

BROMSGROVE DISTRICT COUNCIL

WORCESTERSHIRE REGULATORY SERVICES

MEETING OF THE WORCESTERSHIRE SHARED SERVICES JOINT COMMITTEE

THURSDAY, 28TH JUNE 2012 AT 4.24 P.M.

PRESENT: Councillors M. A. Bullivant, Mrs. B. Behan, M. Braley, Mrs. L. Hodgson, J. Riaz, Mrs. E. Stokes, P. Harrison and A. N. Blagg

Observers: Mr. V. Allison, Deputy Managing Director, Wychavon District Council and Ruth Mullen, Corporate Director, Service Delivery, Worcester City Council

Officers: Ms. J. Pickering, Mr. S. Jordan, Ms. C. Flanagan, M. Kay and Mrs. P. Ross

1/12 **ELECTION OF CHAIRMAN**

RESOLVED that Councillor M. Hart, Wyre Forest District Council be elected as Chairman of the Joint Committee for the ensuing municipal year.

2/12 **ELECTION OF VICE-CHAIRMAN**

RESOLVED that Councillor D. Thain, Worcestershire County Council be elected as Vice-Chairman for the ensuing municipal year.

In the absence of Councillors M. Hart and D. Thain it was agreed that Councillor Mrs. L. Hodgson, Worcester City Council be elected as Chairman for the meeting.

3/12 **APOLOGIES FOR ABSENCE**

Apologies for absence were received from Councillors C. B. Taylor, Bromsgrove District Council, P. Mould, Redditch Borough Council, D. Thain, Worcestershire County Council, K. Jennings, Wychavon District Council and M. Hart, Wyre Forest District Council.

4/12 **DECLARATIONS OF INTEREST**

No declarations of interest were received. However, Councillor Mrs. L. Hodgson, Worcester City Council declared a prejudicial interest during the discussion on Agenda Item 6 (Worcestershire Regulatory Services Budget Monitoring April 2011 – March 2012) as Cabinet Member, Worcester City Council with regard to Appendix 3, Acting Worcestershire Internal Audit Shared Services Manager's Opinion on the Effectiveness of the System of

Internal Control at Bromsgrove District Council for the Year Ended 31st March 2012. Worcester City Council was the host council for the Internal Audit Shared Services.

5/12 **MINUTES**

The minutes of the meeting of the Worcestershire Shared Services Joint Committee held on 23rd February 2012 were submitted.

RESOLVED that the minutes be approved as a correct record.

6/12 **WORCESTERSHIRE REGULATORY SERVICES BUDGET MONITORING**
APRIL 2011 - MARCH 2012

The Committee considered a report which detailed the financial position for the period April 2011 to March 2012.

The Executive Director, Finance and Corporate Resources, Bromsgrove District Council introduced the report and in doing so informed the Committee that for the financial year 2011/2012 the body (Worcestershire Shared Services Joint Committee) had been classified as a small relevant body by the Audit Commission as its income was less than £6.5 million. As a result of this classification the requirement of the formal accounting statements had been limited to the return as detailed at Appendix 2 to the report. At this stage in the meeting the Executive Director, Finance and Corporate Resources, Bromsgrove District Council provided Members with an amended version of Appendix 2 to the report and in doing so explained the amendments to Members.

At this stage in the meeting Councillor Mrs. L. Hodgson, Worcester City Council declared a prejudicial interest during the discussion on Agenda Item 6 (Worcestershire Regulatory Services Budget Monitoring April 2011 – March 2012) as Cabinet Member, Worcester City Council with regard to Appendix 3, Acting Worcestershire Internal Audit Shared Services Manager's Opinion on the Effectiveness of the System of Internal Control at Bromsgrove District Council for the Year Ended 31st March 2012. Worcester City Council was the host council for the Internal Audit Shared Services.

The Executive Director, Finance and Corporate Resources, Bromsgrove District Council responded to Members' questions with regard to the following:

- Proposal to set aside £35,000 to fund an enhanced development programme for managers.
- Underspend due to salary savings arising from two Grade B posts.
- Environmental Protection increase in expenditure.
- Agency Staff and Contractors / Consultants

The Head of Worcestershire Regulatory Services responded to Members' questions with regard to agency staff and contractors / consultants and in doing so informed Members that agency staff had been engaged to "backfill" for staff whilst contractors had been engaged for specific projects. Moving

forward agency staff would be engaged to “backfill” for staff involved in the ICT project.

At this stage in the meeting and with agreement from Joint Committee Members, the Chairman for the meeting signed the amended version of Appendix 2 to the report - Audit Commission, Small Bodies in England, Annual Return for the year ended 31 March 2012.

RESOLVED:

- (a) that, in response to the questions raised as detailed in the preamble above, The Executive Director, Finance and Corporate Resources, Bromsgrove District Council be tasked to check the accounting codes used with regard to agency staff and contractors / consultants;
- (b) that the financial position for the period April 2011 to March 2012, be noted;
- (c) that a reserve of £35,000 to fund a leadership development programme for senior managers, be approved;
- (d) that the refund of the remaining balance of the 2010/2011 reserve of £301,000 together with the underspend of £267,000 from 2011/2012 to the participating Councils, to be allocated on the % basis as detailed in the Business Case 2010/2011. The total of £568,000 to be repaid in 2012/2013, as set out below, be approved;

Council	% Share	Refund of savings
		£
Bromsgrove	11.05%	62,801
Malvern Hills	9.58%	54,447
Redditch	11.31%	64,279
City of Worcester	11.11%	63,142
Wychavon	16.55%	94,059
Wyre Forest	10.82%	61,494
Worcestershire	29.58%	168,114
		568,336

- (e) that the Annual Return to include the Accounting Statements for the Joint Committee for the period 1st April 2011 to 31st March 2012, be approved; and
- (f) that the Internal Audit Manager’s assurance statement for the financial year 2011/2012, as set out in Appendix 3 to the report, be noted.

7/12

WORCESTERSHIRE REGULATORY SERVICES ANNUAL REPORT 2011 / 2012

The Committee considered the Worcestershire Regulatory Services Annual Report for the period 1st April 2011 to 31st March 2012.

The Head of Worcestershire Regulatory Services (WRS) informed the Committee that under the Worcestershire Shared Services Partner Agreement the Joint Committee was required to receive the annual report at its annual meeting. He then thanked the Chairman and Committee Members for their support during a challenging and busy year.

The Head of WRS informed Members that the report covered the performance of the new service and a number of significant milestones which had been achieved. Strong management of performance was vital to the success of the service to ensure that customers were satisfied and partners were reassured by the delivery of the service on their behalf. The WRS leadership team was committed to driving performance forward so that a high standard of service delivery would be maintained. The Head of WRS also thanked the Executive Director, Finance and Corporate Resources, Bromsgrove District Council and officers for their support and assistance with the financial management of the service.

RESOLVED:

- (a) that, subject to the following amendment, as agreed at Minute Number 6/12, Table 5 – Budget Outturn for 2011/2012 be amended to include a reserve of £35,000 to fund a leadership development programme, the report be noted; and
- (b) that a copy of the amended WRS Annual Report 2011/2012 be forwarded to the Chief Executive / Managing Director of each member authority.

The meeting closed at 5.15 p.m.

Chairman