

**Minutes of Shared Services Joint Committee**

**Meeting date** **Tuesday, 2 November 2021**

**Committee members present:** Councillors Paul Foster (Chair), Alistair Bradley (Vice-Chair), Sam Chapman, Alan Cullens, Margaret France, David Shaw, Margaret Smith, Matthew Tomlinson, Karen Walton and Peter Wilson

**Officers present:** Gary Hall (Chief Executive), Chris Sinnott (Deputy Chief Executive), Victoria Willett (Service Lead - Transformation and Partnerships), Asim Khan (Director of Customer and Digital), Alison Wilding (Service Lead - Customer Services), Andrew Daniels (Shared Service Lead - Communications and Visitor Economy) and Charlotte Lynch (Democratic and Member Services Officer)

**Other attendees:** Councillor Damian Bretherton (South Ribble Borough Council), Councillor Phil Smith (South Ribble Borough Council) and Councillor Matthew Trafford (South Ribble Borough Council)

**Public:** 0

**14 Apologies for Absence**

None.

**15 Declarations of Any Interests**

There were none.

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

Resolved: (Unanimously)

That the minutes of the previous meeting held on Monday, 2 August 2021 be approved as a correct record subject to the inclusion of Councillor Phil Smith on the attendance list.

**17 Exclusion of Press and Public**

The committee discussed how many of the reports presented to recent meetings had been confidential. They asked officers to consider approaches that, in the interests of transparency, present information in the public agenda.

Resolved: (Unanimously)

That the press and public be excluded from the meeting for the following item of business as it contained information relating to any individual as defined in Paragraph 1 of Part 1 of Schedule 12A to the Local Government Act 1972.

## **18 Customer Services and Revenue & Benefits Review**

Members considered a confidential report of the Director of Customer and Digital which outlined the background, approach and findings of the service review for the Customer Services and Revenues and Benefits departments at both Chorley and South Ribble Borough Councils.

The committee discussed the proposals contained within the report and identified a series of areas where they wished to see additional information, context and adaptations to the proposals. These included more information and context in relation to current performance; proposals for a review of the newly shared service after 12 months; and consideration of the resourcing of the service in the initial period.

It was agreed that the meeting would be adjourned to allow officers to prepare an amended report which took into account the requests made.

Chair

Date