

**SHARED REVENUES AND
BENEFITS SERVICE JOINT
COMMITTEE**

4.30 P.M.

20TH JUNE 2016

Present:	Councillor Rawlinson	– Chair, Cabinet Member for Resources, Preston City Council
	Councillor Whitehead	– Vice-Chair – Cabinet Member for Finance, Revenues and Benefits, Lancaster City Council
	Councillor Blamire	– Leader of Lancaster City Council
	Councillor Rankin	– Leader of Preston City Council

Also in attendance:

Mr A Robinson	– Head of Shared Service/Deputy Director
Ms N Muschamp	– Chief Officer (Resources)/Section 151 Officer, Lancaster City Council
Ms J Wilding	– City Treasurer/Section 151 Officer, Preston City Council
Ms C Parmenter	– Head of Legal and Democratic Services/Monitoring Officer, Preston City Council
Mr S Cox	– Principal Accountant, Preston City Council
Ms D Chambers	– Democratic Services Manager/Monitoring Officer, Lancaster City Council

SRB1 APPOINTMENT OF CHAIR AND VICE-CHAIR

Nominations were invited for the role of Chair and Vice-Chair of the Joint Committee for the 2016/17 Municipal Year.

Resolved – That Councillor Rawlinson be appointed as Chair and Councillor Whitehead be appointed Vice-Chair of the Shared Revenues and Benefits Service Joint Committee for the 2016/17 Municipal Year.

SRB2 CHAIR'S ANNOUNCEMENTS

There were none.

SRB3 NOTIFICATION OF SUBSTITUTE MEMBERS (IF ANY)

There were none.

SRB4 DECLARATIONS OF INTERESTS

There were none.

SRB5 MINUTES

Resolved – That the minutes of the meeting of the Shared Revenues and benefits Joint Committee held on 27 January 2016 be noted and signed as a correct record.

SRB6 SHARED SERVICE - ANNUAL GOVERNANCE STATEMENT 2015/16

The Director of Corporate Services (Preston City Council) submitted a report informing Members on the content of the Annual Governance Statement for 2015/16. The Annual Governance Statement was set out in Appendix A to the report.

Resolved – That the Joint Committee approves the Annual Governance Statement as set out in Appendix A to the report.

SRB7 SHARED SERVICE - (UNAUDITED) ANNUAL STATEMENT OF ACCOUNTS 2015/16

The City treasurer (Preston City Council) submitted a report on the preparation of the Revenues and Benefits Shared Services Statement of Accounts which provided a true and fair view of the financial position of the Shared Service at the accounting date and its income and expenditure for the year ended 31 March 2016.

The Partnership prepared its statutory Annual Accounts and supporting financial statements in accordance with applicable laws and regulations and in line with the Chartered Institute of Public Finance and Accountancy (CIPFA) Code of Practice on Local Authority Accounting in United Kingdom 2015/16.

Resolved – That the Joint Committee approves the Unaudited Revenues and Benefits Statement of Accounts for 2015/16, as set out in Appendix A to the report.

SRB8 DATE OF NEXT MEETING

The next meeting of the Shared Revenues and Benefits Joint Committee would be arranged at a later date.

SRB9 EXCLUSION OF 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 paragraphs 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.

SRB10 SHARED SERVICE - BUSINESS PLAN 2016 (PARAGRAPHS 1 AND 3)

The Deputy Director (Customer Services) 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 2016 covering a three year financial period 2016 -2019, 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 2015/16 outturn position and the budget requirement for 2016/17, approved at the previous meeting.

Resolved – The Joint Committee approved the Business Plan for 2016.

Chairman

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