

Executive

Joint Arrangements Steering Group (CDC/SNC/SDC) Terms of Reference

1 July 2013

Report of Head of Law and Governance

PURPOSE OF REPORT

To adopt formal terms of reference for the “three way” Joint Arrangements Steering Group involving members and officers of this Council, South Northamptonshire and Stratford on Avon.

This report is public

Recommendations

The Executive is recommended:

- (1) To adopt the terms of reference for the “three way” Joint Arrangements Steering Group (JASG) at Appendix 1

Executive Summary

- 1.1 In the light of the ongoing discussions with Stratford on Avon District Council (SDC) in relation to shared working the members of the SNC/CDC JASG have met with lead members of SDC on three occasions with a view to agreeing areas of potential long term shared working over and above the existing interim support being provided in the Monitoring Officer and Human Resources areas.
- 1.2 As it is becoming clear that the potential for long term shared working exists it is necessary to formalise the existence and role of the “three way” JASG via the adoption of terms of reference.

Background Information

- 2.1 The draft terms of reference at Appendix 1 have been considered by the members of the “three way” JASG and are being recommended to all three Councils for adoption. They are consistent with the existing terms of reference for the CDC/SNC JASG with any differences merely reflecting the addition of

SDC members and officers.

- 2.2 As with the CDC/SNC JASG the “three way” JASG does not have formal decision making powers and is not a formal Committee subject to the Local Government Act 1972. It will therefore meet in private and its agenda papers will not be subject to the access to information legislation.

Key Issues for Consideration/Reasons for Decision and Options

- 3.1 As discussions on shared working with SDC bear fruit and significant progress is made towards recommended implementation of proposals it is important to define the role and responsibilities of the “three way” JASG in a way which is consistent with the existing terms of reference for the SNC/CDC JASG.

The following options have been identified. The approach in the recommendations is believed to be the best way forward

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| Option One | To approve the recommendation. |
| Option Two | To amend the proposed terms of reference, but this is not recommended as they have the support of all three sets of Council members on the body and are consistent with the existing terms of reference for the CDC/SNC JASG. |

Consultations

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|-------------------------|---|
| “Three way” JASG | The members representing all three Councils support the proposed terms of reference and they are being recommended for adoption by all three. |
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Implications

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|-------------------------|--|
| Financial: | There are no financial implications arising from this report.
Comments checked by Karen Curtin, Head of Finance and Procurement 0300 0030106 |
| Legal: | Legal implications are addressed in the report.
Comments checked by Kevin Lane, Head of Law and Governance – 0300 0030107 |
| Risk Management: | There are no significant risk implications arising directly from this report.
Comments checked by Kevin Lane, Head of Law and Governance – 0300 0030107 |

Wards Affected

All

Corporate Plan Themes

Accessible, value for money, Council.

Lead Member

Councillor Barry Wood
Leader of the Council

Document Information

Appendix No	Title
1	Terms of reference for CDC/SNC/SDC JASG
Background Papers	
None	
Report Author	Kevin lane, Head of Law and Governance
Contact Information	0300 003 0107 kevin.lane@cherwellandsouthnorthants.gov.uk

Cherwell, South Northamptonshire and Stratford on Avon District Councils

Joint Arrangements Steering Group

Membership

- Five elected members from each council
- Three substitute members to be appointed by each council

Officer Support

- Two Chief Executives
- Director of Resources (CDC/SNC) and Assistant Chief Executive (SDC)
- Head of Finance and Procurement (CDC/SNC)
- Other Directors and Heads of Service as relevant to agenda business
- Team Leader (Democratic and Elections) (CDC/SNC) as administrative support

Terms of Reference

- To oversee and supervise the implementation of shared service/collaborative working across the three councils
- To consider business cases for shared service/collaborative working across the three councils and make recommendations to each council as appropriate
- To be the forum where any issues or reports in relation to shared services/collaborative working are discussed prior to consideration by each of the councils' decision-making processes
- To receive regular reports on:
 - Progress against agreed actions
 - Realisation of projected savings
 - Emerging issues and risks together with proposed mitigation measures
- To recommend steps relating to the communication of matters concerning the implementation of shared service/collaborative working
- To establish and maintain protocols to deal with any conflicts of interest of individual officers engaged in shared service/collaborative working
- To be responsible for the consideration and recommended resolution of any disputes arising between the three councils after the implementation of shared service/collaborative working
- To oversee the work of, and receive reports from, any sub groups which are established

Quorum

The meeting will be quorate if three elected members from each of the three councils is present.

Decision-Making Powers

The Joint Arrangements Steering Group shall not be a formal joint committee. Decisions regarding the implementation of any recommendations of the Joint Arrangements Steering Group rest separately with each council or (where relevant) any joint committee that might exist or is established between any or all of the councils.

Frequency of Meetings

The Joint Arrangements Steering Group will meet as necessary and on at least four occasions a year.

Venue of Meetings

The meetings will rotate between Bodicote, Towcester and Stratford on Avon where possible.