



Date: 21 May 2013  
Your reference :  
Our reference : LAS/JG/LT  
Ask for : Julie Grundy

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

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

Dear Sir/Madam

**Shared Revenues and Benefits Service Joint Committee - 30 May 2013**

You are requested to attend a meeting of the Shared Revenues and Benefits Service Joint Committee to be held on Thursday, 30th May, 2013 at 4.30 pm, Room B, Ground Floor, Town Hall, Preston.

The Agenda for the meeting is set out overleaf.

Yours faithfully

*Angela Harrison*  
**Governance Director**

**Shared Revenues and Benefits Service Joint Committee**  
**Thursday, 30 May 2013**

**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 2013/14.

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

To confirm the minutes of a meeting of this Joint Committee held on 25 May 2012.

3. **Declaration 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 members 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. **Date of Next Meeting**

To be discussed.

5. **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)**

6. **Business Plan 2013 (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 25 May 2012

#### Present:

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

#### Also in attendance:

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

#### SRB9 Appointment of Chair and Vice-Chair

Councillor Bryning (Lancaster) was appointed as Chair and Councillor Blamire (Lancaster) as Vice Chair of the Shared Revenues and Benefits Service Joint Committee for the 2012/13 Municipal Year.

#### SRB10 Minutes

**Resolved** – That the minutes of a meeting of the Shared Revenues and Benefits Service Joint Committee held on 1 November 2011 be noted and signed as a correct record.

## Shared Revenue and Benefits Service Joint Committee

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### SRB11 Declarations of Interest

Councillor Rawlinson declared a personal interest in agenda item eight (Minute number 16 refers) insofar as he is an employee of the Department for Work and Pensions.

### SRB12 Chair's Announcements (If any)

There were none.

### SRB13 Annual Statement of Accounts 2011/12

The Corporate Director of Community and Business Services and Section 151 Officer at Preston City Council submitted a report providing details of the, as yet unaudited, Shared Service Annual Statement of Accounts for 2011/12, from the inception of the Shared Service on 1 July 2011 until 31 March 2012.

The Principal Accountant confirmed that the accounts had been prepared by Preston City Council as the Host Authority and they would be summarised as part of the 2011/12 main Statutory Accounts of both Councils and in line with the Chartered Institute of Public Finance and Accountancy (CIPFA) Code of Practice. He said that expenditure would be split 50/50 between both Councils, as previously agreed by the Committee, and also reported on a £42k underspend for 2011/12.

An additional report was also circulated by the Governance Director of Preston City Council providing details of the proposed Annual Governance Statement for 2011/12 needed to meet the statutory requirement set out in Regulation 4(2) of the Accounts and Audit (Amendment) (England) Regulations 2006.

**Resolved** – (i) That the Joint Committee approve the unaudited Statement of Accounts for 2011/12, as set out in Appendix A to the report; and  
(ii) that the Joint Committee approve the Annual Governance Statement, as set out in the Appendix to the report.

### SRB14 Date of Next Meeting

The next meeting of the Shared Revenues and Benefits Service Joint Committee is Monday 8 October 2012 at both Lancaster City Council and Preston City Council offices utilising the video conferencing facilities.

## Shared Revenue and Benefits Service Joint Committee

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### **SRB15 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."

### **SRB16 Business Plan 2012-15 (Paragraphs 1 and 3)**

The Assistant Director (Head of Revenues and Benefits) submitted a report giving details of a refreshed Business Plan for the three year period 2012-2015 incorporating key performance indicators for the service, ongoing projects, future challenges and a financial appraisal of the budget requirement for 2012/13.

**Resolved** – (i) That the Joint Committee approve in principle the Business Plan for 2012-2015; and  
(ii) that the Joint Committee approve the 2012/13 budget as set out in the report.

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