

<b>REPORT TO</b>	<b>DATE OF MEETING</b>
Shared Services Joint Committee	20/06/10

Report template revised June 2008



<b>SUBJECT</b>	<b>PORTFOLIO</b>	<b>AUTHOR</b>	<b>ITEM</b>
Financial & Assurance Shared Services Annual Return 2010-11	N/A	S Guinness & Garry Barclay	7(b)

## SUMMARY AND LINK TO CORPORATE PRIORITIES

This report presents the Annual Return for 2010/11 to Joint Committee for approval and sign off by the Chair prior to it being submitted to the external auditor by the deadline of 5<sup>th</sup> August 2011.

The Shared Services Partnership is seen as a key project by both Chorley and South Ribble Councils and makes a direct and extensive contribution to the following strategic objectives:

“Ensuring that **Chorley** Council is a consistently top performing organisation.”

“**South Ribble** is an efficient, effective and exceptional council.”

## RECOMMENDATIONS

The Joint Committee approves and signs off the 2010/11 Annual Return for the Financial and Assurance Shared Services Partnership.

## DETAILS AND REASONING

In previous years the Joint Committee has been required to compile and approve a Statement of Accounts. The revised accounts and audit regulations came into affect from 31<sup>st</sup> March 2011 whereby the threshold set to qualify as a smaller relevant body was increased from £1 million to £6.5 million. As a result the Joint Committee is now classed as a smaller relevant body and is now required to produce simplified accounts in the form of the attached Annual Return. The return is subject to the limited assurance audit regime for 2010/11 and future years.

Written confirmation was received from the Audit Commission in May 2011 that BDO LLP had been appointed as the external auditor, made under section 3 of the Audit Commission Act 1998. The appointment is for a two year period commencing with the accounts for year ending 31<sup>st</sup> March 2011.

With regard to the cost of external audit the amount paid in 2010/11 was £7,648. The revised arrangements are expected to incur costs in the sum of £3,000 generating a budgetary savings of £ 4,648.

The requirements of the Accounts and Audit (England) Regulations 2011 are that the Annual Return must be approved and signed by the Chair of the Joint Committee by no later than 30<sup>th</sup> June 2011 and submitted to BCO LLP by 5<sup>th</sup> August 2011 for auditing.

There is also a legal requirement to enable interested parties and local electors to exercise their rights with regard to the annual accounts. As part of this process we are required to provide the electors with the opportunity to inspect the accounts and other documents before the audit and this must be advertised by means of a notice displayed for 14 days prior to the availability period. This notice will be displayed at Chorley and South Ribble from 20<sup>th</sup> June 2011 to 3<sup>rd</sup> July 2011 and the accounts and other documents will then be available for 20 working days between 4<sup>th</sup> July 2011 to 29 July 2011.

## WIDER IMPLICATIONS

<b>FINANCIAL</b>	The annual return section 1 provides a summary of the financial out-turn for the Partnership as at the end of the 2010/11 financial year and can be reconciled with the Annual Report.		
<b>LEGAL</b>	<p>External Auditor appointed under Section 3 of the Audit Commission Act 1998.</p> <p>The Annual Return is completed to comply with Statutory Instruments – 2011 No. 817, The Accounts and Audit (England) Regulations 2011 came into affect from 31<sup>st</sup> March 2011 whereby the Joint Committee is classed as a Smaller Relevant Body.</p> <p>The Shared Services Joint Committee was established under Section 101 of the Local Government Act 1972 and provides the overall governance for the Shared Services Partnership.</p> <p>The terms of the Partnership are set out in an Administrative Collaborative Agreement which has been signed by both sponsoring Councils. The Collaborative Agreement in turn incorporates a Service Level Agreement which sets out the key outputs required of the Partnership and the individual performance measures against which it will be judged.</p>		
<b>RISK</b>	A dedicated Risk Register was established at the Partnership's inception and this has been updated to take account of the extensive progress that has now been made to mitigate the inherent risks that were faced at the outset, and to take account of any emerging risks now facing the Partnership. The updated Risk Register is set out in the Partnership Business Improvement Plan for 2011/12.		
<b>OTHER (see below)</b>			
<i>Asset Management</i>	<i>Corporate Plans and Policies</i>	<i>Crime and Disorder</i>	<i>Efficiency Savings/Value for Money</i>
<i>Equality, Diversity and Community Cohesion</i>	<i>Freedom of Information/ Data Protection</i>	<i>Health and Safety</i>	<i>Health Inequalities</i>
<i>Human Rights Act 1998</i>	<i>Implementing Electronic Government</i>	<i>Staffing, Training and Development</i>	<i>Sustainability</i>

## BACKGROUND DOCUMENTS

1. Partnership Business Improvement Plan 2010/11.