

## Shared Services Joint Committee

Municipal Buildings, Greenock PA15 1LY

Ref: AS/AMB

Date: 19 January 2022

A meeting of the Shared Services Joint Committee will be held on **Wednesday 19 January 2022 at 2pm by WebEx.**

WebEx joining details will be sent to Members and Officers prior to the meeting.

In the event of connectivity issues, Members are asked to use the *join by phone* number in the WebEx invitation and as noted above.

Information relating to the recording of meetings can be found at the end of this notice.

Louise Long  
 Chief Executive

### BUSINESS

		<b>Page</b>
<b>1</b>	<b>Apologies and Substitutions</b>	
<b>2</b>	<b>Declarations of Interest</b> Members are invited to declare if they have an interest in any of the items of business on the agenda and the reason for such declarations.	
<b>3</b>	<b>Minute of Previous Meeting</b> Submit for approval as a correct record the Minute of Meeting of the Shared Services Joint Committee, held on 11 December 2020.	<b>3 - 4</b>
<b>4</b>	<b>Changes to the Procedural Standing Orders of the Shared Services Joint Committee</b> Report by the Interim Head of Legal & Democratic Services providing an update on the Shared Service Joint Committee following the withdrawal of East Dunbartonshire Council, requesting that the Committee consider the proposed changes.	<b>5 - 35</b>
<b>5</b>	<b>Roads, Transportation, Fleet, Waste and Grounds Services Update</b> Report by the Shared Head of Services – Roads and Environmental Shares Services update.	<b>36 - 91</b>

<b>6</b>	<b>Internal Audit and Fraud Update</b> Report by the Shared Service Manager – Audit and Fraud providing an update on progress across the Internal Audit and Fraud service collaboration including short and medium term plans.	<b>92 - 94</b>
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The reports are available publicly on the Council’s website and the minute of the meeting will be submitted to the next standing meeting of the Inverclyde Council. The agenda for the meeting of the Inverclyde Council will be available publicly on the Council’s website.

Please note: this meeting may recorded or live-streamed via You Tube and the Council’s internet site, where it will be capable of repeated viewing. At the start of the meeting the Provost/Chair will confirm if all or part of the meeting is being recorded or live-streamed.

You should be aware that the Council is a Data Controller under the Data Protection Act 2018. Data collected during any recording or live-streaming will be retained in accordance with the Council’s published policy, including, but not limited to, for the purpose of keeping historical records and making those records available via the Council’s internet site or You Tube.

If you are participating in the meeting, you acknowledge that you may be filmed and that any information pertaining to you contained in the recording or live-stream of the meeting will be used for webcasting or training purposes and for the purpose of keeping historical records and making those records available to the public. In making this use of your information the Council is processing data which is necessary for the performance of a task carried out in the public interest. If you are asked to speak at the meeting then your submission to the committee will be captured as part of the recording or live-stream.

If you have any queries regarding this and, in particular, if you believe that use and/or storage of any particular information would cause, or be likely to cause, substantial damage or distress to any individual, please contact the Information Governance team at [dataprotection@inverclyde.gov.uk](mailto:dataprotection@inverclyde.gov.uk).