



Minutes of Shared Services Joint Committee

Meeting date Monday, 21 June 2021

Members present: Councillors Paul Foster (Chair), Alistair Bradley (Vice-Chair), Sam Chapman, David Shaw, Margaret Smith, Karen Walton and P Wilson

Officers: 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)

Other members: 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 meeting Wednesday, 10 March 2021 of Shared Services Joint Committee

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 the Public and Press

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