
Report author and contact details:	Lucy Littlefair – Head of East Midlands Shared Services 01163056333 lucy.littlefair@emss.org.uk	
Key Decision	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Subject to call-in <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Summary of issues (including benefits to citizens/service users): This report seeks approval for the EMSS Audit Plan 2019/20		
Recommendation(s): The EMSS Joint Committee is requested:		
1 To approve the EMSS Audit Plan 2019/20.		

1. REASONS FOR RECOMMENDATIONS

- 1.1. To provide assurance to Joint Committee that EMSS has robust audit arrangements in place.

2. OTHER OPTIONS CONSIDERED IN MAKING RECOMMENDATIONS

- 2.1 A robust Audit plan is a key pillar of the governance and assurance framework for EMSS. The audit plan for 2019-20 has been produced by Nottingham City Council's Head of Internal Audit for comment and approval by Joint Committee.

3. BACKGROUND

- 3.1 EMSS managers are responsible for ensuring that proper standards of internal control operate within their organisation. NCC's Internal Audit service reviews these controls and gives an opinion in respect of the systems and processes put in place.

- 3.2 The Audit Plan is agreed annually and reported to LCC and NCC governance committees.
- 3.3 The Internal Audit Service undertakes reviews of the internal control procedures in respect of the key systems and processes run by EMSS on behalf of itself and its clients. In 2019/20 it is anticipated that it may be necessary to complete pre and post go live reviews of the key processes included in the Fit for the Future programme.
- 3.4 Reports in respect of all reviews are issued to the responsible colleagues, together with recommendations and agreed action plans. Each report includes a level of assurance that can be taken from its findings.
4. **FINANCIAL COLLEAGUE COMMENTS (INCLUDING IMPLICATIONS AND VALUE FOR MONEY/VAT)**
- 5.1 None.
5. **LEGAL AND PROCUREMENT COLLEAGUE COMMENTS (INCLUDING RISK MANAGEMENT ISSUES, AND LEGAL, CRIME AND DISORDER ACT AND PROCUREMENT IMPLICATIONS)**
- 5.1. None
6. **SOCIAL VALUE CONSIDERATIONS**
- 6.1. None
7. **EQUALITY IMPACT ASSESSMENT (EIA)**
- 8.1 None
8. **LIST OF BACKGROUND PAPERS RELIED UPON IN WRITING THIS REPORT (NOT INCLUDING PUBLISHED DOCUMENTS OR CONFIDENTIAL OR EXEMPT INFORMATION)**
- 8.1. None
9. **PUBLISHED DOCUMENTS REFERRED TO IN THIS REPORT**
- 9.1. None
10. **OTHER COLLEAGUES WHO HAVE PROVIDED INPUT**
- 11.1 NCC Audit Service

East Midlands Shared Services

2019/2020

Proposed Internal Audit Plan

Proposed EMSS 2019/20 Internal Audit Plan

Audit	Scope	Days	QR1	QR2	QR3	QR4
Payroll	System Audit / Employee Service Centre	40		20		20
Accounts Receivable	System Audit / Finance Service Centre	40		20		20
Accounts Payable	System Audit / Finance Service Centre	40		20		20
Contingency for additional reviews	Head of EMSS / s151 requests	20	5	5	5	5
TOTAL		140	5	65	5	65

Contact Details

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