

# 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, 3 October 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
<b>1 Apologies for Absence</b>	
<b>2 Declarations of Interests</b>	
<b>3 Minutes</b> Minutes of the meeting held on 20 June 2022, for confirmation	3 - 4
<b>4 Future Meeting Dates</b> To meet on the following dates at 10:30am at Leicestershire County Council, County Hall, Glenfield, Leicester: 21 November 2022 20 March 2023	
<b>5 Exclusion of the Public</b> 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

- |          |   |         |
|----------|---|---------|
| <b>6</b> | <b>Exempt Minutes</b><br>Exempt Minutes of the meeting held on 20 June 2022 for confirmation  | 5 - 10  |
| <b>7</b> | <b>East Midlands Shared Services Financial Outturn Position 2022/2023 and Medium Term Financial Plan 2023/24-2026/27</b><br>Report of the Interim Corporate Director of Finance and Resources, Nottingham City Council (NCC) and the Assistant Director of Finance, Strategic Property and Commissioning, Leicestershire County Council (LCC) | 11 - 18 |
| <b>8</b> | <b>East Midlands Shared Services Performance Report for Quarter 1 2022/23</b><br>Report of the Interim Corporate Director of Finance and Resources, Nottingham City Council (NCC) and the Assistant Director of Finance, Strategic Property and Commissioning, Leicestershire County Council (LCC)  | 19 - 44 |

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 Guthlaxton Committee Room, County Hall, Glenfield, - County Hall, Glenfield, Leicester, LE3 8RA on 20 June 2022 from 10.34 am - 11.40 am**

### Leicestershire County Council

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

### Nottingham City Council

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

### Colleagues, partners and others in attendance:

- |                 |   |
|-----------------|---|
| Susan Baum      | - Finance Business Partner, Leicestershire County Council                             |
| Clive Heaphy    | - Interim Corporate Director for Finance and Resources, Nottingham City Council       |
| Declan Keegan   | - Assistant Director of Strategic Finance and Property, Leicestershire County Council |
| Lucy Littlefair | - Head of East Midlands Shared Services   |
| Simon McMurdo   | - Communications and Customer Engagement Lead   |
| Jill Turner     | - Business Development Manager, East Midlands Shared Services                         |
| Kate Morris     | - 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 **30 June 2022**. Decisions cannot be implemented until the next working day following this date.

### 1 Appointment of Vice Chair

**Resolved to appoint Councillor Adele Williams as Vice Chair**

### 2 Apologies for Absence

Councillor Pavlos Kotsonis – Personal reasons

### 3 Declarations of Interests

None.

### 4 Minutes

The Committee confirmed the minutes of the meeting held on 21 March 2022 as a correct record and they were signed by the Chair.

## **5 Future Meeting Dates**

**Resolved to meet on the following Mondays:**

**19 September 2022**

**21 November 2022**

**20 March 2023**

## **6 Exclusion of the Public**

**The Committee decided to exclude the public from the meeting during consideration of this/ the remaining agenda item(s) 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(s) 3 of Part 1 of Schedule 12A to the Act.**

## **7 Exempt Minutes**

The Committee confirmed the exempt minutes of the meeting held on 21 March 2022 as a correct record and they were signed by the Chair.

## **8 East Midlands Shared Services 2021 - 22**

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

Lucy Littlefair, Head of East Midlands Shared Services presented the East Midlands Shared Services Annual Report for 2021-2022 to the Committee. They offered thanks for the hard work of all staff and colleagues.

## **9 Developing Our Service Desk Platform and Offering**

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

The Committee received a presentation from Simon McMurdo, Communications and Customer Engagement Lead, detailing the development of the service desk platform and offering.

Following discussion as detailed in the exempt minutes the Committee thanked Simon for an enthusiastic presentation.

## **10 East Midlands Shared Services Financial Outturn Position 2021/2022**

Susan Baum, Finance Business Partner (LCC) introduced the East Midlands Shared Services Financial Outturn Position 2021/2022 to the committee.

**Resolved to approve the recommendations as recorded in the exempt minute**

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