

# SHARED SERVICES JOINT COMMITTEE

MONDAY, 2ND AUGUST, 2021, 6.00 PM

SHIELD ROOM, CIVIC CENTRE, WEST PADDOCK, LEYLAND PR25 1DH

## AGENDA

This meeting will be held at the COVID-secure Civic Centre, in accordance with regulations. All members of the Committee must attend in person.

[Members of the public are kindly requested to watch the proceedings held in public via a YouTube livestream by clicking here.](#)

Please note that social distancing and mask-wearing guidelines remain in place in the Civic Centre.

### 1 Apologies for Absence

### 2 Declarations of Any Interests

Members are reminded of their responsibility to declare any pecuniary interest in respect of matters contained in this agenda.

If you have a pecuniary interest you must withdraw from the meeting. Normally you should leave the room before the business starts to be discussed. You do, however, have the same right to speak as a member of the public and may remain in the room to enable you to exercise that right and then leave immediately. In either case you must not seek to improperly influence a decision on the matter.

### 3 Minutes of the Last Meeting

Minutes of the last meeting held on 21 June 2021 attached for approval.

### 4 Exclusion of Press and Public

To consider the exclusion of the press and public for the following items of business on the ground that it involves the likely disclosure of exempt information as defined in Paragraph 1 of Part 1 of Schedule 12A to the Local Government Act 1972.

By virtue of paragraph 1: Information relating to an individual.

(Pages 3 - 6)

## 5 ICT Service Review

(To Follow)

Report of the Director of Customer and Digital to follow.

GARY HALL  
CHIEF EXECUTIVE

Electronic agendas sent to Members of the Shared Services Joint Committee Councillors Paul Foster (Chair), Alistair Bradley (Vice-Chair), Sam Chapman, A Cullens, Margaret France, David Shaw, Margaret Smith, Matthew Tomlinson, Karen Walton and P Wilson

The minutes of this meeting will be available on the internet at [www.southribble.gov.uk](http://www.southribble.gov.uk)

### Forthcoming Meetings

6.00 pm Wednesday, 6 October 2021 - Civic Centre, West Paddock, Leyland PR25 1DH

# Agenda Item 3



WORKING TOGETHER

<b>Minutes of</b>	<b>Shared Services Joint Committee</b>
<b>Meeting date</b>	<b>Monday, 21 June 2021</b>
<b>Members present:</b>	Councillors Paul Foster (Chair), Alistair Bradley (Vice-Chair), Sam Chapman, David Shaw, Margaret Smith, Karen Walton and P Wilson
<b>Officers:</b>	Gary Hall (Chief Executive), Chris Sinnott (Deputy Chief Executive), Asim Khan (Director of Customer and Digital), Andrew Daniels (Shared Service Lead - Communications and Visitor Economy), Victoria Willett (Service Lead - Transformation and Partnerships) and Charlotte Lynch (Democratic and Member Services Officer)
<b>Other members:</b>	Councillor Damian Bretherton (South Ribble Borough Council) and Councillor Phil Smith (Deputy Leader of the Opposition and Deputy Leader of the Conservative Group)

## 1 Appointment of Chair

RESOLVED: (Unanimously)

That

1. Councillor Paul Foster be appointed as Chair of the Shared Services Joint Committee for the 2021-22 municipal year; and
2. Councillor Alistair Bradley be appointed as Vice Chair of the Shared Services Joint Committee for the 2021-22 municipal year

## 2 Apologies for Absence

Apologies for absence were received from Councillors Matthew Tomlinson, Alan Cullens and Margaret France.

Councillors Mick Titherington, John Walker and Alistair Morwood attended as substitutes.

## 3 Minutes of the last meeting held on Wednesday, 10 March 2021

RESOLVED: (Unanimously)

That the minutes of the Shared Services Joint Committee meeting, held on Wednesday 10 March 2021, be approved as a correct record for signing by the Chair.

#### **4 Declarations of Any Interests**

None.

#### **5 Exclusion of Press and Public**

RESOLVED: (Unanimously)

That the press and public be excluded from the meeting for the following items of business on the grounds that they involve the likely disclosure of exempt information as defined in Paragraph 1 of Part 1 of Schedule 12A to the Local Government Act 1972.

#### **6 Shared Services Monitoring Report**

The Shared Services Lead – Partnerships and Transformation, Vicky Willett, presented a confidential report of the Deputy Chief Executive which provided an update on the progress of shared services between Chorley and South Ribble Borough Councils.

The report also provided members with an overview of staff satisfaction, savings and benefits to date and service development objectives.

Members welcomed the report and acknowledged the successes of shared services thus far.

In response to a query regarding why the report was confidential, it was agreed that the Deputy Chief Executive would consider future monitoring reports being open for public access in the interests of transparency.

The report would also be circulated to all members following the meeting to ensure that members are appropriately informed of the progress made to date.

Members noted the update on shared services and the service department objectives for the phase 1 services.

#### **7 Museum, culture and tourism team review**

The Shared Services Lead – Communications and Visitor Economy, Andrew Daniels, presented a confidential report of the Deputy Chief Executive which outlined proposals for a shared museum, culture and tourism team for Chorley and South Ribble Borough Councils.

Members were supportive of the proposals and acknowledged an opportunity for the two councils to work together to develop their area's respective cultures.

RESOLVED: (Unanimously)

That the Shared Services Joint Committee

1. support the proposals for a shared museum, culture, and tourism team and action plan for the team as detailed in Appendix A to the report; and

2. note the proposed arrangements for the formal approval of the proposals, including consultation and final sign-off for the restructures.

## **8 Shared Customer Services and Revenue & Benefits Review**

The Director of Customer and Digital, Asim Khan, presented his confidential report which outlined the background, approach and findings of the service review for Chorley and South Ribble Borough Councils' Customer Services, Revenues and Benefits departments.

The report also recommended an initial management restructure and service development plan.

Members responded positively to the proposals, which would also provide opportunity for promotion of some employees.

RESOLVED: (Unanimously)

That the Shared Services Joint Committee endorses the following for consultation with staff and Unison prior to final proposals being presented for Executive Decision:

- a) the proposed shared Customer Services management restructure including ERVS request;
- b) the delivery of the shared Customer Services model; and
- c) the development of the shared service as set out in the service development plan.

Chair

Date

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