

**SHARED REVENUES AND
BENEFITS SERVICE JOINT
COMMITTEE**

4.30 P.M.

30TH MAY 2013

- 1 SHARED REVENUE AND BENEFITS SERVICE JOINT COMMITTEE AGENDA (PAGES
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**Any queries regarding these Minutes, please contact
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Shared Revenue and Benefits Service Joint Committee

Shared Revenue and Benefits Service Joint Committee 30 May 2013

Present:

Councillor Rankin	– Leader of the City Council (PCC)
Councillor Rawlinson	– Cabinet Member for Resources
Councillor Blamire	– Leader of Lancaster City Council
Councillor Bryning	– Portfolio Holder for Finance, Revenues and Benefits at Lancaster City Council

Also in attendance:

Ms N Muschamp	– Head of Financial Services and Section 151 Officer, Lancaster City Council
Mrs A Harrison	– Governance Director
Mr A Robinson	– Assistant Director (Head of Revenues & Benefits)
Mr S Cox	– Principal Accountant
Mr Z Bapu	– Member Services Officer

SRB17 Appointment of Chair and Vice-Chair

Councillor Rawlinson (Preston) was appointed Chair and Councillor Rankin (Preston) was appointed Vice-Chair of the Shared Revenues and Benefits Service Joint Committee for the 2013/14 Municipal Year.

SRB18 Minutes

Resolved – That the minutes of a meeting of the Shared Revenues and Benefits Service Joint Committee held on 26 May 2012 be noted and signed as a correct record.

SRB19 Declaration of Interest

There were none.

Shared Revenue and Benefits Service Joint Committee

SRB20 Shared Service (unaudited) Annual Statement of Accounts 2012/13

The Corporate Director Community and Business Services and the Section 151 Officer at Preston City Council submitted a report which provided a true and fair view of the Financial Position of the Shared Services at the accounting date and its income and expenditure for year ended 31 March 2013.

The Partnership prepared its Statutory Annual Accounts and supporting financial statements in accordance with applicable laws and regulations in line with the Chartered Institute of Public Finance and Accountancy (CIPFA) Code of Practice on Local Authority Accounting in the United Kingdom 2012/13 (The Code).

Resolved – That the Joint Committee approve the unaudited Statement of Accounts for 2012/13 as set out in the report.

SRB21 Shared Service Annual Governance Statement

The Governance Director, PCC presented a report informing Members on the content of the Annual Governance Statement for 2012/13.

Resolved – That the Annual Governance Statement be approved as set out in Appendix A of the report.

SRB22 Date of Next Meeting

Resolved – That a meeting of the Joint Committee take place before 1 January 2014 to consider the budget for the next financial year.

SRB23 Exclusion of the Press and Public

Resolved – “That the public be excluded from this meeting during consideration of the following items of business on the grounds that there is likely to be disclosure of exempt information which is described in the paragraphs of Schedule 12A to the Local Government Act 1972 which are specified against the heading to each item, and that in all the circumstances of the case the public interest in maintaining the exemption outweighs the public interest in disclosing it”.

SRB24 Business Plan 2013 (Paragraphs 1 and 3)

The Assistant Director (Head of Revenues and Benefits) presented a report on the Shared Services Business Plan 2013-16. Lancaster City Council and Preston City Council entered a formal shared service arrangement with

Shared Revenue and Benefits Service Joint Committee

effect from 1 July 2011 to provide a Revenues and Benefits Service across both city council areas.

In line with the agreement, the report introduced a refreshed Business Plan for the 3 year period 2013-2016, incorporating the key performance indicators and targets for the year together with ongoing projects and future challenges for the service.

The Business Plan also contains a financial appraisal of the budget requirement for 2013/14.

Resolved – That the Business Plan for 2013 – 2016 be approved in principle.