

4 December 2025

Your reference:

Our reference: LAS/LB

Ask for: Lizzie Bilsborrow

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To: Members and Officers of The Shared Revenues and Benefits Service Joint Committee
Councillors Brown, Rawlinson, Councillor T Hamilton-Cox and Councillor C Jackson

Dear Sir/Madam

Shared Revenues and Benefits Service Joint Committee - 16 December 2025

You are requested to attend a meeting of the Shared Revenues and Benefits Service Joint Committee to be held on Tuesday, 16th December, 2025 at 4.30 pm in the Boardroom, First Floor, Town Hall, Preston.

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

Tuesday, 16 December 2025

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 (Pages 1 - 4)

To confirm the minutes of the meeting held on 29 July 2025.

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 2026/27 - (REVENUES & BENEFITS) (Paragraph 3) (Pages 5 - 16)

Report enclosed.

Shared Revenues and Benefits Service Joint Committee

**Shared Revenues and Benefits Service Joint Committee
29 July 2025**

Present: Councillor M Rawlinson – Preston City Council
Councillor T Hamilton-Cox – Lancaster City Council
Councillor C Jackson – Lancaster City Council

Also in attendance:

Ms S Threlfall	– Deputy Chief Executive and Director of Community and Wellbeing
Ms J Wilding	– Director of Resources & S151 Officer
Mr P Thompson	– Chief Officer, Resources & Section 151 Officer
Mr A Taylor	– Assistant Director (Head of Revenues and Benefits)
Mrs C Lancaster	– Business Support Manager
Miss K Sumner	– Senior Accountant, Preston City Council
Miss L Bilsborrow	– Member Services Officer

Apologies: Councillor Brown

SRB1 Chair's Announcements

There were none.

SRB2 Notification of Substitute Members (if any)

There were none.

SRB3 Declarations of Interests

There were none.

SRB4 Minutes

Resolved - That the minutes of the meeting of the Joint Committee held on 17 January 2025 be noted and signed as a correct record.

Shared Revenues and Benefits Service Joint Committee

SRB5 Shared Service (Unaudited) Annual Statement of Accounts 2024/25

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 2025.

The host authority, Preston City Council, had prepared the Revenues and Benefits Shared Service Unaudited Statement of Accounts 2024/25 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) 2024/25.

Resolved – That the Joint Committee approved the Revenues and Benefits Shared Service Unaudited Statement of Accounts for 2024/25, as set out in Appendix A to the report.

SRB6 Shared Service - Annual Governance Statement 2024/25

The Director of Resources, Preston City Council, submitted a report on the Annual Governance Statement for 2024/25. The report requested that the Shared Revenues and Benefits Service Joint Committee considered and approved the Annual Governance Statement for 2024/25. The Annual Governance Statement was set out at Appendix A to the report.

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

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 2024/25, 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

Shared Revenues and Benefits Service Joint Committee

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 2025 - 2027 (Paragraph 3)

The Deputy Chief Executive/ Director of Community & Wellbeing, Preston City Council, submitted a report on the Shared Service Business Plan 2025/27. 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 2025/27, 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 2024/25 outturn position, and the budget requirement for 2025/26.

Resolved – That the Joint Committee considered and approved the Business Plan for 2025 - 2027 as set out in Appendix A to the report.

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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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