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EastMidlandsSharedServices

EAST MIDLANDS SHARED SERVICES JOINT COMMITTEE

**MINUTES of the meeting held at County Hall, Glenfield, Leicestershire
on 17 March 2014 from 10.00 - 10.43am**

Leicestershire County Council

- ✓ Councillor Byron Rhodes (Chair)
- ✓ Councillor Peter Osborne

Nottingham City Council

- ✓ Councillor Graham Chapman (Vice Chair)
- ✓ Councillor Alan Clark

Leicestershire County Council

- Chris Tambini - Assistant Director, Strategic Finance, Property & Procurement
- Judith Spence - Head of Corporate Finance

Nottingham City Council

- Carole Mills - Deputy Chief Executive / Corporate Director of Resources
- Jeff Abbott - Acting Head of EMSS
- Jill Turner - Business Development Manager (EMSS)
- Cath Ziane-Pryor - Constitutional Services

Call-in

Unless stated otherwise, all decisions are subject to call-in and cannot be implemented until 28 March 2014.

13 APOLOGIES FOR ABSENCE

No apologies were received but the Committee noted that Chris Tambini, Assistant Director of Strategic Finance, Property and Procurement for Leicestershire County Council, was replacing Brian Roberts, Director of Corporate Resources, on the Committee.

14 DECLARATIONS OF INTERESTS

None.

15 MINUTES

The Committee confirmed the minutes of the meeting held on 16 December 2013 as a true and correct record and they were signed by the Chair.

16 EAST MIDLANDS SHARED SERVICES BUSINESS PLAN UPDATE 2013-2016

Jeff Abbott, Acting Head of East Midlands Shared Services (EMSS), introduced the report which informed the Committee of the updated Business Plan, the original plan was presented in 2012.

Information included:

- background;
- partners and customers;
- delivering the vision;
- business development report;
- employee services centre report;
- finance services report.

Interviews for a permanent Head of EMSS are to take place on 24 April 2014.

Jeff Abbott, Carole Mills and Jill Turner responded to Councillors' questions and comments as follows:

- (a) the document identifies which areas need to be improved and provides information for potential customers;
- (b) when the organisation was formed, it was predicted that there would be some difficulties and these have been acknowledged in the document, including what measures were taken to overcome them, stabilise the organisation and develop further efficiency and advance future commercial enterprise;
- (c) some members have concerns that the objectives identified in the 'timeline of milestones and delivery dates for the last quarter of 2013/14 and the first quarter for 2014/15' are difficult to understand and may not be achievable within the times presented. Operational plans are in place but at this time there are no guarantees that all targets will be met;
- (d) there are currently minor issues with IT including further work on school payroll to improve the interface and eliminate the current requirement of re-keying so that information can be input directly. Work is currently underway with lead partners, including non-Council schools, to support them to overcome the re-key issues. It is hoped that such issues will be resolved within the next 12 months;
- (e) currently savings from improved efficiency are being delivered but income from external customers is not predicted until 2015/16;
- (f) while there appeared to be a reduction in turnover in schools, costs are also reduced;
- (g) in the past few years there has been a focus on the establishment and stabilisation of the organisation so there had not yet been a dedicated focus on growth and marketing but this is to come with action predicted once the new Head of EMSS is established;

- (h) with regard to marketing, further consideration is required to ensure that schools want to buy the entire package that EMSS is offering.

RESOLVED

- (1) to note the draft Business Plan Update 2013-16 and include within the final updated document, 'marketing, a greater return and growth' within the aims of the organisation;**
- (2) for the Head (or Acting Head) of EMSS to submit a report outlining the future marketing strategy, to the next meeting.**

Reasons for Decisions

The EMSS Business Plan which was initially produced in 2012 and outlined three phases of the service development. Phase 1, establishing, phase 2, stabilising, and phase 3, growing. The phases one and two have now been achieved and a revised plan is required to outline the direction forward of phase 3, growing.

Other Options Considered

None.

17 EXCLUSION OF THE PUBLIC

RESOLVED to exclude the public from the meeting during consideration of the remaining item 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, insofar as the following report contained information of a sensitive business nature.

18 EAST MIDLANDS SHARED SERVICES UPDATE (FINANCIAL OUT-TURN 2013/14 AND DRAFT BUDGET 2014/15)

Jeff Abbott, Acting Head of EMSS, introduced the report which informed the Committee of the financial outturn for 2013/14 and the draft budget for 14/15.

RESOLVED to approve the recommendations in the report and for an additional business plan report to be submitted by the Head (or Acting Head) of EMSS to the next meeting.

Reasons for Decision

As detailed in the exempt report.

Other Options Considered

As detailed in the exempt report.

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