

**SHARED REVENUES AND  
BENEFITS SERVICE JOINT  
COMMITTEE**

**4.30 P.M.**

**27TH JANUARY 2016**

**Present:**

Councillor Rawlinson	– Chair – Cabinet Member for Resources, Preston City Council
Councillor Newman-Thompson	– Vice-Chair – Cabinet member for Finance, Revenues and Benefits, Lancaster City Council
Councillor Swindells	– Deputy Leader and Cabinet Member for Planning and Regulation, Preston City Council
Councillor Blamire	– 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
Mr S Cox	– Principal Accountant, Preston City Council
Ms D Chambers	– Democratic Services Manager, Lancaster City Council

**Apologies:** Councillor Rankin

**SRB52 CHAIR'S ANNOUNCEMENTS**

There were none.

**SRB53 NOTIFICATION OF SUBSTITUTE MEMBERS (IF ANY)**

The Committee considered whether there was a need to amend the quoracy arrangements for the joint committee, which currently required four members to be present for any business to be considered. It was agreed that the current arrangements were satisfactory, since substitute members were permitted to attend.

**Resolved** – That the appointment of Councillor Swindells in substitution for Councillor Rankin, in accordance with Rule 12 of the 'Conduct of Meetings and Proceedings of the Joint Committee' document, be noted.

**SRB54 DECLARATIONS OF INTERESTS**

There were none.

**SRB55 MINUTES**

**Resolved** - That the minutes of a meeting of the Shared Revenues and Benefits Service Joint Committee held on 16 July 2015 be noted and signed as a correct record.

**SRB56 DATE OF NEXT MEETING**

To be advised.

**SRB57 EXCLUSION OF PRESS AND PUBLIC**

**Resolved** – That the public be excluded from this meeting during consideration of the following item of business on the grounds that there is likely to be a disclosure of exempt information which is described in Paragraph 3 of Part 1 of Schedule 12 A of the Local Government Act 1972, and that in all the circumstances of the case the public interest in maintaining the exemption outweighs the public interest in disclosing it.

**SRB58 SHARED SERVICE BUDGET 2016/17 - (REVENUES AND BENEFITS)**

The Deputy Director of Customer Services (Head of Shared Service) submitted a report on the Shared Service, in line with the Shared Service Agreement between Lancaster City Council and Preston City Council, providing the latest budget monitoring and the revised budget for 2015/16 to enable the Joint Committee to approve the budget for 2016/17. The Principal Accountant (Preston City Council) presented the report to Members.

Councillor Rawlinson enquired about a mechanism for redeployment of staff at risk of redundancy, at both authorities, into the shared service. It was explained that such a process is already utilised, with each vacant post considered individually on its merits as to deletion, re-designation and recruitment. In recent years, all available posts have been filled from existing staff within the two authorities. Officers would discuss this issue with Human Resources.

**Resolved** – That the Joint Committee:

- (i) Notes the latest budget monitoring and the revised budget for 2015/16 for the Shared Service, as detailed in Appendix A of the report;
- (ii) approves the budget for 2016/17 for the Shared Service, as detailed in Appendix B of the report; and
- (iii) delegates to the S151 Officers of each Council (by agreement) to determine the cost sharing ratio for contributions to and from the overall Shared Service budget.

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Chairman

**Any queries regarding these Minutes, please contact  
Julie Grundy, Head of Member Services, Preston City Council**