



**LANCASTER  
CITY COUNCIL**

*Promoting City, Coast & Countryside*

**Committee:** SHARED REVENUES AND BENEFITS SERVICE JOINT COMMITTEE

**Date:** TUESDAY, 10 DECEMBER 2013

**Venue:** LANCASTER CITY COUNCIL

**Time:** 4.30 P.M.

## **A G E N D A**

1. **Shared Revenue and Benefits Service Joint Committee Agenda** (Pages 1 - 16)

### **ADMINISTRATIVE ARRANGEMENTS**

#### **Queries regarding this Agenda**

Please contact Julie Grundy, Head of Member Services, Preston City Council, Preston City Council, Town Hall, Lancaster Road, Preston PR1 2RL – 01772 906112 or email: [j.grundy@preston.gov.uk](mailto:j.grundy@preston.gov.uk)

**Shared Revenue and Benefits Service Joint Committee**

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**Shared Revenue and Benefits Service Joint Committee  
30 May 2013****Present:**

Councillor Rankin	– Leader of the City Council (PCC)
Councillor Rawlinson	– Cabinet Member for Resources
Councillor Blamire	– Leader of Lancaster City Council
Councillor Bryning	– Portfolio Holder for Finance, Revenues and Benefits at Lancaster City Council

**Also in attendance:**

Ms N Muschamp	– Head of Financial Services and Section 151 Officer, Lancaster City Council
Mrs A Harrison	– Governance Director
Mr A Robinson	– Assistant Director (Head of Revenues & Benefits)
Mr S Cox	– Principal Accountant
Mr Z Bapu	– Member Services Officer

**SRB17 Appointment of Chair and Vice-Chair**

Councillor Rawlinson (Preston) was appointed Chair and Councillor Rankin (Preston) was appointed Vice-Chair of the Shared Revenues and Benefits Service Joint Committee for the 2013/14 Municipal Year.

**SRB18 Minutes**

**Resolved** – That the minutes of a meeting of the Shared Revenues and Benefits Service Joint Committee held on 26 May 2012 be noted and signed as a correct record.

**SRB19 Declaration of Interest**

There were none.

## Shared Revenue and Benefits Service Joint Committee

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### **SRB20 Shared Service (unaudited) Annual Statement of Accounts 2012/13**

The Corporate Director Community and Business Services and the Section 151 Officer at Preston City Council submitted a report which provided a true and fair view of the Financial Position of the Shared Services at the accounting date and its income and expenditure for year ended 31 March 2013.

The Partnership prepared its Statutory Annual Accounts and supporting financial statements in accordance with applicable laws and regulations in line with the Chartered Institute of Public Finance and Accountancy (CIPFA) Code of Practice on Local Authority Accounting in the United Kingdom 2012/13 (The Code).

**Resolved** – That the Joint Committee approve the unaudited Statement of Accounts for 2012/13 as set out in the report.

### **SRB21 Shared Service Annual Governance Statement**

The Governance Director, PCC presented a report informing Members on the content of the Annual Governance Statement for 2012/13.

**Resolved** – That the Annual Governance Statement be approved as set out in Appendix A of the report.

### **SRB22 Date of Next Meeting**

**Resolved** – That a meeting of the Joint Committee take place before 1 January 2014 to consider the budget for the next financial year.

### **SRB23 Exclusion of the Press and Public**

**Resolved** – “That the public be excluded from this meeting during consideration of the following items of business on the grounds that there is likely to be disclosure of exempt information which is described in the paragraphs of Schedule 12A to the Local Government Act 1972 which are specified against the heading to each item, and that in all the circumstances of the case the public interest in maintaining the exemption outweighs the public interest in disclosing it”.

### **SRB24 Business Plan 2013 (Paragraphs 1 and 3)**

The Assistant Director (Head of Revenues and Benefits) presented a report on the Shared Services Business Plan 2013-16. Lancaster City Council and Preston City Council entered a formal shared service arrangement with

## Shared Revenue and Benefits Service Joint Committee

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effect from 1 July 2011 to provide a Revenues and Benefits Service across both city council areas.

In line with the agreement, the report introduced a refreshed Business Plan for the 3 year period 2013-2016, incorporating the key performance indicators and targets for the year together with ongoing projects and future challenges for the service.

The Business Plan also contains a financial appraisal of the budget requirement for 2013/14.

**Resolved** – That the Business Plan for 2013 – 2016 be approved in principle.

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Date: 29 November 2013  
Your reference :  
Our reference : LAS/JG/LT  
Ask for : Julie Grundy

Member Services  
Governance Directorate  
Town Hall  
Lancaster Road  
Preston PR1 2RL

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

**Councillors Rawlinson (Chair), Rankin (Vice-Chair), Councillor Blamire and  
Councillor Bryning**

Dear Sir/Madam

**Shared Revenue and Benefits Service Joint Committee - 10 December  
2013 at Lancaster City Council Offices**

You are requested to attend a meeting of the Shared Revenue and Benefits Service Joint Committee to be held on **Tuesday, 10th December, 2013 at 4.30 pm in Room C, Lancaster City Council Offices, Town hall, Dalton Square, Lancaster, LA1 1PJ.**

The Agenda for the meeting is set out overleaf.

Yours faithfully

*Angela Harrison*

**Governance Director**

**Shared Revenue and Benefits Service Joint Committee**  
**Tuesday, 10 December 2013**

**AGENDA**

**PART A (OPEN TO PRESS AND PUBLIC)**

1. **Minutes** (Pages 1 - 4)

To confirm the minutes of a meeting of this Joint Committee held on 30 May 2013.

2. **Declarations of Interest**

Members of the Joint Committee are reminded of their responsibility to declare any personal interest in respect of any matters contained in this agenda, in accordance with the provisions of the Local Government Act 2000, the Council's Constitution and the Model Code of Conduct. If the personal interest is a prejudicial interest, then the individual members should not participate in a discussion on the matter and must withdraw from the room and must not seek to improperly influence a decision in the matter.

3. **Date of Next Meeting**

To be discussed.

4. **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(s) to each 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)**

5. **Shared Service Budget 2014/15 - Revenues and Benefits (Paragraph 3)**

Report to follow.



Date: 3 December 2013  
Your reference :  
Our reference : LAS/JG/LT  
Ask for :

Member Services  
Governance Directorate  
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Preston PR1 2RL

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

**Councillors Rawlinson (Chair), Rankin (Vice-Chair), Councillor Blamire and  
Councillor Bryning**

Dear Sir/Madam

**Shared Revenue and Benefits Service Joint Committee - 10 December  
2013**

I am now able to enclose, for consideration at the above meeting, the following report  
which was unavailable when the agenda was printed.

**Agenda No    Item**

- 5.            Shared Service Budget 2014/15 - Revenues and Benefits  
(Paragraph 3) (Pages 1 - 8)**

Report enclosed.

Yours faithfully

*Angela Harrison*

**Governance Director**



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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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