

<p style="text-align: center;"><b>CHERWELL, SOUTH NORTHAMPTONSHIRE &amp; STRATFORD ON AVON COUNCILS</b> <b>TRANSFORMATION JOINT WORKING GROUP</b> <b>TERMS OF REFERENCE</b></p>
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## **1. AIM**

The aim of the Group is to act as a steering group for implementing the transformation award from the Communities and Local Government Department, any matters referred to the Group by the Joint Arrangements Steering Group (JASG) overseeing delivery of the proposed actions, monitoring performance and providing feedback to JASG.

## **2. OBJECTIVES**

- (a) To implement the transformation award, including agreeing the work programme;
- (b) To identify and propose priorities for JASG as to the future programme of shared service working between the three authorities, including the identification of options for reductions in cost across the three Councils' range of services;
- (c) To identify and promote opportunities for innovation in service delivery taking into account research from the public, members, staff and the trade unions, private & voluntary sectors; and,
- (d) To agree the performance criteria for monitoring and reporting on the implementation of the Transformation Award.

## **3. STATUS**

The Transformation Joint Working Group is a three Council joint meeting designed to bring together key members and officers to provide a political steer as to the implementation of the award and feedback on emerging issues and performance. The Group does not hold any formal decision making powers. Relevant executive and non-executive decisions will be referred back to the three Councils for any formal decisions via the JASG.

## **4. MEMBERSHIP**

The Membership of the Group will comprise of:-

- Two elected members of each of the Councils;
- The Joint Chief Executive of Cherwell District Council and South Northamptonshire Council;
- The Chief Executive of Stratford on Avon District Council;
- The Transformation Team Programme Manager.

The lead officer for servicing this sub-group, ensuring production of agendas, notes of meetings and research, will be the Transformation Team Support Officer.

Each Council is entitled to appoint substitute councillors, according to their preference.

The Councils' Chief Finance Officer and Monitoring Officer will be entitled to attend the meetings of the Group.

## **5. QUORUM**

The quorum for the meeting will be one councillor from each Council.