

**SHARED REVENUES AND
BENEFITS SERVICE JOINT
COMMITTEE**

5.00 P.M.

25TH JULY 2019

Present:

Councillor Rawlinson	– Chair - Cabinet Member for Resources and Performance, Preston City Council
Councillor A Whitehead	– Vice-Chair - Cabinet Member and Portfolio Holder for Finance and Resources, Lancaster City Council
Councillor Browne	– Leader of Preston City Council
Councillor Ms Lewis	– Leader of Lancaster City Council

Also in attendance:

Mr Adrian Robinson	– Head of Shared Service/ Deputy Director, Preston City Council
Mr Paul Thompson	– Head of Financial Services and S151 Officer, Lancaster City Council
Ms Jackie Wilding	– City Treasurer and Section 151 Officer, Preston City Council
Ms Helen Johnston	– Benefits Manager, Preston City Council
Mrs D. Chambers	– Democratic Services Manager, Lancaster City Council

SRB1 APPOINTMENT OF CHAIR AND VICE-CHAIR

Nominations were invited for the positions of Chair and Vice-Chair of the Shared Revenues and Benefits Joint Committee for the 2019/2020 municipal year.

Resolved – That Councillor Rawlinson be appointed as Chair and that Councillor Whitehead be appointed as Vice-Chair of this Joint Committee for the 2019/2020 municipal year.

SRB2 CHAIR'S ANNOUNCEMENTS

There were none.

SRB3 NOTIFICATION OF SUBSTITUTE MEMBERS (IF ANY)

There were none.

SRB4 DECLARATIONS OF INTERESTS

Councillor Rawlinson declared that he worked for the Department of Work and Pensions.

SRB5 MINUTES

Resolved – That the minutes of a meeting of the Shared Revenues and Benefits Service Joint Committee, held on 10th December 2018, be noted and signed as a correct record.

SRB6 SHARED SERVICE - ANNUAL GOVERNANCE STATEMENT 2018/19

The Director of Corporate Services (Preston City Council) submitted a report requesting that the Shared revenues and Benefits Service Joint Committee consider and approve the Annual Governance Statement for 2018/19. The Annual Governance Statement was set out in Appendix A to the report.

Resolved – That the Joint Committee approved and signed the Annual Governance Statement for 2018/19, as set out in Appendix A to the report.

SRB7 SHARED SERVICE (UNAUDITED) ANNUAL STATEMENT OF ACCOUNTS 2018/19

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. The unaudited Statement of Accounts was set out in Appendix A to the report.

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 the United Kingdom 2018/19.

Resolved – That the Joint Committee approved and signed the Unaudited Revenues and Benefits Statement of Accounts for 2018/19, as set out in Appendix A to the report.

SRB8 BUSINESS PLAN 2019-2021 - SHARED REVENUES AND BENEFITS SERVICE

The Head of Shared Service presented his report introducing a refreshed Business Plan covering a two year period 2019/2021, incorporating the key performance indicators for the services together with ongoing projects and future challenges. The Business Plan was set out in Appendix 1 to the report.

Resolved – That the Joint Committee approved the Business Plan for the Revenues and Benefits Shared Service for 2019/2021, as set out in Appendix 1 to the report.

SRB9 DATE OF NEXT MEETING

December date for the next meeting to be arranged.

Chair

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