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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 21 September 2020

Time: 10:30am

Place: <https://www.youtube.com/user/NottCityCouncil>

Governance Officer: Adrian Mann **Direct Dial:** 0115 8764468

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

Malcolm Townroe
Director for Legal and Governance
Nottingham City Council

Chris Tambini
Director of Corporate Resources
Leicestershire County Council

Agenda	Pages
1 Apologies for Absence	
2 Declarations of Interests	
3 Minutes Minutes of the meeting held on 31 July 2020, for confirmation	3 - 4
4 Work Plan For discussion and agreement	5 - 8
5 Future Meeting Dates Monday 23 November 2020 at 10:30am Monday 15 March 2021 at 10:30am	
6 Exclusion of the Public To consider excluding the public from the meeting during consideration of the following items in accordance with Section 100A of the Local Government Act 1972 (under Schedule 12A, Part 1) on the basis that, having regard to all the circumstances, the public interest in maintaining an exemption outweighs the public interest in disclosing the information	

7	Exempt Minutes Exempt Minutes of the meeting held on 31 July 2020, for confirmation	9 - 14
8	Strategic and Operational Performance Report (Quarter 1) Report of the Strategic Director of Finance (Nottingham City Council) and the Director of Corporate Resources (Leicestershire County Council)	15 - 30
9	Financial Update 2020/21 Report of the Strategic Director of Finance (Nottingham City Council) and the Director of Corporate Resources (Leicestershire County Council)	31 - 38

All items listed under 'Exclusion of the Public' will be heard in private. These items have been included under this section of the agenda because no representations against hearing them in private were received.

Councillors, co-optees, colleagues and other participants must declare all disclosable pecuniary and other interests relating to any items of business to be discussed at the meeting. If you need any advice on declaring an interest in an item on the agenda, please contact the Governance Officer shown above before the day of the meeting, if possible.

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: <https://www.nottinghamcity.gov.uk/your-council/about-the-council/council-meetings-decisions/recording-reporting-on-public-meetings/>.

East Midlands Shared Services Joint Committee

Minutes of the meeting held remotely via Zoom and live-streamed on YouTube on Friday 31 July 2020 from 1:03pm to 1:50pm

Membership

Present

Councillor Sam Webster (NCC, Chair)
 Councillor Byron Rhodes (LCC, Vice Chair)
 Councillor Eunice Campbell-Clark (NCC)
 Councillor Richard Shepherd (LCC)

Absent

None

Colleagues, partners and others in attendance:

Susan Baum - LCC Finance Business Partner
 Bipun Bhakri - NCC Head of Finance - Commercial and Projects
 Lucy Littlefair - Head of EMSS
 Adrian Mann - NCC Governance Officer
 Laura Pattman - NCC Strategic Director of Finance
 Chris Tambini - LCC Director for Corporate Resources
 Jill Turner - EMSS Business Development Manager

Call-in

Unless stated otherwise, all decisions made by the East Midlands Shared Services Joint Committee are subject to call-in. The last date for call-in is **Tuesday 11 August 2020**. Decisions cannot be implemented until the next working day following this date.

31 Apologies for Absence

None.

32 Declarations of Interests

None.

33 Minutes

The Committee confirmed the minutes of the meeting held on 25 November 2019 as a correct record and they were signed by the Chair.

34 Future Meeting Dates

- **Monday 21 September at 10:30am**
- **Monday 23 November at 10:30am**
- **Monday 15 March at 10:30am**

35 Exclusion of the Public

The Committee decided to exclude the public from the meeting during consideration of the remaining agenda item 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 outweighed the public interest in disclosing the information, as defined in Paragraph 3 of Part 1 of Schedule 12A to the Act.

36 Exempt Minutes

The Committee confirmed the exempt minutes of the meeting held on 25 November 2019 as a correct record and they were signed by the Chair.

37 Annual Report 2019/20

This item does not contain any decisions that are eligible for call-in.

Jill Turner, EMSS Business Development Manager, presented the 2019/20 Annual Report of EMSS' overall performance, including its achievements, activities and challenges under the priorities stated in the Strategic Plan, and its reports from the two operational service areas.

The Committee noted the report.

38 Strategic Priorities 2020/21

Lucy Littlefair, Head of EMSS, and Jill Turner, EMSS Business Development Manager, presented a report on the strategic priorities identified in the 2019/21 Business Plan, the partnership decisions in relation to EMSS and the Fit for the Future programme during 2020/21, and the response from EMSS to the impact of Coronavirus.

Resolved to approve the recommendation as set out in the exempt report.

39 Budget Outturn 2019/20 and Budget Update 2020/21

This item does not contain any decisions that are eligible for call-in.

Lucy Littlefair, Head of EMSS, presented a report on the financial performance of EMSS and the Oracle/ICT spend for the 2019/20 financial year, EMSS' budget and Medium Term Financial Plan for 2020/21, and the Period 3 forecasts across all budgets.

The Committee noted the report.

Meeting Date	Report Title /Agenda Item	Summary	Confidential?	Decision required? (ie. A formal approval record required)	Key Decision? (value over £1m)	Inclusion in 28 day notice if executive decision is required	Subject to call in - All decisions (except noting)
21 September 2020	East Midlands Shared Services Strategic and Performance Report – Quarter 1 2020/21	Monitor operational performance and update on key strategic priorities and the EMSS transformation programme. Includes Forward plan for 2020/21	Yes (para 3) Appendix not confidential.	Yes –note performance.	No	Yes	No
	East Midlands Shared Services Financial Update – 2020/21	Regular budget monitoring report and progress against MTFP	Yes (para 3)	Yes –note YTD financial performance and confirm budget context.	No	Yes	Yes
23 November 2020	East Midlands Shared Services Strategic and Performance Report – Quarter 2 2020/21	Monitor operational performance and update on key strategic priorities and the EMSS transformation programme.	Yes (para 3)	Yes –note performance	No	Yes	No
	East Midlands Shared Services Financial Update 2020/21 and draft budget 2021/22 – 2023/24	Regular budget monitoring report and draft budget and refreshed MTFP for 2020/21	Yes (para 3)	Yes –note YTD financial performance and approve draft 3 year budget.	No	Yes	Yes
	Joint Committee Terms of Reference	Review of terms of reference for the committee and operational board	No	Yes – approve terms of reference	No		

15 March 2021	East Midlands Shared Services Strategic and Performance Report – Quarter 3 2020/21	Monitor operational performance and update on key strategic priorities and the EMSS transformation programme.	Yes (para 3)	Yes –note performance	No	Yes	No
	East Midlands Shared Services Financial Update 2020/21 and final budget 2021/22 – 2023/24	Regular budget monitoring report and final budget for 2021/22	Yes (para 3)	Yes – note YTD performance and approve final 3 year budget.	Yes	Yes	Yes
	East Midlands Shared Services Audit Plan	Annual audit plan	No	Yes – approve the plan.	No	Yes	Yes
	East Midlands Shared Services - Business Continuity Plan	Report detailing the Business Continuity Plan	In part (para 1)	Yes – formally approve the plan.	No	Yes	Yes
	East Midlands Shared Services - Data Processing Impact Assessment	Report detailing the DPIA for EMSS	No	Yes – formally approve the assessment	No	No	No
June 2021 AGM	Appointment of Chair		No	yes	No	No	No
	Appointment of Vice Chair		No	yes	No	No	No
	EMSS Annual Report 2020/21	Report detailing performance for 2020/21 across all areas of the business.	Yes (para 3)	Yes –note overall performance and effectiveness of EMSS and approve the continuation of arrangements/ approve changes to arrangements.		Yes	Yes
	East Midlands Shared Services 2020/21 Budget Outturn and Financial Update 2021/22		Yes (para 3)	Yes	No	Yes	Yes

- 3 Year Business / Strategic Plan (annually);
- Annual Report to member Authorities no later than 30 June (annually);
- Annual capital, revenue and staffing budgets to be set by 1 December each year (annually);
- Monitoring of effectiveness of shared functions; - included in Annual Reports
- Monitor operational performance (quarterly);
- Monitor financial performance (quarterly)
- Review the operation and effectiveness of Shared Services arrangements (every 2 years) – included within annual reports

All executive decisions are subject to call-in of 5 clear working days from publication so cannot be actioned until that period has ended.

Any substantial changes to structures or services require the approval of the Committee unless previously delegated by the Committee the Chair & Vice Chair.

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