

**Present:** Councillor Donald Nannestad (*in the Chair*),  
Councillor Ray Cucksey, Councillor Ric Metcalfe and  
Councillor Stewart Ogden

**Apologies for Absence:** None.

**30. Confirmation of Minutes - 22 November 2016**

RESOLVED that the minutes of the meeting held on 22 November 2016 be confirmed.

**31. Declarations of Interest**

No declarations of interest were received.

**32. Proposed Meeting Dates 2017-18**

Purpose of Report

To seek a decision from the Committee on its meeting dates for 2017-18.

**Decision**

That the proposed meeting dates be agreed.

Alternative Options Considered and Rejected

None.

Reason for Decision

The meeting dates had been proposed in consultation with officers and in accordance with the Committee's likely business over the forthcoming year. The meetings were agreed as follows:

<b>Proposed Date (Time)</b>	<b>Proposed Venue</b>
Tuesday, 5 September 2017 (14:00)	Sleaford
Tuesday, 28 November 2017 (14:00)	Lincoln
Tuesday, 27 February 2018 (14:00)	Sleaford
Tuesday, 5 June 2018 (14:00)	Lincoln

**33. Communications Update**

Purpose of Report

To update the Committee on communications in respect of the City of Lincoln Council/North Kesteven District Council Revenues and Benefits shared service.

**Decision**

That the report be noted.

### Alternative Options Considered and Rejected

None.

### Reason for Decision

Members had requested that they be updated regularly on joint communications undertaken in respect of the shared service and so were updated on topics including:

- an educational course project with Lincoln College
- the implementation of the use of Citizens Access Benefits

The report was therefore noted.

## **34. Performance Update**

### Purpose of Report

To provide members with an update on performance in the Revenues and Benefits Shared Service.

### **Decision**

That the report be noted.

### Alternative Options Considered and Rejected

None.

### Reason for Decision

In order to ensure effective oversight of the performance of the shared service, members were provided with regular updates on performance in key areas of the service, including:

- Council Tax collections;
- Business Rates collections;
- outstanding Revenues customers;
- the collection of prior year arrears;
- Housing Benefit overpayments;
- benefits performance.

In addition to the performance measures provided within the report, the interim Assistant Head of the Shared Revenues and Benefits Service provided verbal updates regarding the latest performance information and highlighted that some of the performance information relating to Benefits contained within the provided report was incorrect, although the correct information was contained within the relevant appendix to the report. Members therefore noted both positive and negative changes in performance, and any actions taken by officers to ameliorate relevant issues.

## **35. Revenues and Benefits - Quarter 3 2016-17 Monitoring**

## Purpose of Report

To present to members the third quarter's performance for the Revenues and Benefits shared service for 2016/17.

### **Decision**

1. That the actual position at quarter 3 be noted.
2. That the budget adjustments for 2016/17 be approved as set out in paragraph 3.2 of the provided report.

## Alternative Options Considered and Rejected

None.

## Reason for Decision

The forecast outturn for 2016/17 predicted that there would be an underspend against the approved budget of £8,029, with an underspend of £2,742 having been recorded at quarter 3. Members therefore noted the report. In addition, members approved the allocation of additional grant funding for the service as set out below:

<b>Budget adjustment</b>	<b>CoLC</b>	<b>NK</b>	<b>Total</b>
	<b>£</b>	<b>£</b>	<b>£</b>
Local Authority Data Sharing Funding - Northgate	6,970	6,970	13,940
<b>TOTAL</b>	<b>6,970</b>	<b>6,970</b>	<b>13,940</b>

### **36. Exclusion of the Press and Public**

RESOLVED that the press and public be excluded from the meeting during consideration of the following items of business because it is likely that if members of the public were present there would be a disclosure to them of 'exempt information' as defined by Section 100I and Schedule 12A to the Local Government Act 1972.

**Revenues and Benefits Shared Service Review.** This item was considered in private as it was likely to disclose exempt information, as defined in Schedule 12A of the Local Government Act 1972. No representations had been received in relation to the proposal to consider this item in private.

### **37. Revenues and Benefits Shared Service Review**

#### Purpose of Report

To seek approval to implement a new staffing restructure for the shared service from 1 April 2017, as well as changes to the shared service budget.

### **Decision**

1. That the proposals contained within the business case and revisions to the establishment be approved.

2. That the Operational Board be requested to provide an update regarding the outcome of the selection process identified in the provided report.

#### Alternative Options Considered and Rejected

None.

#### Reason for Decision

The shared service had been formed in June 2011 and a revised staffing structure had been implemented from February 2012. Other than some minor adjustments to the structure, the structure and delivery mechanisms had not been fundamentally altered since that time. Members had previously approved the undertaking of a review, which had been completed and considered by the appropriate consultative bodies within each authority. The minutes of these consultation meetings were noted by members in reaching their decision.

Members discussed the proposals contained in the report and approved the revisions, which would allow the shared service to meet its savings target, re-allocate staffing resources to the appropriate areas, and limit the need for ongoing short-term staffing arrangements. An update would also be provided regarding the outcome of recruitment to posts identified within the report for which an internal competitive process would be undertaken.