

## Shared Services Joint Committee

Tuesday, 2nd November, 2021, 6.00 pm

Shield Room, Civic Centre, West Paddock, Leyland PR25 1DH

### Agenda

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 meeting Monday, 2 August 2021 of Shared Services Joint Committee**

(Pages 3 - 4)

To be approved as a correct record for signing by the Chair.

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 any individual.

5. **Customer Services and Revenue & Benefits Review**

(Pages 5 - 28)

Report of the Director of Customer and Digital attached.

Gary Hall  
Chief Executive

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

Meeting contact Charlotte Lynch on 01772 625563 or email [charlotte.lynch@southribble.gov.uk](mailto:charlotte.lynch@southribble.gov.uk)

Electronic agendas sent to Shared Services Joint Committee reserves for information.

# Agenda Item 3



WORKING TOGETHER

<b>Minutes of</b>	<b>Shared Services Joint Committee</b>
<b>Meeting date</b>	<b>Monday, 2 August 2021</b>
<b>Members present:</b>	Councillors Paul Foster (Chair), Alistair Bradley (Vice-Chair), Sam Chapman, Alan Cullens, Margaret France, David Shaw, Margaret Smith, Matthew Tomlinson, Peter Wilson and Damian Bretherton
<b>Officers:</b>	Gary Hall (Chief Executive), Asim Khan (Director of Customer and Digital) and Clare Gornall (Democratic and Member Services Officer)
<b>Other members:</b>	Councillor Karen Walton
<b>Public:</b>	0

## **9 Apologies for Absence**

Apologies were received from Councillor Karen Walton and Councillor Damian Bretherton attended as a substitute.

Councillor Walton dialled into the meeting via Microsoft TEAMS and observed the proceedings.

## **10 Declarations of Any Interests**

There were none.

## **11 Minutes of the Last Meeting**

RESOLVED (unanimously):-

That the minutes of the meeting held on 21 June 2021 be approved and signed as a correct record.

## **12 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.

# Agenda Item 3

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## 13 ICT Service Review

Asim Khan, Director of Customer and Digital, presented a confidential report outlining the findings of the second stage of the ICT service review for Chorley and South Ribble Councils, setting out recommendations for a whole service restructure and service development plan.

RESOLVED (unanimously):-

- i) That the Shared Services Joint Committee endorse the following for consultation with staff and Unison prior to proposals being presented to Executive Member for Decision:
  - a) the proposed shared ICT service restructure including split in staffing costs.
  - b) the development of the shared service as set out in the service development plan.
- ii) That the report to the Executive Member for decision include additional information making clear the impact on staffing costs.

Chair

Date

# Agenda Item 5

By virtue of paragraph(s) 1 of Part 1 of Schedule 12A  
of the Local Government Act 1972.

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