

<b>REPORT TO</b>	<b>DATE OF MEETING</b>
Shared Services Joint Committee	6 <sup>th</sup> September 2018

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<b>SUBJECT</b>	<b>PORTFOLIO</b>	<b>AUTHOR</b>	<b>ITEM</b>
Shared Financial & Assurance Services Business Plan 2018/19	N/A	James Thomson & Garry Barclay	

## SUMMARY AND LINK TO CORPORATE PRIORITIES

This report summarises and explains the content of the attached Business Plan for Shared Financial and Assurance Services which covers the tenth complete financial year of its operation.

The Committee will receive update reports during the course of the year highlighting the actions taken to deliver the service priorities and performance targets specified in the Business Plan, culminating in a detailed Annual Report at the year-end.

The Shared Services arrangement is a key corporate priority for both Councils.

## RECOMMENDATIONS

That the Joint Committee approves the Business Plan for 2018/19.

## DETAILS AND REASONING

### Performance Management

The Committee has previously received and approved the formal legal agreement incorporating a service level agreement which sets out the key outputs required of the service and the individual performance measures against which it will be judged.

The main aim of the attached Business Plan is to translate these outputs and measures into specific projects and targets which need to be achieved during 2018/19.

## WIDER IMPLICATIONS

In the preparation of this report, consideration has been given to the impact of the following:

<b>FINANCIAL</b>	The resources required to deliver the Business Plan 2018/19 have already been approved as part of the budget setting processes at each Council.
<b>LEGAL</b>	The Shared Services Joint Committee, established under Section 101 of the Local Government Act 1972, provides the overall governance for this with its terms being set out in an Administrative Collaborative Agreement which has been signed by both Councils. Sound business planning and performance management arrangements are required to enable the Shared Services Joint Committee to effectively fulfil its obligations.
<b>RISK</b>	A dedicated Risk Register has been produced in order to identify and mitigate the risks associated with the ongoing development of the shared services arrangement.

<b>OTHER (see below)</b>			
<i>Asset Management</i>	<i>Corporate Plans and Policies</i>	<i>Crime and Disorder</i>	<i>Efficiency Savings/Value for Money</i>
<i>Equality, Diversity and Community Cohesion</i>	<i>Freedom of Information/ Data Protection</i>	<i>Health and Safety</i>	<i>Health Inequalities</i>
<i>Human Rights Act 1998</i>	<i>Implementing Electronic Government</i>	<i>Staffing, Training and Development</i>	<i>Sustainability</i>