

# Shared Service Joint Committee

## APPENDIX A

### 1. Shared Services Joint Committee

Appointed by Council at the first business meeting of the municipal year as a Joint Committee to oversee shared service delivery jointly between Chorley and South Ribble Borough Councils, including investigating opportunities for extending shared services to new service areas and delivery options.

The 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.

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.

### 2. Membership

(a) **Political Balance.** The committee is required to have proportional political balance in accordance with the requirements of the Local Government & Housing Act 1989. Each Council will appoint five Councillors in line with the Political Balance of their own Council.

(b) **Membership.** 10 members - five from each Council and appointed by the Council at the first business meeting of the Municipal Year.

(c) **Chairing the Committee.** Chairman and Vice Chairman to be appointed at the first committee meeting of the municipal year and will serve for the year. Each Council should take the Chair on an annual rotational basis and the Chairman and Vice Chairman should be from different Councils.

(d) **Observer councillors** will be permitted to attend meetings of the Committee. In addition, relevant council officers may attend the meetings to present and advise the Committee on their work.

(e) **Voting.** When required, voting will be on a simple majority. In the event of a tied-vote, the Chairman will have a casting vote (or in his/her absence, the vice-Chairman). Observer Councillors and officers do not have a vote

### 3 . Terms of Reference

(a) To oversee and review current shared financial and shared assurance services, including monitoring their performance against the Shared Service Agreement in place.

(b) 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.

(c) 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.

(d) To act as arbiter (in the first instance) in the event of any disagreement regarding the delivery of shared services.

(e) To manage the resourcing of shared service arrangements to an agreed Resource Plan; and to consider any additional funding requirements.

### **Calendar of meetings**

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 Chairman as needed.