

**SHARED REVENUES AND
BENEFITS SERVICE JOINT
COMMITTEE**

5.00 P.M.

10TH DECEMBER 2018

Present:

Councillor Mrs Whitehead	– Chair, Cabinet Member and Portfolio Holder for Revenues and Benefits, Lancaster City Council
Councillor Rawlinson	– Vice-Chair, Cabinet Member for Resources and Performance, Preston City Council
Councillor Mrs Blamire	– Leader of Lancaster City Council
Councillor M Brown	– Leader of Preston City Council

Also in attendance:

Mr A Robinson	– Deputy Director of Customer Services/Head of Shared Service
Ms J Wilding	– City Treasurer and Section 151 Officer, Preston City Council
Mr D Bates	– Interim Financial Services Manager and Interim Section 151 Officer, Lancaster City Council
Mr S Cox	– Principal Accountant, Preston City Council
Ms J Grundy	– Head of Member Services, Preston City Council

SRB11 Chair's Announcements

The Chair welcomed everyone to the meeting and introductions took place.

SRB12 Notification of Substitute Members (if any)

There were none.

SRB13 Declarations of Interests

There were none.

SRB14 Minutes

Resolved – That the minutes of a meeting of the Shared Revenues and Benefits Service Joint Committee, held on 23 July 2018, be noted and signed as a correct record.

SRB15 Shared Revenues and Benefits Service Joint Committee - Revised Procedure Rules

The Director of Corporate Services (Preston) submitted a report on a proposed revision to the Joint Committee's Procedure Rules.

The Joint Committee had approved its Procedure Rules on 1 November 2011 whereby it had adopted a number of the rules from Preston City Council's 'Council Procedure Rules' to regulate proceedings during meetings.

The Director proposed to remove rules 10 and 15 from its standing orders, as detailed in Appendix 2 to the report. She also circulated further proposed minor amendments to paragraphs 6.2 and 32.2 in Appendix 1 to the report, the proposed Shared Revenues and Benefits Service Joint Committee Procedure Rules, which sought to correct minor errors.

Resolved – That the Joint Committee approved:-

- (i) the removal of rules 10 and 15 from its standing orders for regulating its proceedings and meetings; and
- (ii) the Shared Revenues and Benefits Service Joint Committee Procedure Rules as set out in Appendix 1 to the report, as amended.

SRB16 Date of Next Meeting

The next meeting of the Joint Committee would be arranged at a later date.

SRB17 Exclusion of the 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 disclosure of exempt information which is described in the paragraph(s) of Schedule 12A to the Local Government Act 1972 which are 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."

SRB18 Shared Services Budget 2019/20 (Revenues and Benefits) (Paragraph 3)

The Deputy Director – Customer Services (Head of Revenues and Benefits Shared Service) submitted a report in line with the Shared Service Agreement between Lancaster City Council and Preston City Council, which required that the Joint Committee approve the annual revenue, capital and staff budgets in respect of the Revenues and Benefits functions.

The Joint Committee would then inform the two Councils of the amounts of their proposed contributions to the Joint Committee's budget.

Resolved – That the Joint Committee noted and approved:-

- (i) the latest budget monitoring for the Shared Service, as detailed in Appendix A to the report;
- (ii) the budget for 2019/20 for the Shared Service, as detailed in Appendix B to the report; and
- (iii) the delegation 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.

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