

## Shared Services Joint Committee

**Meeting held at 6.00pm on Monday 8 March 2017 in Cross Room, Civic Centre, West Paddock, Leyland PR25 1DH**

### Present:-

Councillor Bradley (Chorley BC) in the chair

Councillors Councillor Clark (South Ribble BC), Mrs Moon (South Ribble BC), Morgan (Chorley BC), Morwood (Chorley BC) and M Nathan (South Ribble BC)

### In Attendance:-

Garry Barclay (Head of Shared Assurance Services), Susan Guinness (Head of Shared Financial Services), Gary Hall (Chief Executive - Chorley BC), Jean Hunter (Interim Chief Executive – South Ribble BC) and Andy Houliker (Senior Democratic Services Officer)

**Public Attendance:-** 0

**Other Members:-** Councillor P Smith (South Ribble BC)

Minute No.	Description/Resolution
18	<p><b>Apologies for Absence</b> None, all members were present.</p>
19	<p><b>Declarations of Interest</b> There were no declarations of interest.</p>
20	<p><b>Minutes of the Last Meeting</b> In response to an enquiry from the audience about reference to a special meeting of the committee under Min. No.17, the chairman confirmed that subsequently this had not been required.</p> <p>RESOLVED (unanimously): That the minutes of the meeting held on 12 September 2016 be approved as a correct record and signed by the chairman.</p>
21	<p><b>Performance Management Report</b> The Heads of Shared Assurance and Financial Services presented the progress made so far (end of January 2017) against the key service developments and performance indicators in the 2016/17 Business Improvement Plan (BIP) and set out the Partnership's projected out-turn financial position to the end of this financial year.</p> <p>In respect of the key projects 14 of the 21 had been completed or were on track with plans in place to address the remaining 7. Regarding performance measure, 25 out of the 28 were green with the remaining 3 amber (with an explanation detailed in the report). Respectively the Heads of Service responded to enquiries regarding those areas not completed/on target and measured as amber. The committee was pleased to note the partnership continued to perform well within its approved budget and had an expected under-spend by the end of the financial year of £9,000. Full statements on progress on key projects and performance targets as at the end of January 2017 had been attached as Appendices 1 and 2 to the report. There was a discussion around these and confidence the projects and targets would be back on track.</p> <p>RESOLVED (unanimously) that the report be noted.</p>
22	<p><b>Business Improvement Plan and Budget 2017/18 (to June 2017)</b> The Heads of Shared Assurance and Financial Services addressed and summarised and explained the content of the Business Improvement Plan (BIP) and Budget for the Finance and Assurance Shared Services Partnership. In doing so this included reference to a number of key achievements in 2016/17 for both service areas and detailed on pages 5-7, new risks and</p>

	<p>opportunities 2017/18 (page 7) and key service developments and targets 2017/8 (page 9) of the report. The Risk Register 2017/18, the Service Developments 2017/18, the Performance Information 2017/18 and the Contracts Register were attached as Appendices 1, 2, 3 and 4 respectively to the report.</p> <p>The Heads of Service responded to enquiries from the committee. It was also reminded that both councils had to address projected budget deficits in coming years and both needed to deliver their Medium Term Financial Strategies (MTFS). As part of this both councils had included in their budgets for next year efficiency savings delivered through shared services and options collectively needed to be looked at.</p> <p>In respect of Appendix 1 (page 14) Corporate Improvement Plan and budget setting delivery, it was suggested that the completion date of 30 September 2017 was too late. In view of what was involved at both councils this needed to be earlier (30 June 2017) to allow time work through as part of the budget process. In view of the huge challenges faced by both councils (especially in 2018/19) the budgetary process had to be brought forward. Regarding a financial training programme (April 2017-March 2018) it was confirmed that if it was felt better this could be phased (explaining who did what and when in the phases). The committee asked in respect of updating the Staff Guide to Procurement, if there was a Members' Guide which would be helpful to councillors. Under Performance Information 2017/18, there was a suggestion that measures be added for such as the new risk management software, training and, processes in management accountancy.</p> <p>RESOLVED (unanimously) that:</p> <ol style="list-style-type: none"> <li>1. the Executives of each host authority be recommended to adopt the required resources to deliver the Shared Services Partnership in 2017/18, noting this task would need to be re-visited during 2017/18 when an updated BIP for 2017/18 in respect of SFS projects could be finalised;</li> <li>2. the ability to incorporate any residual information or amendments to the BIP and Budget be delegated to the Chief Executives of both host authorities in consultation with the Chair and Vice-Chair of the Committee;</li> <li>3. that consideration be given to the introduction of new KPIs to include such as to measure the risk management software, measure training provided and, measure management accountancy processes; and</li> <li>4. the completion date for the Corporate Improvement Plan and budget setting be re-examined with a view that this be brought forward.</li> </ol>
23	<p><b>Forward Plan</b></p> <p>The committee considered its Forward Plan. Further to consideration of the above item, which included discussion on both council's having included in their budgets next year efficiency savings delivered through shared services. There was a need to review shared services matters such as the role/terms of reference of the committee and the governance arrangements. It was envisaged that reports on shared services would be presented to the annual meetings of both councils in May. Bearing this in mind the committee felt at this stage it could only look ahead as far as the committee's Annual Meeting.</p> <p>RESOLVED (unanimously): that the forward plan up to the Annual Meeting on 8 June 2017 be noted.</p>

..... Chairman