

Report of	Meeting	Date
Director of Policy and Governance	Council	16 May 2017

SHARED SERVICES JOINT COMMITTEE

PURPOSE OF REPORT

- To present updated terms of reference for the Chorley and South Ribble Shared Services Joint Committee.

RECOMMENDATION(S)

- That the terms of reference for the shared services joint committee are changed to those set out at appendix A.

Confidential report Please bold as appropriate	Yes	No
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CORPORATE PRIORITIES

- This report relates to the following Strategic Objectives:

Involving residents in improving their local area and equality of access for all		A strong local economy	
Clean, safe and healthy communities		An ambitious council that does more to meet the needs of residents and the local area	✓

BACKGROUND

- Shared services provide a opportunity for both South Ribble and Chorley Councils to secure significant benefits, such as:
 - achieving budgetary savings,
 - to develop more resilient services,
 - to provide opportunities for greater staff development and retention
 - To position Chorley and South Ribble to hold an influential and strong position across Lancashire
- The two councils have a strong track record in working jointly. This particularly includes the Shared Financial and Assurance Services, which have been in place for close to 10 years. The existing shared services joint committee was established to manage those services.
- The two councils included reference to developing more extensive shared services within their respective medium term financial strategies approved at this year's budget council. Proposals are now being developed for shared services, and will be presented to the June Executive meetings followed by the July council meetings for discussion and approval.

TERMS OF REFERENCE FOR SHARED SERVICES JOINT COMMITTEE

7. The existing shared services joint committee provides a suitable vehicle to oversee and manage the development and implementation of a shared services programme.
8. The existing terms of reference have been revised, and the proposed new terms are set out at appendix A. The terms of reference will continue to oversee the existing shared services, and will also take on the role of overseeing and managing the development and implementation of a shared services programme, making recommendations to each council's Cabinet meetings as necessary.

IMPLICATIONS OF REPORT

9. This report has implications in the following areas and the relevant Directors' comments are included:

Finance		Customer Services	
Human Resources		Equality and Diversity	
Legal		Integrated Impact Assessment required?	
No significant implications in this area	✓	Policy and Communications	

COMMENTS OF THE STATUTORY FINANCE OFFICER

10. Changing the terms of reference for the shared services joint committee should support the delivery of the Medium Term Financial Strategy by providing governance arrangements for the expansion of shared services.

COMMENTS OF THE MONITORING OFFICER

11. The proposed terms of reference provide a sound basis for overseeing the development and management of shared services between the two councils.

CHRIS SINNOTT
DIRECTOR (POLICY AND GOVERNANCE)

There are no background papers to this report.

Report Author	Ext	Date	Doc ID
Chris Sinnott	5337	8 May 2017	Shared Services Joint Committee ToR May 17 Council report

Shared Services Joint Committee: Terms of Reference

Purpose

1. The Shared Services Joint Committee will oversee shared services delivered jointly between Chorley and South Ribble Councils, including investigating opportunities for extending shared services to new services areas and service delivery options.
2. The Shared Services Joint Committee will operate in accordance with relevant powers contained within the Local Government Act 1972 and the Local Government Act 2000 and all enabling powers and in line with the Shared Service Agreements adopted between the two Councils.
3. The Shared Services Joint Committee will monitor the work and the effectiveness of shared services, the development and delivery of a shared services programme and make recommendations to each of the relevant Council's Cabinet meetings.

Membership

4. The Joint Committee will consist of 10 councillors, five from each Council, appointed at each Council's Annual meeting.
5. Each Council should appoint their five councillors to the Joint Committee in line with the political balance of their own Council.
6. At its first meeting in the Council year, the Joint Committee will appoint a Chair and Vice Chair who will serve for the year. These should be from different Councils and each Council should take the Chair on an annual rotational basis.
7. Observer councillors will be permitted to attend meetings of the Committee.
8. In addition, relevant council officers may attend the meetings to present and advise the Committee on their work.

Business

9. The Joint Committee will oversee and review current shared financial and shared assurance services, including monitoring their performance against the Shared Service Agreement in place.
10. To investigate the opportunities and business benefits of other services being run on a shared basis between the two Councils and make recommendations to respective Cabinet meetings.
11. To oversee the implementation of any additional shared service arrangements including the management and delivery of a shared services programme and monitoring the effectiveness and performance of the services.
12. To act as arbiter (in the first instance) in the event of any disagreement regarding the delivery of shared services.
13. To manage the resourcing of shared service arrangements to an agreed Resource Plan; and to consider any additional funding requirements.

Voting

14. When required, voting will be on a simple majority. In the event of a tied-vote, the Chair will have a casting vote (or in his/her absence, the vice-Chair).
15. Observer councillors and officers do not have a vote.

Calendar of meetings

16. The Joint Committee is scheduled on a quarterly basis and dates are contained within each Council's calendar of meetings. Changes to meetings, including additional meetings, may be agreed by the Chair as needed.