

## Shared Services Joint Committee

Monday, 21st June 2021, 6.00 pm

Civic Centre, West Paddock, Leyland PR25 1DH

### Agenda

#### Important information regarding COVID-19

In response to the current government guidance surrounding the COVID-19 pandemic, this meeting will be held with hybrid measures in place.

Committee members must take part in person at the COVID-secure Civic Centre, in accordance with regulations.

[Members of the public are kindly asked to watch the proceedings via a YouTube livestream by clicking here.](#)

1 **Appointment of Chair**

2 **Minutes of meeting Wednesday, 10 March 2021 of Shared Services Joint Committee**

(Pages 3 - 4)

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 **Exclusion of the Public and Press**

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 to any individual.  
Condition:

Information is exempt to the extent that, in all the circumstances of the case, the public interest in maintaining the exemption outweighs the public interest in disclosing the information.

Information is not exempt if it relates to proposed development for which the local planning authority may grant itself planning permission pursuant to Regulation 3 of the Town & Country Planning General Regulations 1992(a).

5 **Shared Services Monitoring Report**

(Pages 5 - 28)

To consider and receive the report of the Deputy Chief Executive.

6 **Museum, culture and tourism team review**

(Pages 29 - 50)

To receive and consider the report of the Deputy Chief Executive.

7 **Shared Customer Services and Revenue & Benefits Review**

(Pages 51 - 72)

To receive and consider the report of the Director of Customer and Digital.

Gary Hall  
Chief Executive

Electronic agendas sent to Members of the Shared Services Joint Committee



WORKING TOGETHER

**Minutes of Shared Services Joint Committee**

**Meeting date Wednesday, 10 March 2021**

**Members present:** Councillor Alistair Bradley (Chair), Councillor Paul Foster (Vice-Chair) and Councillors Martin Boardman, Graham Dunn, Margaret France, Caroline Moon, David Shaw, Margaret Smith, Matthew Tomlinson and Peter Wilson

**Officers:** Gary Hall (Chief Executive), Chris Sinnott (Deputy Chief Executive), Asim Khan (Director of Customer and Digital), Victoria Willett (Shared Service Lead – Transformation and Partnerships) and Ruth Rimmington (Democratic and Member Services Team Leader)

**Other Members:** Councillors Alistair Morwood and Michael Titherington

#### **21.7 Minute's silence**

The Chair invited Members to observe a minute's silence in memory of Councillor Colin Clark who had sadly passed away.

#### **21.8 Minutes of meeting Wednesday, 13 January 2021 of Shared Services Joint Committee**

**Decision (unanimous) that the minutes of the Shared Services Joint Committee held on 13 January 2021 be noted as a correct record.**

#### **21.9 Declarations of Any Interests**

There were no declarations of interests received.

#### **21.10 Exclusion of the Public and Press**

There were no declarations of interests received.

#### **21.11 Shared Services Phase 2 - Update on the Shared Leadership Team**

Shared Services Lead - Transformation and Partnerships, Vicky Willett, presented the confidential report of the Deputy Chief Executive which provides an update on the development of the single shared leadership team and interim changes.

Members noted the update and supported the progress.

**Decision (unanimously)**

1. That the progress is noted.
2. That the Committee agrees to sharing the Health and Safety Service across the two councils.

**21.12 ICT Service Review**

The Director of Customer and Digital, Asim Khan, presented his confidential report which outlines the background, approach and findings of the ICT service review for Chorley and South Ribble Councils, setting out recommendations for an initial management restructure and service development plan.

Members supported the proposals and noted future proposals regarding flexible and home working will be brought to a future meeting. Members requested sight of consultation responses from affected staff.

**Decision (unanimously) That the Shared Services Joint Committee endorse the following for consultation with staff and Unison prior to proposals being presented to Executive Cabinets.**

- a) the proposed shared ICT service management restructure.
- b) the development of the shared service as set out in the service development plan.
- c) the principles for:
  - i. creating a single operating model
  - ii. implementing a staged restructure
  - iii. centralising the management of line of business applications- where appropriate, roles across the councils where systems administration is identified as a large proportion of the duties of the post should be considered during the service restructure (stage 1b) to sit within the ICT service along with relevant budgets.
  - iv. reviewing office services
  - v. aligning systems

Chair

Date

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

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