

Shared Services Joint Committee

Meeting held at 6.00pm on Wednesday, 8 June 2016 in Cross Room, Civic Centre, West Paddock, Leyland PR25 1DH

Present:-

Councillors Bradley (Chorley BC), Clark (South Ribble BC), Mrs Moon (South Ribble BC) and M Nathan (South Ribble BC)

In Attendance:-

Garry Barclay (Head of Shared Assurance Services), Susan Guinness (Head of Shared Financial Services), Garry Hall (Chief Executive - Chorley BC), Andy Houlker (Senior Democratic Services Officer) and Mike Nuttall (Chief Executive - South Ribble BC)

Public Attendance:- 0

Other Members:- Councillor Bennett (South Ribble BC)

Minute No.	Description/Resolution
1	<p>Appointment of Chairman RESOLVED (unanimously) that: Councillor Bradley be appointed chairman for the municipal year 2016/17.</p> <p>Councillor Bradley took the chair.</p>
2	<p>Appointment of Vice-chairman RESOLVED (unanimously) that: Councillor Clark be appointed vice-chairman for the municipal year 2016/17.</p>
3	<p>Apologies for Absence An apology for absence was submitted on behalf of Councillor Morwood (Chorley BC).</p>
4	<p>Declarations of Interest There were no declarations of interest.</p>
5	<p>Minutes of the Last Meeting RESOLVED (unanimously): That the minutes of the meeting held on 25 January 2016 be approved as a correct record and signed by the chairman.</p>
6	<p>Financial & Assurance Shared Services Annual Report 2015/16 The Heads of Shared Assurance and Financial Services presented the annual report for their areas, providing the final out-turn position on the actions taken to deliver planned service improvements and performance targets specified in the 2015/16 Business Improvement Plan.</p> <p>In 2015/16 there were 23 projects in the Business Improvement Plan. Of those 21 had been completed and the remaining two were amber. Both of those projects had been rolled forward for inclusion in the Business Improvement Plan 2016/17. Also highlighted were the main service level successes in both Shared Assurance Services and Shared Financial Services. Similarly there were 31 performance indicators of which 23 had either been met or exceeded. Details on the outstanding were included in the report, explained and understood by the committee.</p> <p>The Heads of Shared Financial and Assurance Services both responded to comments and enquiries from the committee. Member felt that the Financial Systems Development Plan note was particularly informative and would be beneficial to members of both councils.</p> <p>RESOLVED (unanimously) that the Financial and Assurance Shared Services Annual Report 2015/16 be noted.</p>

7	<p>Financial & Assurance Shared Services Annual Accounts 2015/16</p> <p>The Head of Shared Financial Services addressed the committee, reminding members that as previously reported there was no longer a need to complete an Annual Return. She explained that this report contained the Accounting Statements for the year ended 31 March 2016 in preparation for the light touch audit inspection to be carried out and reported back to the committee at its next meeting on 12 September 2016.</p> <p>Both councils' Chief Executives confirmed to the committee that they were happy with the Accounting Statements.</p> <p>RESOLVED (unanimously) that</p> <ol style="list-style-type: none"> 1. the 2015/16 Accounting Statements be approved; and 2. the Internal Audit report on the 2015/16 Accounting Statements be presented to the next meeting of the committee on 12 September 2016.
8	<p>Forward Plan</p> <p>The committee considered its Forward Plan. During the discussion it was felt appropriate for the next meeting to consider Internal Audit's report on the Accounting Statements (min. no.7 above refers) in addition to the regular Performance Management Report. In respect of the scheduled meeting in January 2017, it was suggested that the Business Improvement Plan be considered in addition to the regular Performance Management Report. At this stage it was felt the meeting scheduled in March 2017 could be a virtual meeting.</p> <p>RESOLVED (unanimously): that the committee's forward plan be amended in accordance with the above comments.</p>

..... Chairman

The meeting finished at 6.40pm.