

East Midlands Shared Services Joint Committee

Minutes of the meeting held at Sparkenhoe Committee Room - Leicestershire CC - County Hall, Glenfield, Leicester, LE3 8RA on 20 March 2023 from 10.31 am - 11.34 am

Leicestershire County Council (LCC)

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

Nottingham City Council (NCC)

- ✓ Councillor Adele Williams (Vice Chair)
- ✓ Councillor Pavlos Kotsonis

Colleagues, partners and others in attendance:

Susan Baum	- Finance Business Partner (LCC)
Stuart Booth	- Finance Improvement Manager (NCC)
Richard Henderson	- Director of Human Resources, Equality, Diversity and Inclusion (NCC)
Declan Keegan	- Assistant Director of Strategic Finance and Property (LCC)
Lucy Littlefair	- Head of East Midlands Shared Services
Jill Turner	- Business Development Manager, East Midlands Shared Services
Simon McMurdo	- Customer and Communications Lead, East Midlands Shared
Catherine Ziane-Pryor	- Governance Officer (NCC)

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 **29 March 2023**. Decisions cannot be implemented until the next working day following this date.

27 Apologies for Absence

None.

28 Declarations of Interests

None.

29 Minutes

The minutes of the meeting held on 23 January 2023 were confirmed as a true record and signed by the Chair.

30 East Midlands Shared Services Governance and Joint Committee Terms of Reference

Lucy Littlefair, Head of EMSS, presented the report which sets out the governance arrangements and terms of reference for the committee, which are required to be reviewed by the committee at least every two years, with an emphasis on the operation and effectiveness of the shared services.

The report does not identify any areas requiring alteration at this time, but members' consideration is requested.

Members requested clarification around the Quorum wording, and that the gender anomaly of 'Chairman' is addressed.

Resolved

- 1) to approve the East Midlands Shared Services Governance Arrangements, as attached to Appendix A to the report, without amendment.**
- 2) to approve the Joint Committee Terms of Reference as attached as Appendix B to the report, without amendment;**
- 3) the conduct of meetings and proceedings of the joint committee, as set out in Appendix C to the report, are approved subject to:**
 - a) clarifying the wording regarding quorum;**
 - b) addressing the gender references;**
 - c) the revised 'conduct of meetings and proceedings' being submitted to the next meeting of the Committee.**

This decision is not subject to call-in.

Reasons for recommendations:

- Within the Joint Services Agreement, the governance arrangements and terms of reference for the committee are required to be reviewed at least every two years.

Other options considered:

- None. The review is required, as set out in the terms of reference.

31 East Midlands Shared Services Internal Audit Plan

Lucy Littlefair, Head of EMSS, presented the report which was prepared by NCC Internal Audit, providing an update on progress against the 2022/23 audit plan, and proposes a further plan for 2023/24.

The following points were highlighted questions from members responded to:

- a) Due to complications in providing information, the payroll/IT audits scheduled from 2021/22 were rolled forward into this year's audit schedule and were completed in June 2022;
- b) It has not been possible to retain the timescales for the 2022/23 audit schedule and so NCC Internal Audit will be unable to provide a Head of Audit Opinion by May 2023, as intended;
- c) Members were assured that there are no legal obligations regarding internal audit timelines and that the timescales proposed for the 2023/24 internal audit plan are achievable;
- d) It is noted that whilst LCC provide financial services to EMSS, responsibility for internal audit functions for EMSS sits with NCC.

Resolved

- 1) to note progress against the audit plan for 2022/23;**
- 2) to approve the EMSS Audit Plan 2023/2024, as attached to the report.**

This decision is not subject to call-in.

Reasons for recommendations:

- To ensure that Joint Committee is assured that EMSS has robust audit arrangements in place.

Other options considered:

- None as a robust audit plan is a key pillar of the governance and assurance framework for EMSS.

32 Future Meeting Dates

Resolved to note that the next proposed meeting date is 19 June 2023, at 10.30am at Loxley House, Nottingham.

33 Exclusion of the Public

Resolved to exclude 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.

34 Exempt Minutes

The exempt minutes of the meeting held on 23 January 2023, were confirmed as a true record and signed by the Chair.

35 East Midlands Shared Services Performance Report for Quarter 3 2022/23.

Jill Turner, Business Development Manager, East Midlands Shared Services, presented the report which provides an overview to the performance of the Services for Quarter 3 2022/23, including people, customer, operational and technology priorities for EMSS.

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

Reasons for recommendations

- As set out in the exempt report.

Other options considered in making recommendations

- As set out in the exempt report.

36 East Midlands Shared Services Financial Update 2022/2023

Susan Baum, Finance Business Partner LCC, presented the report which provides an update on the 2022/23 financial performance.

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

Reasons for recommendations:

- As set out in the exempt report.

Other options considered in making recommendations:

- As set out in the exempt report.