



Date: 16 May 2012  
Your reference :  
Our reference : LAS/JG/LT  
Ask for : Julie Grundy

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

**Councillors Rankin, Rawlinson, Blamire and Bryning**

Dear Sir/Madam

### **Shared Revenue and Benefits Service Joint Committee - 25 May 2012**

You are requested to attend a meeting of the Shared Revenue and Benefits Service Joint Committee. The meeting will be held by video link on Friday, 25th May, 2012 at 10.00 am at both Lancaster City Council, Town Hall, Dalton Square, Lancaster, LA1 1PJ and Preston City Council, Town Hall, Lancaster Road, Preston, PR1 2RL offices.

The Agenda for the meeting is set out overleaf.

Yours faithfully

*Julie Grundy*

**Head of Member Services**

**Shared Revenue and Benefits Service Joint Committee**  
**Friday, 25 May 2012**

**AGENDA**

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

1. **Appointment of Chair and Vice-Chair**

Nominations are invited for the role of Chair and Vice-Chair of this Joint Committee for the ensuing Municipal year 2012/13.

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

To confirm the minutes of a meeting of this Joint Committee held on 1 November 2011.

3. **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 member 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.

4. **Chair's Announcements (If any)**

5. **Annual Statement of Accounts 2011/12**

Report to follow.

6. **Date of Next Meeting**

The next meeting of the Shared Revenues and Benefits Service Joint Committee is Monday 8 October 2012.

7. **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)**

**8. Business Plan 2012-15 (Paragraphs 1 and 3)**

Report to follow.

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## Shared Revenue and Benefits Service Joint Committee

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### Shared Revenue and Benefits Service Joint Committee 1 November 2011

#### Present:

- |                                 |   |
|---------------------------------|---|
| Councillor Rankin, in the Chair | – Leader of Preston City Council (PCC)  |
| Councillor Bryning, Vice-Chair  | – Portfolio Holder for Finance, Revenues and Benefits at Lancaster City Council |
| Councillor Mrs Blamire          | – Leader of Lancaster City Council  |
| Councillor Rawlinson            | – Cabinet Member for Resources, PCC   |

#### Also in attendance:

- |               |   |
|---------------|---|
| Ms N Muschamp | – Head of Financial Services and Section 151 Officer, Lancaster City Council                              |
| Mr B Hayes    | – Deputy Chief Executive, Corporate Director Community and Business Services and Section 151 Officer, PCC |
| Mr A Robinson | – Assistant Director (Head of Revenues and Benefits)  |
| Ms J Grundy   | – Head of Member Services, PCC  |

#### **SRB1 Appointment of Chair and Vice Chair**

Councillor Rankin (Preston) was appointed as Chair and Councillor Bryning (Lancaster) as Vice Chair of the Shared Revenues and Benefits Service Joint Committee for the remainder of the municipal year 2011/12.

#### **SRB2 Declarations of Interest**

Councillor Rawlinson declared a personal interest in agenda item five (Minute number SRB 8 refers) insofar as he is an employee of the Department for Work and Pensions.

#### **SRB3 Chair's Announcement**

Following a request from a Joint Committee Member, the Chair announced that future meetings of the Joint Committee shall be held alternately at

## Shared Revenue and Benefits Service Joint Committee

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Lancaster City Council and Preston City Council offices, with the next meeting being held at Lancaster City Council offices.

### **SRB4 Delegations and Procedure Rules**

The Governance Director submitted a report proposing the approval of a scheme of delegation from the Joint Committee to officers in the Revenues and Benefits Shared Service. It also proposed that the Joint Committee appoint an officer from Preston City Council, as host authority, to act as Secretary to the Joint Committee.

Furthermore, the report also set out the need for the Joint Committee to approve rules to govern the conduct of its meetings and proceedings.

**Resolved** - That the Joint Committee approve the following:-

(i) to delegate its Revenues and Benefits functions to the Assistant Director (Head of Revenues and Benefits), as set out in Appendix 1 of the report;

(ii) to adopt rules 10, 11, 13 to 17 (save rules 16.1, 16.3 and 16.4) and 19 to 22 (save rule 20.1) of the Council Procedure Rules of Preston City Council to regulate its business and proceedings; and

(iii) to appoint the Head of Member Services at Preston City Council as Secretary to the Joint Committee.

### **SRB5 Administrative Arrangements**

The Assistant Director (Head of Revenues and Benefits) submitted a report setting out the need to procure a hybrid mail solution for the Revenues and Benefits services of both Councils as opposed to simply printing documents to post in the traditional way. The report also set out the efficiencies that a hybrid mail solution would bring including combined savings in excess of £25k per annum.

The Assistant Director reported on proposals to undertake a procurement exercise for the work, in line with Preston City Council's Contract Procedure Rules, using a framework agreement for hybrid mail, made available through Buying Solutions – the National Procurement Partner for UK Public Services.

**Resolved** - That the Joint Committee delegate to the Corporate Director Community and Business Services the authority to award the hybrid mail solution contract to the successful supplier.

### **SRB6 Date of Next meeting**

The next meeting of the Shared Revenues and Benefits Service Joint Committee will be held on a day to be arranged in April 2012.

## Shared Revenue and Benefits Service Joint Committee

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### **SRB7 Exclusion of the 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 a disclosure of exempt information which is described in the paragraphs of Schedule 12A to the Local Government Act 1972 which is 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."

### **SRB8 Shared Revenues and Benefits Service Business Plan (Paragraphs 1 and 3)**

The Assistant Director (Head of Revenues and Benefits) submitted a report giving details of the Shared Revenues and Benefits Service Business Plan 2011 – 2014 which incorporated the key performance indicators for the service together with performance targets, and a financial appraisal of the current budget provision with updated savings projections covering the next five financial years.

**Resolved** – (i) That the Joint Committee approve the Business Plan in principle, subject to the identified amendments; and  
(ii) that the Joint Committee approve the following in terms of financial matters:-

- (a) the current year budget
- (b) cost sharing arrangements for current and future years
- (c) the arrangements for determining future years' budgets, for inclusion in each authority's corporate budget setting processes.

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