

Committee: SHARED REVENUES AND BENEFITS SERVICE JOINT COMMITTEE

Date: TUESDAY, 19 DECEMBER 2023

Venue: LANCASTER TOWN HALL

Time: 5.00 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. **Declaration of Interests**

To receive any declarations of interest from Members.

4. **Minutes** (Pages 3 - 6)

To confirm the minutes of the meeting held on 6 July 2023.

5. **Date of Next Meeting**

To be determined later.

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 of business on the grounds that there is likely to be 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 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)

7. **Shared Service: Budget 2024/25 - (Revenues & Benefits)**
(Paragraph 3)

Report to follow.

**SHARED REVENUE AND BENEFITS
JOINT COMMITTEE**

6TH JULY 2023

Present:-	Councillor Rawlinson	- Cabinet Member for Resources and Deputy Leader, Preston City Council
	Councillor Hamilton-Cox	- Cabinet Member for Finance and Resources, Lancaster City Council
	Councillor Brown	- Leader, Preston City Council
	Councillor Black	- Leader, Lancaster City Council

Also in attendance:

Ms. S Threlfall	- Deputy Chief Executive and Director of Community and Wellbeing, Preston City Council
Ms. J Wilding	- Director of Resources and S151 Officer, Preston City Council
Mr A. Taylor	- Assistant Director (Head of Revenues and Benefits – Shared Service)
Mr. L Hurst	- Assistant Director (Head of Financial Services), Preston City Council
Mr. P Thompson	- Chief Officer, Resources and Section 151 Officer, Lancaster City Council
Mrs. H Johnston	- Benefits Manager, Preston City Council
Mrs. C Lancaster	- Interim Revenues Manager, Preston City Council
Ms. K Sumner	- Senior Accountant, Preston City Council
Miss L. Bilsborrow	- Member Services Office, Preston City Council

SRB1 APPOINTMENT OF CHAIR AND VICE-CHAIR

The Director for Resources, Preston City Council, invited nominations for the Chair and Vice-Chair of the Shared Revenues and Benefits Services Joint Committee for the 2023/24 Municipal Year.

Resolved – (i) That Councillor Rawlinson, Preston City Council, be appointed as Chair of the Joint Committee for the 2023/24 Municipal Year; and

(ii) that Councillor Hamilton-Cox, Lancaster City Council, be appointed as Vice-Chair of the Joint Committee for the 2023/24 Municipal Year.

SRB2 CHAIR'S ANNOUNCEMENTS

The Chair of the Joint Committee advised that item 6a relating to delegation and procedure rules was a late report that had been added to the agenda after the agenda was published. The Chair agreed to accept it as an urgent item due to the need for the delegations to be agreed and adhered to with immediate effect.

SRB3 NOTIFICATION OF SUBSTITUTE MEMBERS (IF ANY)

There were none.

SRB4 DECLARATIONS OF INTERESTS

Members/Officers	Item	Interest
Councillor Rawlinson	The Shared Revenues and Benefits Service Joint Committee as a whole.	Councillor Rawlinson wished to disclose his general Personal Interest insofar as he works for Universal Credit for the Department for Works and Pensions (DWP).

SRB5 MINUTES

Resolved - That the minutes of the meeting of the Joint Committee held on 12 December 2022 be noted and signed as a correct record.

SRB6 ANNUAL GOVERNANCE STATEMENT

The Director of Resources, Preston City Council, submitted a report on the Annual Governance Statement for 2022/23. The report requested that the Shared Revenues and Benefits Service Joint Committee considered and approved the Annual Governance Statement for 2022/23. The Annual Governance Statement was set out at Appendix A to the report.

Resolved – That the Joint Committee approved the Annual Governance Statement for 2022/23, as set out in Appendix A to the report.

SRB7 DELEGATION AND PROCEDURE RULES

The Director of Resources, Preston City Council, submitted a report informing new Members and reminding previous Members, of the governance arrangements relating to the Shared Revenues and Benefits Service Joint Committee. The report also sought to confirm the delegation of functions and responsibilities to the Deputy Chief Executive and Director of Community and Wellbeing, Preston City Council.

Resolved – That the Joint Committee

- (i) Delegated its Revenues and Benefits functions and responsibilities to the Deputy Chief Executive and Director of Community and Wellbeing, Preston City Council; and
- (ii) noted the governance arrangements in place for the Joint Committee.

SRB8 DATE OF NEXT MEETING

To be confirmed.

SRB9 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 Paragraph 12A of the Local Government Act 1972 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 (UNAUDITED) ANNUAL STATEMENT OF ACCOUNTS 2022/23 (PARAGRAPH 3)

The Director of Resources, Preston City Council, submitted a report advising that the Host Authority's Section 151 Officer was responsible for the preparation of the Revenues and Benefits Shared Services Statement of Accounts which provide 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 2023.

The host authority, Preston City Council, had prepared the Revenues and Benefits Shared Service Unaudited Statement of Accounts 2022/23 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) 2022/23

The Chair thanked the Revenues and Benefits teams at both Preston and Lancaster City Councils for their continued hard work over the past few years.

Resolved – That the Joint Committee approved the Revenues and Benefits Shared Service Unaudited Statement of Accounts for 2022/23, as set out in Appendix A to the report.

SRB11 SHARED SERVICE - BUSINESS PLAN 2023 - 2025 (PARAGRAPH3)

The Assistant Director (Head of Shared Service) submitted a report on the Shared Service Business Plan 2023/25. It was noted that Lancaster City Council and Preston City Council had entered into a formal shared service arrangement for a further 10 years, with effect from 1 July 2021, 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 2023/25, incorporating the key performance indicators for the service together with ongoing projects and future challenges. The Business Plan also contained a financial appraisal of the 2022/23 outturn position, and the budget requirement for 2023/24.

Resolved – That the Joint Committee considered and approved the Business Plan for 2023 - 2025 as set out in Appendix A to the report.

Chair

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