



Preston
City Council

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Date: 9 December 2019

Your reference:
Our reference: LAS/JT
Ask for: Julie Thorpe

**To: Members and Officers of
The Shared Revenue and Benefits Service Joint Committee**

**Councillor Rawlinson (Chair - Preston), Councillor M Brown (Preston),
Councillor A Whitehead (Vice-Chair - Lancaster) and Councillor E Lewis (Lancaster)**

Sub: Councillor K Frea

Dear Sir/Madam

Shared Revenue and Benefits Service Joint Committee - 18 December 2019

You are requested to attend a meeting of the Shared Revenue and Benefits Service Joint Committee to be held on Wednesday, 18th December, 2019 at 1.00 pm in Room B, Ground Floor, Town Hall, Preston.

The Agenda for the meeting is set out overleaf.

Yours faithfully

Ally Brown

Director of Corporate Services

**SHARED REVENUES AND BENEFITS SERVICE JOINT COMMITTEE
WEDNESDAY, 18TH DECEMBER 2019
ROOM B, GROUND FLOOR, TOWN HALL, LANCASTER ROAD, PRESTON
PR1 2RL 1.00 P.M.**

A G E N D A

PART A (OPEN TO 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 Interests

To receive any declarations of interest from Members.

4. Minutes (Pages 3 - 6)

To confirm the minutes of the meeting held on 25th July 2019.

5. Date of Next Meeting

To be discussed.

6. Exclusion of the 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 2020/21 - (Revenues and Benefits) (Paragraph 3) (Pages 7 - 13)

Report enclosed.

Shared Revenue and Benefits Service Joint Committee

Shared Revenue and Benefits Service Joint Committee 25 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 Brown	– Leader, Preston City Council
	Councillor Ms Lewis	– Leader, 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.

Shared Revenue and Benefits Service Joint Committee

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 10 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.

Shared Revenue and Benefits Service Joint Committee

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.

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By virtue of paragraph(s) 3 of Part 1 of Schedule 12A
of the Local Government Act 1972.

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