

**MINUTES OF SHARED SERVICES JOINT COMMITTEE**

**MEETING DATE** Thursday, 7 February 2019

**MEMBERS PRESENT:** Councillors A Bradley (Chair), Colin Clark (Vice-Chair), Paul Foster, Margaret Smith, Matthew Tomlinson, A Cullens, A Morwood, P Wilson and G Dunn

**OFFICERS:** Gary Hall (Chief Executive), Tim Povall (Deputy Chief Executive of Resources and Transformation (Section 151 Officer)), Heather McManus (Chief Executive), Janice Bamber (Interim Head of Shared Assurance Services) and Dianne Scambler (Governance and Member Services Team Leader)

**1 Apologies for Absence**

An apology was received from Councillor Susan Snape.

**2 Minutes of the Last Meeting**

RESOLVED (Unanimously)

That the minutes of the Shared Services Joint Committee be confirmed as a correct record for signing by the Chair.

**3 Declarations of Any Interests**

There were no declarations of any interests.

**4 Financial and Assurance Shared Services Annual Accounts 2017-18**

The Committee considered a report that contained the Accounting Statements and associated Governance and Internal Audit Statements for the year ending 31 March 2018 in preparation for the “light touch” audit inspection to be undertaken, the results of which to be reported at this meeting.

The outturn position for Financial and Assurance Shared Services was £1.604 million which represented an underspend of £0.051 million against the partnership budget.

A table provided within the report showed the variances between the budget and outturn positions with all showing either under budget or within tolerance.

RESOLVED (Unanimously)

Approval of the 2017-18 Accounting Statements contained within the report.

**5 Inspection of the Financial and Assurance Shared Services Annual**

## **Statements 2017/18**

The Interim Head of Shared Assurance Services (Audit and Risk) presented a report that provided the committee with the results of the Internal Inspection undertaken by Internal Audit on the Financial and Assurance Shared Services year-end financial statements for 2017/18.

Internal Audit had formed the opinion that the information extracted from the financial system had been correctly presented in the year-end financial statements for 2017/18 and that the processes in place provided **Full Assurance** in regard to the control environment. It was also confirmed that Shared Services partnership charges have been raised and apportioned appropriately.

The Shared Services partnership's gross expenditure of £1.58m had also been reported accurately in the 2017/18 Statement of Accounts.

RESOLVED (Unanimously)

That the findings in the report be noted.

## **6 Joint Procurement Strategy 2015-18 Performance Report and Proposals for 3 year Joint Procurement Strategy**

The Chief Executive (Chorley Council) and Deputy Chief Executive for Resources and Transformation (Section 151 Officer) South Ribble Borough Council)) presented a report that set out the performance achieved against the 2015 – 2018 Chorley and South Ribble Borough Councils Joint Procurement Strategy (JPS), that included recommendations for a new refreshed JPS commencing on 1 April 2019 for discussion.

Recommendations for the revised Strategy had been delayed pending publication of the new draft 2018 National Procurement Strategy and also to provide for, senior management and structure changes.

The new 3 year Joint Procurement Strategy will build on the success of the previous Strategy with a recognition that Councils continue to operate in a very challenging financial environment. The new JPS is presented in a more simple, visual format which is easier to read and has a more immediate impact, clearly showing corporate priorities, joint procurement priorities and clear links to the new National Procurement Strategy themes which are central to the success of its delivery.

Members were provided with assurance that once adopted, an Action Plan, containing a detailed implementation programme, for the new 3 year Joint Procurement Strategy would be developed and brought back to Committee.

It was also noted that procurement could be enormously effected by changes to European law and that Members asked for both Councils to consider what action would be taken to mitigate any risks for those projects that could be effected by EU procurement levels.

Members of the Committee also asked if further consideration could be given to the tendering process around the use of local suppliers and services.

It was also agreed to remove Action 24 of the 2015-18 JPS from the newly refreshed JPS.

RESOLVED (Unanimously)

1. That the Shared Services Joint Committee note the progress made against the Joint procurement Strategy 2015-18.
2. That the new proposed refreshed Joint Procurement Strategy 2019 – 2022 be presented to the Cabinets of both Chorley Council and South Ribble Borough Council for approval and implementation.

## **7 Exclusion of Press and Public**

RESOLVED – that the press and public be excluded for the remaining item of business due to the disclosure of exempt information under Paragraphs 1 and 3 of Part 1 of Schedule 12A to the Local Government Act.

## **8 Shared Services Update**

The Chief Executive of Chorley Council, Gary Hall and Chief Executive of South Ribble Borough Council, Heather McManus, provided the Committee with an update on the Shared Services Management arrangements.

The Committee also received an update on the work of the Internal Audit Service, with details provided on measures taken to ensure the delivery of the Shared Services Audit Plan for 2018/19.

RESOLVED (Unanimously)

That the update be noted.

Chair

Date