

## Shared Revenue and Benefits Service Joint Committee

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### Shared Revenue and Benefits Service Joint Committee 23 July 2018

**Present:**

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| Councillor 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 Blamire                | – Leader of Lancaster City Council  |
| Councillor Brown                  | – Leader of Preston City Council  |

**Also in attendance:**

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|---------------|---|
| Ms N Muschamp | – Chief Officer (Resources) and Section 151 Officer, Lancaster City Council |
| Ms J Wilding  | – City Treasurer/Section 151 Officer, Preston City Council                  |
| Mr A Robinson | – Head of Shared Service/Deputy Director (Customer Services)                |
| Mr S Cox      | – Principal Accountant, Preston City Council                                |
| Ms 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 Service Joint Committee for the 2018/19 Municipal Year.

**Resolved** – That Councillor Whitehead be appointed as Chair and Councillor Rawlinson as Vice-Chair of this Joint Committee for the 2018/19 Municipal Year.

#### **SRB2 Chair's Announcements**

There were none.

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### **SRB3 Notification of Substitute Members (if any)**

There were none.

### **SRB4 Declarations of Interests**

There were none.

### **SRB5 Minutes**

**Resolved** – That the minutes of a meeting of the Shared Revenues and Benefits Service Joint Committee, held on 12 December 2017, be noted and signed as a correct record.

### **SRB6 Connecting Town Halls - Video Conferencing**

The Head of Shared Service/Deputy Director submitted a letter received from the Ministry of Housing, Communities & Local Government in response to the "Connecting Town Halls" consultation paper.

**Resolved** – That the update be noted.

**The Chair agreed that the following item of business be considered as an urgent item by reason of the need to approve the Annual Governance Statement which would accompany the Unaudited Statement of Accounts**

### **SRB7 Shared Service - Annual Governance Statement 2017/18**

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 2017/18. The Annual Governance Statement was set out in Appendix A to the report.

**Resolved** – That the Joint Committee approved the following:-

(i) the appointment of the Director of Corporate Services (Preston City Council) to act as Secretary to the Shared Revenues and Benefits Service Joint Committee; and

(ii) the Annual Governance Statement for 2017/18, as set out in Appendix A to the report.

### **SRB8 Shared Service - (Unaudited) Annual Statement of Accounts 2017/18**

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.

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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 (the Code) 2017/18.

A query arose about the table of figures for the Revenue Budget outturn on Page 2 of the report. The figure showed a favourable variance on income for Preston City Council of £1,778,000 and £1,798,000 for Lancaster City Council, however, the narrative on Page 3 read "Preston's income budget was £20k higher than Lancaster's". The Principal Accountant for Preston City Council agreed to check the figures and re-circulate an amended document for both parties to sign.

**Resolved** – That the Joint Committee approved the Unaudited Revenues and Benefits Statement of Accounts for 2017/18, as set out in Appendix A to the report, subject to confirmation of the income figures for Preston and Lancaster City Councils, on Page 2 of the Statement.

### **SRB9 Business Plan 2018 - Shared Revenues and Benefits Service**

The Head of Shared Service/Deputy Director submitted a report on the formal shared service arrangement between Lancaster and Preston City Councils, which was entered into with effect from 1 July 2011 to provide a Revenues and Benefits service across both City Council areas.

In line with the agreement a refreshed Business Plan for 2018, covering a three year period 2018 – 2021, incorporating the key performance indicators for the service together with ongoing projects and future challenges was submitted for consideration.

The Business Plan also contained a financial appraisal of the 2017/18 outturn position and the budget requirement for 2018/19, approved at the previous meeting. It was noted that the same table of figures queried at minute SRB8 appeared on Page 7 of the Business Plan and would need to be clarified.

**Resolved** - The Joint Committee approved the Business Plan for 2018, subject to confirmation of the income figures for Preston and Lancaster City Councils on Page 7 of the Plan.

### **SRB10 Date of Next Meeting**

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

*At the close of the meeting, the Head of Shared Service/Deputy Director noted that this would be Nadine Muschamp's last meeting as she was due to leave Lancaster City Council at the end of August. He*

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*thanked her for all the help and support she had given over the years to him and to the Shared Service.*