

## Appendix 2

### **TERMS OF REFERENCE FOR THE JOINT COMMITTEE GOVERNING SHARED SERVICES BETWEEN NORTH LINCOLNSHIRE COUNCIL AND NORTH EAST LINCOLNSHIRE COUNCIL (the 'Councils').**

WHEREAS:

1. North Lincolnshire Council and North East Lincolnshire Council (Councils) have developed a shared back office hub to deliver services in the areas of Local Taxation and Benefits, Procurement, Digital Print Service, Insurance, Human Resources, Legal Services, Information Technology, Internal Audit and Finance (the Shared Services);
2. The Councils wish to establish a Joint Committee to govern the delivery of the Shared Services pursuant to Sections 101 and 102 of the Local Government Act 1972 (as amended) and Sections 19 and 20 of the Local Government Act 2000 (as amended); and
3. Each of the Councils empowers the Joint Committee to deliver on their behalf the following functions together with such other functions as the respective Councils may from time to time decide:
  - (i) Oversee and provide strategic direction for the development, implementation and on-going operation of the Shared Services;
  - (ii) Ensure the effective delivery of the Shared Services including all operational matters and information necessary for each Council's decision making processes;
  - (iii) Monitor and review the effectiveness of the delivery of the Shared Services and make recommendations to the Councils e.g. in the event of any changes to legislation, developments in best practice or requirements imposed by the Councils;
  - (iv) On an annual basis, agree a three year Commissioning and Business Strategy for including, but not limited to:
    - Service delivery, service development & financial objectives
    - Performance improvement & efficiency targets
    - Staffing
    - Business continuity planning
    - Risk management;
  - (v) Set annual capital, revenue and staffing budgets for the Shared Services and no later than early December in each year submit these to the Councils for approval as part of the business plan;
  - (vi) Monitor the operational performance of the Shared Services on a quarterly basis
  - (vii) Ensure service delivery is in accordance with the key performance indicators and agreed national, regional and local priorities;
  - (viii) Ensure effective action is taken to remedy any under-performance in the delivery of the Shared Services;
  - (ix) Monitor the financial performance of the Shared Services – quarterly report and monthly updates;
  - (x) Produce an annual report to the Councils by no later than 30<sup>th</sup> June in each year covering the performance of the Shared Services in the 12 month period ending on the preceding 31st March;
  - (xi) Co-operate with and participate in Overview and Scrutiny exercises of the Councils into the activities of the Shared Services;

- (xii) Review the operation and effectiveness of the Shared Service arrangements at least every two years, consider ways in which the Shared Services can be expanded and make recommendations to the Councils as appropriate;
- (xiii) Approve all staffing matters relevant to the Shared Services;
- (xiv) develop and approve a common set of Information Technology technical standards across the Councils; and
- (xv) Agree a Shared Services Agreement between the Councils.
- (xvi) Save unless provided in these Terms of Reference, all other decisions arising from, or in connection with, the Shared Services shall be taken by each Council in accordance with their existing decision making processes.

## **RULES FOR CONDUCT OF MEETINGS AND PROCEEDINGS OF THE JOINT COMMITTEE**

**Preamble:** The Joint Committee shall follow the normal arrangements which apply to the proceedings of local government committees with the following additional provisions applying:

### **1. Annual Meeting**

1.1 The Joint Committee shall in every year hold an Annual Meeting.

1.2 The first meeting held after the Annual Meeting of both the Member Authorities in any year shall be the Annual Meeting.

1.3 The Joint Committee shall in addition to the Annual Meeting meet quarterly and call such other meetings as they may determine.

### **2. Membership**

2.1 The membership of the Joint Committee to comprise six elected members, three being drawn from each Council's Executive.

2.2 Each Authority will have the right to appoint a substitute elected member drawn from their Executive to attend any meeting of the Joint Committee in place of an appointed elected member provided that the Secretary shall be given at least 24 hours' notice of any such appointment

### **3. Appointment of Chairman, Vice Chairman, Secretary and Treasurer**

3.1 The Joint Committee shall appoint one of its Members to be Chairman of the Joint Committee who shall subject to paragraph 3.2 and, unless he or she resigns his or her office or ceases to be a member of the Joint Committee, continue in office for a period of 12 months or until his successor becomes entitled to act.

3.2 The first Chairman of the Joint Committee shall be a person nominated by North Lincolnshire Council and shall hold office for the period up to 31st May 2017.

3.3 The Chairmanship of the Joint Committee following the initial appointment by North Lincolnshire Council shall rotate between North Lincolnshire Council and North East Lincolnshire Council on an annual cycle.

3.4 The Joint Committee shall appoint one of its Members to be Vice Chairman of the Joint Committee who shall subject to paragraph 3.5 and, unless he or she resigns his or her office or ceases to be a member of the Joint Committee, continue in office for a period of 12 months or until his successor becomes entitled to act.

3.5 The first Vice Chairman of the Joint Committee shall be a person nominated by North East Lincolnshire Council and shall hold office for the period up to 31st May 2017.

3.6 The Vice Chairmanship of the Joint Committee following the initial appointment by North East Lincolnshire Council shall rotate between North East Lincolnshire Council and North Lincolnshire Council on an annual cycle.

3.7 The role of Treasurer to the Joint Committee will be provided by North Lincolnshire Council and the role of Secretary to the Joint Committee will be provided by the Council from whom the Chairman of the Joint Committee is appointed.

### **4. Casual Vacancies**

4.1 On a casual vacancy occurring in the office of Chairman or Vice Chairman of the Joint Committee the vacancy shall be filled by the appointment by the Joint

Committee of one of their members at the next meeting and the person so appointed shall hold office until the date upon which the person in whose place he is appointed would regularly have retired.

## **5. Calling of Meetings**

5.1 The Secretary of the Joint Committee shall summon the members to such meetings as may:

5.1.1 have been agreed in accordance with paragraph 1.3;

5.1.2 be called by the Chairman of the Joint Committee or, if the office of Chairman is vacant, the Vice Chairman of the Joint Committee at any time;

5.1.3 be requisitioned by any two members of the Joint Committee giving notice in writing signed by them to the Secretary of the Joint Committee specifying the nature of the business to be transacted; or

5.1.4 be requisitioned by any Member Authority giving notice in writing to the Secretary of the Joint Committee specifying the nature of the business to be transacted and signed by the Chief Executive of the Member Authority

5.2 Unless the persons giving notice requisitioning a meeting in accordance with paragraph 5.1.3 or paragraph 5.1.4 agree otherwise any meeting consequent upon such a requisition shall so far as practicable be held within 10 working days of the date of the receipt of the requisition by the Secretary to the Joint Committee

5.3 At least five clear working days before a meeting of the Joint Committee

5.3.1 notice of the time and place of the intended meeting shall be published at the offices of both North Lincolnshire Council and North East Lincolnshire Council: and

5.3.2 a summons to attend the meeting, specifying the agenda for that meeting and signed by the Secretary to the Joint Committee shall be sent to:

5.3.2.1 every member of the Joint Committee; and

5.3.2.2 the proper officer of every Member Authority by sending by first class mail to the principal office address of the Member Authority or by sending an electronic copy by email to any e-mail address notified to the Secretary of the Joint Committee for that purpose.

5.4 The Secretary will draw up the agenda in consultation with both the Chairman and Vice Chairman.

5.5 No business shall be transacted at a meeting requisitioned by the members of the Joint Committee other than that specified in the agenda.

## **6. Nominated Officers To Attend**

6.1 The Head of Paid Service, the Monitoring Officer and the s151 Officer of each Member Authority or their respective nominees shall be entitled to attend every meeting of the Joint Committee in the capacity of observer.

## **7. Quorum**

7.1 The number of Members constituting a quorum shall be four members and further provided that no item of business shall be transacted at a meeting of the Joint Committee unless at least two members from each Member Authority is present and entitled to vote thereon.

## **8. Standing Orders**

8.1 Subject to anything expressly provided herein the Standing Orders (Meeting Procedure Rules) of the Authority providing the Secretariat will apply to the Joint Committee.

**9. Voting**

All decisions of the Joint Committee shall be decided by a majority of the members present and voting thereon.

**10. Sub-Committees**

The provisions of these Terms of Reference shall apply mutatis mutandis to meetings of subcommittees as they do to meetings of the Joint Committee.