

### Joint Arrangements Steering Group

#### Proposed Amended Terms of Reference

1. To oversee and supervise the implementation of the joint working project and other transformation projects (“the Projects”) through regular meetings and monitoring of the agreed action plan, issues register and risk register.
2. To act as the Programme Board for the Transformation Programme considering reports in relation to the programme and making recommendations to the appropriate decision making bodies at each council where necessary.
3. To recommend as necessary the principal decisions that will need to be taken by the Joint Personnel Committee or each Council as appropriate (e.g. appointment of advisers etc.) in relation to the joint working project. To receive regular reports on:
  - The progress of the Projects against their action plans
  - Realisation of savings and monitoring of implementation costs
  - Emerging issues and risks relating to the Projects together with proposed mitigation measures
  - Any other joint working or transformation issues that need to be considered
4. To consider business cases for other services that could be shared and to make recommendations to each Council as appropriate
5. To maintain protocols to deal with (1) conflicts of interests of individual officers in the Shared Senior Management Team and (2) the roles of individual officers in the Shared Senior Management Team in providing advice to the Councils jointly and separately.
6. To make recommendations to each Council on relevant proposed salary budgets to feed into their respective budget setting processes
7. To be the forum for the first consideration of the review of the joint working arrangements scheduled to conclude by November 2012.
8. To recommend steps relating to the ongoing communication of matters concerning the implementation and operation of the Projects.
9. To be the forum where any issues or reports in relation to the Projects are considered prior to consideration by each Council’s decision making processes.
10. To be responsible for the consideration and recommended resolution of any disputes between the Councils pursuant to the dispute resolution process set out in the S113 agreement between the Councils dated 8 December 2010.