



EastMidlandsSharedServices

## EAST MIDLANDS SHARED SERVICES JOINT COMMITTEE

**MINUTES** of the meeting held on **16 DECEMBER 2013** at County Hall, Leicester Road, Leicester from 12.04 pm to 1.26 pm

### **Membership**

#### **Leicestershire County Council**

Councillor Byron Rhodes  
Councillor Peter Osborne

#### **Nottingham City Council**

Councillor Graham Chapman  
Councillor Alan Clark

indicates present at meeting

### **Also in attendance:**

#### **Leicestershire County Council**

Brian Roberts - Director of Corporate Resources  
Judith Spence - Head of Corporate Finance  
Liz Clark - Assistant Director for Information and Technology  
Gordon McFarlane - Assistant Director, People and Transformation

#### **Nottingham City Council**

Jeff Abbott - Head of Corporate and Strategic Finance  
Carole Mills - Deputy Chief Executive/Corporate Director for Resources  
Rav Kalsi - Constitutional Services

## **6 APOLOGIES FOR ABSENCE**

Councillor Graham Chapman – other Council business

## **7 DECLARATIONS OF INTERESTS**

None

## **8 MINUTES**

The Committee confirmed the minutes of the meeting held on 2 September 2013 as a correct record and they were signed by the Chair.

## **9 EAST MIDLANDS SHARED SERVICE SERVICES - UPDATE**

Jeff Abbott, Acting Head of East Midlands Shared Service Centre, presented the report updating the Joint Committee on progress to date made by the Shared Service and highlighted the following points:

- (a) the first phase of moving Nottingham City Council colleagues on low wages towards the 'Living Wage' was successfully delivered in November 2013;
- (b) the East Midlands Shared Services Recruitment Portal became operational in September 2013 and is operating effectively. This follows a successful collaborative approach with colleagues at Leicestershire County Council and will speed up the recruitment process for employers and candidates;
- (c) a series of complex patches to the Oracle system have been carried out successfully which will improve a number of system issues encountered by service users, for example a number of issues had been experienced in Accounts Payable which had affected a number of invoices. Following a series of patches, more invoices are being dealt with;
- (d) an upgrade to the Oracle operating system from version 12.0.6 to 12.1.3 is progressing well and will see an upgrade to the core system in the New Year. Service users will see a change in functionality to the system;
- (e) a number of training needs have been identified within the Finance Service Centre and are being addressed with a hands on approach. Extensive periods of training have taken place and officers are now in a position to train on delivery.

**RESOLVED to note the presentation on progress update to East Midlands Shared Services.**

## **10 ADDITIONAL ITEM – ROLE OF EAST MIDLANDS SHARED SERVICES (EMMS)**

The Chair was of the opinion that this item, although not included on the agenda, should be considered as a matter of urgency in accordance with Section 100(b)(4)(b) of the Local Government Act 1972, to allow for timely consideration of the proposals with a view to advertising a permanent post in January 2014.

Gordon McFarlane, Assistant Director, People and Transformation at Leicestershire County Council presented the report outlining the key focus for the permanent role of the Head of East Midlands Shared Services and the timescales regarding recruitment. With a view to

expanding the service in the future, the job description should reflect a focus on marketing the service. The recruitment of a senior post will be managed by a recruitment agency and will include informal discussions with elected members during the selection process.

**RESOLVED to:**

- (1) agree the start of a recruitment exercise for a permanent post holder, ideally in January 2014;**
- (2) commission a recruitment agency to manage the recruitment process, including a search facility for the post;**
- (3) endorse the continuation of the existing interim arrangements until a permanent post holder is in place.**

Reasons for decision

The role of the Head of EMSS is a strategic and complex one, and this is reflected in the grade of the post (LCC grade 18). Proposing the use of an agency is considered appropriate given the seniority of the post and that EMSS business is also by its nature very operational, so the post holder needs to have a wide range of strategic, business and operational skills.

Other options considered

No other options were considered.

**11 EXCLUSION OF THE PUBLIC**

**The Committee decided to exclude the public from the meeting during consideration of 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 3 of Part 1 of Schedule 12A to the Act. The following update contained commercially sensitive information which could compromise the Council's negotiation position.**

**12 FINANCE UPDATE**

Jeff Abbott, Acting Head of East Midlands Shared Service Centre and Brian Roberts, Director of Corporate Resources at Leicestershire County Council verbally updated the Joint Committee on financial progress and performance to date made by the Shared Service.

**RESOLVED to note the financial update.**