

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.