

Public Document Pack

East Midlands Shared Services

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



East Midlands Shared Services Joint Committee

Date: Monday, 20 June 2022

Time: 10.30 am

Place: Guthlaxton Committee Room, County Hall, Glenfield, - County Hall, Glenfield, Leicester, LE3 8RA

Governance Officer: Kate Morris

Direct Dial: 0115 8764353

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 Appointment of Vice Chair	
2 Apologies for Absence	
3 Declarations of Interests	
4 Minutes Minutes of the meeting held on 21 March 2022, for confirmation	3 - 6
5 Future Meeting Dates To meet on the following dates at 10:30am at Leicestershire County Council, County Hall, Glenfield, Leicester: 19 September 2022 21 November 2022 20 March 2023	
6 Exclusion of the Public	

To consider excluding the public from the meeting during consideration of the remaining 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 21 March 2022, for confirmation | 7 - 10 |
| 8 | East Midlands Shared Services 2021 - 22
Report of the Assistant Director of Finance, Strategic Property and Commissioning (Leicestershire County Council) and the Interim Corporate Director of Finance and Resources (Nottingham City Council) | 11 - 42 |
| 9 | Developing our service desk platform and offering
Presentation from the Business Development Manager, East Midlands Shared Services | |
| 10 | East Midlands Shared Services Financial Outturn Position 2021/2022
Report of the Assistant Director of Finance, Strategic Property and Commissioning (Leicestershire County Council) and the Interim Corporate Director of Finance and Resources (Nottingham City Council) | 43 - 50 |

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.

Citizens attending the meeting should arrive at least 15 minutes before it starts, to be issued with visitor badges. 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:
<https://www.nottinghamcity.gov.uk/your-council/about-the-council/council-meetings-decisions/recording-reporting-on-public-meetings>. Any person intending to record the meeting is requested to notify the Governance Officer shown above in advance.

East Midlands Shared Services Joint Committee

Minutes of the meeting held at Sparkenhoe Committee Room - Leicestershire CC - County Hall, Glenfield, Leicester, LE3 8RA on 21 March 2022 from 10.30 am - 11.12 am

Leicestershire County Council

- ✓ Councillor Lee Breckon (Chair)
- ✓ Councillor Richard Sheperd

Nottingham City Council

- Councillor Eunice Campbell Clark
- ✓ Councillor Sam Webster (Vice Chair)

Colleagues, partners and others in attendance:

- | | | |
|-----------------------|---|---|
| Lucy Littlefair | - | Head of East Midlands Shared Services |
| Declan Keegan | - | Assistant Director of Strategic Finance and Property, Leicestershire County Council |
| Ceri Morgan | - | Programme Manager Oracle and EMSS, Nottingham City Council |
| Jill Turner | - | Business Development Manager, East Midlands Shared Services |
| Catherine Ziane-Pryor | - | Governance Officer, Nottingham City Council |

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 **31 March 2022**. Decisions cannot be implemented until the next working day following this date.

31 Apologies for Absence

Councillor Eunice Campbell Clark (other NCC business)
 Clive Heaphy - Interim Corporate Director for Finance and Resources, NCC
 Richard Henderson – Director of HR, Equality and Inclusion, NCC (Ceri Morgan substituting)

32 Declarations of Interests

None.

33 Minutes

The minutes of the meeting held on 6 December 2021 were confirmed as a true record and will be signed by the Chair.

34 Future Meeting Dates

Agreed to next meet on 20 June 2022 at 10.30am at County Hall, Glenfield.

35 East Midlands Shared Services Audit Plan 2022 / 2023

Simon Parsons, Audit Manager NCC, presented the report which updates members on the work of the current Audit Plan for 2021/22, and seeks approval for the 2022/23 Audit Plan.

The following points were highlighted and responses provided to members' questions:

- a) normally at this time of year, the current year audit would be nearing completion, however, due to several significant challenges this has not been possible and so reports are not yet formally available;
- b) although initial access to Fusion proved to be problematic, as did identifying the required information, these issues are being resolved and colleagues liaise with Lucy Littlefair, Head of EMSS, for the required data;
- c) it is anticipated that audit reports for accounts payable and receivable will be available by the end of the financial year, but completion of audit reports for payroll and systems administration is not anticipated until May, although every effort will be made, including potentially the allocation of additional resources of time and personnel, to complete the work as soon as possible;
- d) the Audit Plan for 2022/23 will include similar coverage to that of the current year;
- e) whilst a complete Head of Audit Opinion will not be available as per the agreed schedule, it will be available for inclusion in the Annual Report which is submitted to the June meeting of the Committee.

Resolved

- 1) **to note the update on progress against the Audit Plan for 2021/2022;**
 - 2) **to approve the EMSS Audit Plan for 2022/2023.**
- **Reason for the decision:**
Section 151 of the Local Government Act 1972 requires local authorities to make arrangements for the proper administration of their financial affairs and appoint a S151 Officer to have responsibility for those arrangements. In addition, the Accounts and Audit Regulations 2015 require local authorities to undertake an effective internal audit of their arrangements. The audits of the key areas recorded with the EMSS audit plan provides the section 151 officers within both partner organisations with some assurance in respect of the operation of the control environment.
 - **Other options considered:**
None as this is a legal requirement, as explained above.

36 Exclusion of the Public

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

37 Exempt Minutes

The exempt minutes of the meeting held on 6 December 2021 were confirmed as a true record and will be signed by the Chair.

38 East Midlands Shared Services Performance Report for Quarter 3 2021/22. - Exempt Report

This item does not contain any decisions that are subject to the call in.

Jill Turner, Business Development Manager for East Midlands Shared Services, presented the report which provides the Committee with an overview update on the people, customer, operational and technology priorities for EMSS.

Resolved to note the report as set out in the exempt minutes.

39 East Midlands Shared Services Financial Update 2021/2022 and Medium-Term Financial Plan 2022/2023 to 2024/2025 - Exempt Report

Lucy Littlefair, Head of EMSS, presented the report which sets out the medium-term financial plan (MTFP), provides an update on the 2021/22 financial performance, and the final budgets for 2022/23 and the draft proposed budget for 2023/24 to 2025/26.

Resolved to approve the recommendations as set out in the report and expanded at the meeting.

- **Reason for recommendations:**
To provide the Joint Committee with the latest forecast position for 2021/22, the final budget for approval for 2022/23 and provide visibility on the Medium-Term Financial Plan (MTFP) up until 2025/26.
- **Other options considered:**
The requirement to provide budget forecast information to the Joint Committee is a key part of the financial management process and therefore, no other options were relevant.

This page is intentionally left blank

Document is Restricted

This page is intentionally left blank

Document is Restricted

This page is intentionally left blank

By virtue of paragraph(s) 3 of Part 1 of Schedule 12A
of the Local Government Act 1972.

Document is Restricted

This page is intentionally left blank

Document is Restricted

This page is intentionally left blank