

## Terms of Reference of the Joint Committee

1. The Joint Committee's role is to oversee the management of those services which are provided on a Northamptonshire wide basis on behalf of North Northamptonshire and West Northamptonshire Councils to ensure effective delivery of such services and to provide strategic direction
2. The Joint Committee is specifically responsible for:
  - a. Developing and agreeing the strategy for each of the services
  - b. Approving the Service Plans for the Specified functions including targets for service quality, performance and efficiency.
  - c. Agreeing the responsibilities of each Council to deliver the Service Plans and agreed strategy, including any specific responsibilities of the Provider Council and that the responsibilities are documented within the Service Plans.
  - d. Ensuring that the services are provided within the policy and budget set by the councils.
  - e. Ensuring that the arrangements ensure that each Council's statutory responsibilities are met
  - f. Reviewing the performance of the services and initiating additional/remedial action where appropriate.
  - g. Ensuring that clear operational policies are in place and that these are complied with
  - h. Ensuring the provision of adequate funds and other resources to enable delivery
  - i. Agreeing the basis for apportioning cost between the two Councils and the amount to be apportioned
  - j. Ensuring that effective risk management arrangements are in place, that the services are subject to adequate and independent audit and that any audit recommendations are acted upon.
  - k. Approving business cases for proposed changes and overseeing the progress of subsequent work
  - l. Ensuring that there are robust plans for any disaggregation of services and that there is a smooth transition to new service delivery arrangements.
  - m. Resolving issues that are referred to the Joint Committee by relevant Chief Officers of the Service
  - n. Delegating functions of the Joint Committee to officers of either Council under s101 Local Government Act 1972.
  - o. Agreeing arrangements to place staff employed by one of the authorities at the disposal of the other authority to carry out the functions of the Joint Committee as described above under s113 Local Government Act 1972.
  - p. To take decisions in relation to the commissioning and procurement of services either hosted or under a lead authority arrangement from a third party.
  - q. Providing an Annual Report to each of the two Councils on the performance, finances and proposed service improvements including any arrangements for disaggregation.

## Rules of Procedure of the Joint Committee

1. Each of the Councils shall appoint X Members (being Executive members of that Council) as its nominated Members of the Joint Committee. The Members appointed will have full voting rights.
2. Each Council may nominate one or more substitute Members to attend any meeting in place of an appointed Member from the Executive of that Council subject to notification being given to the Monitoring Officer via the relevant Democratic Services before the start of the meeting. The Member appointed as a substitute shall have full voting rights.
3. Each Member of the Joint Committee shall comply with the Code of Conduct of their Council when acting as a Member of the Joint Committee.
4. Each Member of the Joint Committee shall serve on the Joint Committee for as long as he or she is appointed to the Joint Committee by the relevant Council but a Member shall cease to be a member of the Joint Committee if he/she ceases to be a Member of the Executive appointing him/her or if the relevant Council removes him/her from the Joint Committee.
5. Meetings of the Joint Committee shall be carried out on a rotational basis in the North and West Council areas or by remote means where this is permitted by law.
6. The Council hosting the first meeting shall appoint one of its nominated members as Chair and that member shall remain Chair until the first meeting taking place after the elapse of 6 months from the time of his/her appointment unless he/she ceases to be a Member of the Joint Committee. On the expiry of the first Chair's term of office as Chair, the Council which did not appoint the first Chair shall appoint one of its nominated members as Chair for a period of 6 months from the time of his/her appointment. The same procedure shall be followed for the appointment of the Chair in subsequent years.
7. The Council not appointing the Chair of the Joint Committee in any year shall appoint one of its nominated members as Vice Chair.
8. Proposed key decisions of the Joint Committee will be published on the Forward Plan for each Council in accordance with their own Access to Information Rules.
9. Requirements in relation to Overview and Scrutiny will be met in each case by the Overview and Scrutiny Committees of the relevant Council. The relevant Overview and Scrutiny Committee will be the closest to the Corporate Scrutiny Committee for each Council.
10. Meetings will be governed by the Executive Procedure Rules and the Access to Information Rules for each Council and where they differ by agreement between the Monitoring Officers of the two Councils as to which of the two sets of Rules will be applied.
11. The Joint Committee shall meet once every two months (bi-monthly) unless otherwise determined by the Joint Committee. Cancellation of meetings shall be agreed by the Joint Committee or both Leaders.
12. Additional meetings can be called by Monitoring Officer for the Chair by providing at least five clear days' notice to Member of the Joint Committee, for the purposes of resolving urgent matters arising between the bi-monthly meetings. Additional meetings may be called if either Leader requests it.

13. The Democratic Services for the Chair will send out agenda, record minutes and arrange for the sign off of minutes in accordance with the procedure rules for the relevant Council.
14. A meeting of the Joint Committee will require a quorum of at least two members from each Council.
15. The rules of the Joint Committee will otherwise be the rules of the Council associated with the Chair for the time being, and where there is any conflict or uncertainty the relevant rules will be agreed between the Monitoring Officers for each of Councils.
16. Public speaking at the Joint Committee will be at the discretion of the Chair but in any event limited to one speaker for or against an item on the agenda for a maximum of two minutes.