

**CHILTERN & SOUTH BUCKS JOINT COMMITTEE “JC”****TERMS OF REFERENCE**

Chiltern and South Bucks District Council have entered into an Inter Authority Agreement on 19<sup>th</sup> January 2012, to establish Joint Arrangements to work together to share a Joint Chief Executive and a Joint Senior Management Team (Stage One), and then to examine the opportunities for further savings by the joining together of services, assets, officer posts and officer teams (Stage two).

The Authorities have agreed a joint Statement of Intent, a set of aims and a set of general principles to underpin the implementation of the Joint Arrangements by way of the Inter Authority Agreement. The Joint Arrangements and the agreed aims and principles shall be as defined and as agreed in the Inter Authority Agreement (IAA).

**Membership** - six Cabinet members from each Authority. Quorum, at least three elected members from each Authority.

**Function** - a Joint Executive Committee whose prime purpose is to drive forward and oversee the Joint Arrangements between Chiltern and South Bucks.

The primary functions of the JC are as follows:

- upon careful consideration of the relevant Business Case, to make Joint Decisions on behalf of each Authority within its terms of reference.
- To hear and resolve any disputes which have not already been resolved by the Joint Chief Executive
- Oversee the progress and achievement of Stage One and Stage Two of the Joint Arrangements
- Make any necessary recommendations to each Authority
- Receive reports from the Joint Chief Executive and Joint Senior Management Team once appointed
- Consider the Business Cases for Joint Service Proposals.

To achieve the overall aim, the JC shall (as part of its responsibilities):

- Oversee the development and subsequent delivery of a business case for the creation of a single senior management team (Chief Executive, Directors and Heads of Service) to serve the districts of Chiltern and South Bucks and present conclusions and recommendations to the Authorities both initially and on an ongoing basis.

- Understand the benefits gained and lessons learned from other similar successful and also failed attempts to integrate District Councils and present the findings to the Authorities.
- Recommend a mechanism/formula for the allocation of associated costs and efficiencies across the two organisations.
- Detail the risks, dependencies and resource and policy implications to the Authorities of taking this step and recommend any mitigating actions.
- Propose a communications plan to inform elected members, staff and managers in the Authorities, the media and (where and when appropriate) to residents in the relevant Districts.
- Subsequently, consider the next stages of delivering efficiencies through service integration, make any necessary recommendations on the future governance of that process and if requested identify suitable services and a timetable for integration and report accordingly.

**Remit** - The specific responsibilities of the JC are

- To review frequently (and at least on an annual basis as required by this Agreement) the operation of the Inter Authority Agreement between the Authorities and the overall delivery of the Joint Arrangements by the Authorities;
- To consider Business Cases setting out the detail of a Joint Service Proposal;
- To make Joint Decisions on behalf of each Authority following careful consideration of the relevant Business Case. Joint Decisions include:
  - a) Apportionment of the costs of the Joint Arrangements (using the methodology set out at Clause 8 of the Inter Authority Agreement)
  - b) Arrangements for the overall structure and resourcing of the Joint Arrangements
  - c) Agreement on the annual budget for the Joint Arrangements
  - d) Consideration and resolution of any matters disputed between the Authorities
  - e) Approval of any external advisors before appointment by an Authority
- To make recommendations to each Authority in respect of Joint Decisions and on the overall way forward for the Joint Arrangements;
- To establish and monitor appropriate performance indicators for Joint Arrangements including financial and service delivery indicators;
- To consider and address any concerns about the Inter Authority Agreement or about the Joint Arrangements in general raised by each Authority;

- To ensure that members of each Authority are regularly updated on the operation and progress of the Joint Arrangements.
- The JC may from time to time create limited task and finish groups of Members of each authority (Member Working Groups) to advise the JC on specific issues. The JC shall determine the membership of each Member Working Group and the terms on which each Member Working Group carries out its responsibilities.

The Authorities may amend the terms of reference and/or membership of the JC from time to time. Any such amendment shall be agreed in writing by each Authority by reference back to each full Council, taking into account any recommendation from the JC.

**Delegations** - all matters necessary to enable the JC to carry out its functions and Remit save for any 'Reserved Decisions' as defined in the Inter Authority Agreement.

**Meetings** - as and when necessary - minimum 5 times per year unless otherwise unanimously agreed. Venue to alternate between the two authorities offices and the leader of the host authority will chair each meeting. A member of staff of the host authority will provide the secretarial support to each meeting.

### **Standing Orders**

Rules 5, 6, 12, 13, 16 (save for Rule 16(2) - the Chairman shall not have a casting vote), 17, 18, 19, 20 and 21 of the South Bucks District Council Procedure Rules shall apply to the meetings of the JC - and which for the avoidance of doubt are the same as Rules 5, 6, 11, 12, 14 (save for Rule 14(2) - the Chairman shall not have a casting vote), 15, 16, 17, 18 and 19 of the Chiltern District Council, or in so far as they include additional provisions or more generous provisions i.e. time limits on speeches, the additional and more generous rules shall so apply.