

08.01.2025
Your reference:
Our reference: LAS/LB
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**To: Members and Officers of
The Shared Revenues and Benefits Service Joint Committee**

Councillors Brown, Councillor T Hamilton-Cox, Councillor C Jackson and Rawlinson

Dear Sir/Madam

Shared Revenues and Benefits Service Joint Committee - 17 January 2025

You are requested to attend a meeting of the Shared Revenues and Benefits Service Joint Committee to be held on Friday, 17th January, 2025 at 10.00 am in CityLab, Dalton Square, Lancaster.

The Agenda for the meeting is set out overleaf.

If there are any items which appear to have been omitted from this agenda, (unless otherwise stated), please contact the Member Services Section on the number given above **immediately**.

Yours faithfully

Jackie Wilding

Director of Resources

Shared Revenues and Benefits Service Joint Committee

Friday, 17 January 2025
CityLab, Dalton Square, Lancaster

AGENDA

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

To confirm the minutes of the meeting held on 22 July 2024.

5. Date of Next Meeting

To be determined later.

6. Exclusion of 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 2025/26 - (Revenues & Benefits) (Paragraph 3)

Report enclosed.

Shared Revenues and Benefits Service Joint Committee

Shared Revenues and Benefits Service Joint Committee 22 July 2024

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

Also in attendance:

Ms J Wilding	– Director of Resources & S151 Officer, Preston City Council
Mr P Thompson	– Chief Officer, Resources & Section 151 Officer, Lancaster City Council
Mrs H Johnston	– Benefits Manager, Preston City Council
Mrs C Lancaster	– Business Support Manager, Preston City Council
Mr Pilkington	– Interim Revenues Manager, Preston City Council
Miss K Sumner	– Senior Accountant, Preston City Council, Preston City Council
Miss L Bilsborrow	– Member Services Officer, Preston City Council

Apologies: Councillors Black and Brown

That Councillor Hamilton-Cox, Lancaster City Council, be appointed as Chair of the Joint Committee for the 2024/25 Municipal Year; and that Councillor Rawlinson, Preston City Council, be appointed as Vice-Chair of the Joint Committee for the 2024/25 Municipal Year.

SRB1 Chair's Announcements

There were none.

Shared Revenues and Benefits Service Joint Committee

SRB2 Notification of Substitute Members (if any)

Resolved – That the appointment of Councillor Jackson, in substitution for Councillor Black in accordance with Council Procedure Rule 4, be noted.

SRB3 Declarations of Interests

There were none.

SRB4 Minutes

Resolved - That the minutes of the meeting of the Joint Committee held on 5 February 2024 be noted and signed as a correct record.

SRB5 Annual Governance Statement

The Director of Resources, Preston City Council, submitted a report on the Annual Governance Statement for 2023/24. The report requested that the Shared Revenues and Benefits Service Joint Committee considered and approved the Annual Governance Statement for 2023/24. The Annual Governance Statement was set out at Appendix A to the report.

Committee were informed that three Audits took place and all received an assurance rating of substantial.

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

Resolved – That the Joint Committee approved the Annual Governance Statement for 2023/24, as set out in Appendix A to the report.

SRB6 Shared Service (Unaudited) Annual Statement of Accounts 2023/24

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 2024.

The host authority, Preston City Council, had prepared the Revenues and Benefits Shared Service Unaudited Statement of Accounts 2023/24 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) 2023/24.

Shared Revenues and Benefits Service Joint Committee

Resolved – That the Joint Committee approved the Revenues and Benefits Shared Service Unaudited Statement of Accounts for 2023/24, as set out in Appendix A to the report.

SRB7 Date of Next Meeting

To be confirmed.

SRB8 Exclusion of 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.

SRB9 Shared Service - Business Plan 2023 - 2025 (Paragraph 3)

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 2023/24 outturn position, and the budget requirement for 2024/25.

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

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