

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

Reports Required

- 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.