

**NORTH LINCOLNSHIRE COUNCIL
OFFICER DECISION NOTICE AND RECORD**

1. DECISION TAKEN Pursuant to minute 1203 (c) of the Cabinet –

As authorised by the Cabinet, the Monitoring Officer approved the terms of the Shared Services Legal Agreement, and made all required amendments to the council's Constitution to reflect the delegations, role and function of the Joint Committee on Shared Services, together with all ancillary matters required thereto to enable that joint committee to function in line with the final agreement to be signed by both councils in due course.

EXECUTIVE	Yes	NON-EXECUTIVE	Yes.	(Please tick either)
IS THIS A 'KEY DECISION' ?				No
DOES THIS DECISION RELATE TO EXEMPT INFORMATION?				No
EXEMPT PARAGRAPH REFERENCE (NOT TO BE PUBLISHED)				n/a

2. OFFICER DECISION TAKER	NAME	Mr W S Bell
	POSITION/POST	Monitoring Officer, and Assistant Director: Legal and Democratic
	SIGNATURE	<i>W S Bell</i>
	DATE	7 th November 2016
3. DECISION TAKEN IN CONSULTATION WITH MEMBER	COUNCILLOR	
	POSITION	
	SIGNATURE	
	DATE	
	No	
4. REASONS FOR THE DECISION (Please ref to any report/background documents attached)	Pursuant to minute 1203(c) of the Cabinet – please see attached minute extract.	
5. ALTERNATIVE OPTIONS CONSIDERED AND REJECTED (BY DECISION TAKER(S))	None	
6. ANY CONFLICT OF INTEREST DECLARED BY ANY EXECUTIVE (CABINET) MEMBER (S) CONSULTED, WHICH RELATES TO THE DECISION, OR (NON-EXECUTIVE) – ANY MEMBER OF THE COMMITTEE THAT DELEGATED THE DECISION TAKEN	None	
7. WITH REFERENCE TO 6. ABOVE - HAS ANY DISPENSATION BEEN GRANTED TO THE EXECUTIVE (CABINET) MEMBER? (ONLY APPLIES TO EXECUTIVE)	None	

PLEASE REMEMBER TO ATTACH ANY ACCOMPANYING REPORT.
RETURN TO HEAD OF DEMOCRATIC SERVICES, CIVIC CENTRE, SCUNTHORPE

MINUTE EXTRACT

CABINET
22 March 2016

- 1203 (48) **SHARED SERVICES - DELEGATION OF FUNCTIONS TO THE JOINT COMMITTEE ON SHARED SERVICES** - A report was submitted by the Director of Policy and Resources which sought to formally authorise the arrangements for the joint committee on shared services and to delegate to the Monitoring Officer the tasks of making all necessary consequential amendments to the council's constitution and to enter into a legal agreement to underpin the shared services programme.

This initiative between North and North East Lincolnshire Councils had grown out of a need to provide efficient and effective support services at minimum cost in order to protect frontline services to local people in Northern Lincolnshire.

Shared services had initially been established between the two councils for local taxation and benefits, procurement, print and insurance (the latter also involving the East Riding of Yorkshire Council). These had all proved successful and in January/February 2015 both councils decided to extend the arrangements to a full back office service incorporating information technology, finance, internal audit, human resources and legal services. The range of functions covered by the shared service now encompassed both executive (e.g. Legal) and non-executive (e.g. Finance). To ensure that it could properly discharge its delivery role the joint committee on shared services required both sets of functions to be delegated by both the council and cabinet of each council. These delegations had to be carried out in line with both council's constitutions, the Local Government Act 1972 and 2000 and the 2012 Regulations which also required that mixed function joint arrangements such as these, must be approved by the council "with the agreement of the executive" and the council's three appointees also needed to be authorised as part of the arrangements.

The proper delegation of functions to the joint committee would then enable that committee to sub-delegate the functions to heads of service and their staff, manage the risks arising from the shared services agenda and ultimately enable both councils to realise the efficiencies arising from the shared services programme. The scope of the functions to be delegated were set out in Appendix 1 and the Terms of Reference for the Joint Committee at Appendix 2 to the report. It was noted that whilst the procurement services would be operated jointly, procurement decisions would be retained by both councils through their existing structures and procedures. It was proposed that the staff in the services delivered through the joint arrangements were retained in employment by their current employer, but placed at the disposal of both councils pursuant to Section 113 of the Local Government Act 1972, through the new structures that would be adopted for the management and delivery of the services.

The joint committee would also be required to approve the business plans for the shared service. Management and oversight of service delivery would be led through a shared services partnership board comprising three senior officers nominated by each of the councils that would report to the joint committee and produce an annual report for members.

Finally, a legal agreement was currently being developed by both councils to underpin the shared services arrangement and the intention was that it would be in place by 1 April 2016. It would operate for an initial term of five years and then on a three year rolling basis. Both councils would be considering a report of this kind at their cabinet and council meetings and it was noted that at the meeting of this council on 23 February 2016 the appropriate decisions had been made in relation to the delegation of functions etc.

Resolved - (a) That cabinet notes the progress of the shared services initiative and the legal agreement that is being developed thereunder; (b) that cabinet approves the arrangements set out in this report and confirms the appointments of Councillors Baroness Redfern, Hannigan and C Sherwood as members of the joint committee and (c) that cabinet authorises the Monitoring Officer to approve the terms of the legal agreement and make all the required amendments to the council's constitution to reflect the delegations, role and function of the joint committee on shared services, together with all ancillary matters required thereto to enable that committee to function in line with the final legal agreement to be signed by both councils in due course.