

SHARED SERVICES JOINT COMMITTEE

Tuesday, 3rd March 2020 at 6.00 pm in the **Wheel Room**, Civic Centre, West Paddock, Leyland

AGENDA

- 1 **Apologies for Absence**
- 2 **Minutes of meeting Monday, 9 September 2019 of Shared Services Joint Committee (Pages 3 - 6)**

- 3 **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.

- 4 **Shared Services Agreement**

Report of the Director of Governance (to follow).

- 5 **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 4 of Part 1 of Schedule 12A to the Local Government Act 1972.

By Virtue of Paragraph 4: Information relating to any consultations or negotiations, or contemplated consultations or negotiations, in connection with any labour relations matter arising between the authority or a Minister of the Crown and employees of, or office holders under, the authority.

- 6 **Shared Services T&C Review Consultation (Pages 7 - 36)**

Report of the HR Manager (Chorley Council) attached.

- 7 **Shared Services Phase 1 - Transformation Scoping**

Report to follow.

Gary Hall
INTERIM CHIEF EXECUTIVE

Electronic agendas sent to Members of the Shared Services Joint Committee
Councillors Paul Foster (Chair), Alistair Bradley (Vice-Chair), Matthew Tomlinson,
Colin Clark, Margaret Smith, David Shaw, Martin Boardman, Margaret France,

P Wilson and Graham Dunn

The minutes of this meeting will be available on the internet at
www.southribble.gov.uk

Forthcoming Meetings

6.00 pm Thursday, 2 April 2020 - Wheel Room, Civic Centre, West Paddock,
Leyland PR25 1DH

**MINUTES OF SHARED SERVICES JOINT COMMITTEE****MEETING DATE** Monday, 9 September 2019**MEMBERS PRESENT:** Councillors Paul Foster (Chair), A Bradley (Vice-Chair), Matthew Tomlinson, Margaret Smith, David Shaw, M Boardman and G Dunn**SUBSTITUTES:** Councillor Caroline Moon**OFFICERS:** Gary Hall (Chief Executive), Rebecca Huddleston and Charlotte Lynch (Democratic and Member Services Officer)**OTHER MEMBERS:** Councillor Damian Bretherton and Councillor Phil Smith**PUBLIC:** 0**14 Apologies for Absence**

Apologies for absence were received from Councillors Colin Clark, Alistair Morwood and Peter Wilson.

15 Minutes of meeting Monday, 1 July 2019 of Shared Services Joint Committee

RESOLVED: (Unanimously)

That the minutes of the meeting held Monday, 1 July 2019 be signed as a correct record.

16 Declarations of Any Interests

There were none.

17 Exclusion of Press and Public

RESOLVED: (Unanimously)

That the press and public be excluded from the meeting.

18 Extending Shared Services

The Joint Committee considered a confidential report of the Director of Policy and Governance (Chorley Council) which presented a range of options for extending the shared services arrangements between South Ribble and Chorley Councils.

Members maintained their commitment to progressing shared services and were pleased with the proposals set out in the report. Members requested an amendment

to the Shared Services Steering Group to include the deputy leader of the biggest opposition party.

The report would be circulated to all members of each council at the relevant Full Council meetings in September 2019 where approval would be sought on the proposals.

The Chair, Councillor Paul Foster, thanked consultants at C.Co for their hard work in producing the report.

RESOLVED: (Unanimously)

That, following the amendment of the report to include the deputy leader of the largest opposition group in the member steering group, the Shared Services Joint Committee recommends the C.Co report to both Full Council meetings later in September, which will seek approval of:

- a) The Phase 1 proposals to extend shared services
- b) The governance model and implementation timescales as set out in the report
- c) The establishment of a project team to progress the implementation and transformation of Phase 1, the development of a joint digital strategy and shared board, and the development of a business case for Phase 2
- d) The review and refresh of the Shared Services Agreement based on the principles set out in the report

19 Review of Management Accountancy Services

The Joint Committee considered a confidential report of the Director of Policy and Governance (Chorley Council) which informed members of a recent review into the shared Management Accountancy Service between South Ribble and Chorley Councils.

As members of both councils had committed to extending the scope of shared service arrangements, a review of the current joint working areas was appropriate.

RESOLVED: (Unanimously)

That

1. the Shared Services Joint Committee approves the proposed changes to the management accountancy teams outlined in paragraph 22, to be taken to Full Council at both Chorley and South Ribble Councils.
2. formal consultation will begin after approval from both Full Councils with final sign off from both Council's Executive Cabinets in November 2019.
3. a one-off budget of £50,000 for staff training and development, funded through the savings identified, be approved.

20 Review of Financial Systems and Exchequer Services

The Joint Committee received a confidential report of the Director of Policy and Governance (Chorley Council) which informed members of a review of existing shared financial services between Chorley and South Ribble Councils, and the amendments made to this service as a result of the review.

RESOLVED: (Unanimously)

That the Shared Services Joint Committee approve the changes to the Financial Systems and Exchequer Services outlined in paragraph 13, to be taken to Full Council at both Chorley and South Ribble Councils, for final approval.

21 Report of Shared Assurance Services

The Joint Committee received a confidential report of the Director of Policy and Governance (Chorley Council), which provide members with a summary of issues and opportunities following a desktop review of the shared assurance service between Chorley and South Ribble Councils.

RESOLVED: (Unanimously)

That

1. the report be noted.
2. a more detailed review be brought back to the next Shared Services Joint Committee meeting in December 2019.

Chair

Date

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of the Local Government Act 1972.

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