



**Committee:** SHARED REVENUES AND BENEFITS SERVICE JOINT COMMITTEE

**Date:** TUESDAY, 12 DECEMBER 2017

**Venue:** FUNCTION ROOM, FIRST FLOOR, TOWN HALL, LANCASTER ROAD,  
PRESTON PR1 2RL

**Time:** 5.00 P.M.

## A G E N D A

### PART A (OPEN TO THE PRESS AND PUBLIC)

#### 1. CHAIR'S ANNOUNCEMENTS

- Fire Procedures / Mobile Phones / Rest Rooms
- *"Members of the Public, committee members and officers are reminded that under the Openness of Local Government Bodies Regulations 2014, the press and Public may film, audio record, photograph and use social media whilst the meeting is in progress, for Part A items only, and as long as no disruption is caused to the meeting. Anyone filming is asked to focus their attention on elected members rather than other visitors". (To be read out if visitors present).*

#### 2. NOTIFICATION OF SUBSTITUTE MEMBERS (IF ANY)

#### 3. DECLARATIONS OF INTEREST

To receive any declarations of interest from Members.

#### 4. MINUTES (Pages 1 - 3)

To confirm the minutes of a meeting of the Shared Revenues and Benefits Service Joint Committee held on the 27 June 2017.

#### 5. DATE OF NEXT MEETING

To be discussed at the meeting

#### 6. EXCLUSION OF PRESS AND PUBLIC

To consider passing the following resolution:

"That the public be excluded from this meeting during consideration of the following item(s) of business on the grounds that there is likely to be a disclosure of exempt information which is described in the paragraph(s) of Schedule 12A to the Local Government Act 1972 which is specified against the heading to the item, and that in all

the circumstances of the case the public interest in maintaining the exemption outweighs the public interest in disclosing it.”

**PART B - PRIVATE AND CONFIDENTIAL**

7. **SHARED SERVICE BUDGET 2018/19** (Pages 4 - 10)

## Shared Revenue and Benefits Service Joint Committee

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### Shared Revenue and Benefits Service Joint Committee 27 June 2017

#### Present:

- |                      |   |
|----------------------|---|
| Councillor Rawlinson | – Chair, Cabinet Member for Resources and Performance, Preston City Council             |
| Councillor Whitehead | – Vice-Chair, Cabinet Member for Finance, Revenues and Benefits, Lancaster City Council |
| Councillor Rankin    | – Leader, Preston City Council  |
| Councillor Hanson    | – Deputy Leader, Lancaster City Council   |

#### Also in attendance:

- |               |   |
|---------------|---|
| Ms N Muschamp | – Chief Officer (Resources)/Section 151 Officer, Lancaster City Council |
| Mr A Robinson | – Head of Shared Service/Deputy Director                                |
| Ms K Spencer  | – Head of Accountancy Services, Preston City Council                    |
| Mr S Cox      | – Principal Accountant, Preston City Council                            |
| Ms J Grundy   | – Head of Member Services, Preston City Council                         |

**Apologies:** Councillor Blamire

#### SRB18 Appointment of Chair and Vice-Chair

Nominations were invited for the Chair and Vice-Chair of the Shared Revenues and Benefits Joint Committee for the 2017/18 Municipal Year.

**Resolved** – That Councillor Rawlinson (Preston) be appointed the Chair and Councillor Whitehead (Lancaster) the Vice-Chair of the Shared Revenues and Benefits Joint Committee for the 2017/18 Municipal Year.

#### SRB19 Chair's Announcements

There were none.

## Shared Revenue and Benefits Service Joint Committee

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### **SRB20 Notification of Substitute Members (if any)**

**Resolved** – That the appointment of Councillor Hanson in substitution for Councillor Blamire, in accordance with Rule 12 of the ‘Conduct of Meetings and Proceedings of the Joint Committee’ document, be noted.

### **SRB21 Declarations of Interests**

Councillor Rawlinson declared a personal interest in agenda item eight (Minute number SRB 8 refers) insofar as he is an employee of the Department for Work and Pensions.

### **SRB22 Minutes**

**Resolved** – That the minutes of a meeting of the Shared Revenues and Benefits Services Joint Committee held on 14 February 2017, be noted and signed as a correct record.

### **SRB23 Shared Service Annual Governance Statement 2016/17**

The Director of Corporate Services (Preston City Council) submitted a report giving details of the contents of the Annual Governance Statement for 2016/17 for the Shared Revenues and Benefits Service. The Annual Governance Statement was set out in Appendix A to the report.

**Resolved** – That the Committee approves the Annual Governance Statement, as set out in Appendix A to the report.

### **SRB24 Shared Service - (Unaudited) Annual Statement of Accounts 2016/17**

The City Treasurer/Section 151 Officer (Preston City Council) submitted a report on the preparation of the Revenues and Benefits Shared Services Statement of Accounts which provided a true and fair view of the financial position of the Shared Service at the accounting date and its income and expenditure for the year ended 31 March 2017.

The Partnership prepared its Annual Accounts and supporting financial statements in accordance with applicable laws and regulations and in line with the Code of Practice on Local Authority Accounting in United Kingdom 2016/17 (The Code).

**Resolved** – That the Joint Committee approves the Unaudited Revenues and Benefits Statement of Accounts for 2016/17, as set out in Appendix A to the report.

## Shared Revenue and Benefits Service Joint Committee

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### **SRB25 Shared Service - Business Plan 2017**

The Deputy Director (Customer Services) – Head of Shared Service, submitted a report on the formal shared service arrangement between Lancaster and Preston City Councils, which was entered into with effect from 1 July 2011 to provide a Revenues and Benefits service across both City Council areas.

In line with the agreement a refreshed Business Plan for 2017, covering a three year period 2017 – 2020, incorporating the key performance indicators for the service together with ongoing projects and future challenges was submitted for consideration.

The Business Plan also contained a financial appraisal of the 2016/17 outturn position and the budget requirement for 2017/18, approved at the previous meeting.

**Resolved** - The Joint Committee approved the Business Plan for 2017.

### **SRB26 Date of Next Meeting**

The next meeting of the Shared Revenues and Benefits Service Joint Committee will be on Tuesday 12 December 2017 at 5.00 pm in the Town Hall, Preston.

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