

Committee:	Executive	Agenda Item No.:	15.
Date:	1 <sup>st</sup> November 2010	Status	Open
Category	2. Decision within the functions of Executive		
Subject:	Membership of the Shared Service Joint Committee		
Report by:	Director of Resources		
Other Officers Involved	Director of Resources		
Director			
Relevant Portfolio Holder	Councillor E. Watts, Leader of the Council		

#### **RELEVANT CORPORATE AIMS**

STRATEGIC ORGANISATIONAL DEVELOPMENT – Continually improving our organisation. This shared service provides resilience to the Council's service provision whilst impacting upon the cost of the service.

#### **TARGETS**

None

#### **VALUE FOR MONEY**

Business case proved benefits and showed cost savings and was approved by Council.

1. The Council at its meeting on 6<sup>th</sup> October approved the business case for the Joint ICT Service to be hosted by North East Derbyshire District Council.
2. The governance arrangements for this joint work include a Shared Service Joint Committee.
3. This external committee involves members from Derbyshire Dales District Council and North East Derbyshire District Council.
4. At the above Councils the three members are:
  - the Leader,
  - portfolio cabinet member for ICT
  - portfolio cabinet member for Finance.

5. This Council's nominations could mirror 2 of the nominations from the other Councils:
  - the Leader (including Finance portfolio) – Councillor Eion Watts
  - Portfolio Holder for Resources (including ICT) – Councillor Alan Hodkin
6. These two nominations also cover the Finance Portfolio of the Council, leaving a space for a further nomination.
7. The ICT Strategy Group has two member nominations, the Portfolio Holder for Resources (Councillor Alan Hodkin) and the Portfolio Holder for Customer Services (Councillor Duncan McGregor). It is therefore suggested that Members may wish to extend the role of the Portfolio Holder for Customer Services to include membership of this Joint Service Committee.
8. The current terms of reference are attached and will require review and amendment at the next meeting.
9. The nominations as determined by Executive will then be added to the lists of outside bodies for the Annual Meeting.

### **IMPLICATIONS**

Financial: Travel expenses for attendance at meetings when not hosted by the Council

Legal: As in the report.

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Human Resources: None.

### **RECOMMENDATION**

**That the Executive determine the 3 Members to represent the Council at the Shared Service Joint Committee.**

### **REASON FOR DECISION TO BE GIVEN IN ACCORDANCE WITH THE CONSTITUTION**

This is a new arrangement that the Executive need to determine appropriate representation for.

ATTACHMENTS:           **N**

FILE REFERENCE:

SOURCE DOCUMENT:

**NORTH EAST DERBYSHIRE DISTRICT COUNCIL  
AND DERBYSHIRE DALES DISTRICT COUNCIL  
SHARED SERVICE JOINT COMMITTEE**

**1. Purpose**

This is a Joint Committee of Derbyshire Dales and North East Derbyshire District Councils, established under the provisions of Section 101 (5) of the Local Government Act 1972 and all regulations made thereunder.

The purpose of the Committee is to oversee and provide strategic direction to the provision of shared services between North East Derbyshire District Council and Derbyshire Dales District Council.

The Joint Committee will be created by the passing of the necessary resolution by the respective Councils and to the discharge of functions as described in the Committee's Terms of Reference.

**2. Membership**

The Joint Committee shall comprise 3 named elected members, with provision for substitutes, from each of the respective authorities with full voting rights. The Members shall hold office until each constituent authority's annual meeting and shall be eligible for reappointment.

The Joint Committee shall at its first annual meeting, elect one of its members to be Chair and one of its members to be Vice-Chair. The Chair and Vice-Chair shall, unless they resign or cease to be members of the Joint Committee, continue in office until their successors are appointed. Each constituent authority shall appoint the offices of Chair and Vice-Chair in turn.

The Proper Officer of each Constituent Authority shall immediately after the appointment of any member of the Joint Committee by that authority, give notice of the name and address of the member appointed to the Secretary of the Joint Committee.

A member of the Joint Committee may resign his/her membership by sending to the Secretary of the Joint Committee a notice in writing of his/her desire to do so and the resignation shall take effect upon the receipt of the notice by the Secretary.

Where a casual vacancy exists on the Joint Committee, the relevant constituent authority shall nominate a replacement member at the earliest opportunity to the Secretary.

**3. Notice and Summons to Meetings**

The Secretary will send a signed summons to every elected member and officer of the Joint Committee, at least 5 clear days before a meeting. The summons will give the date, time and place of each meeting; specify the

business to be transacted, and will be accompanied by such reports as are available.

#### **4. Quorum**

The quorum of a meeting of the Joint Committee will be 2 elected members, one from each of the constituent authorities. If, at any part during a meeting, a quorum is not present, the meeting will adjourn immediately. Remaining business will be considered at a time and date fixed by the Chairman.

#### **5. Voting**

Matters will be decided by the Joint Committee by a simple majority of those Councillors voting and present in the room at the time the question was put. The Chairman shall take the votes by a show of hand.

If there are equal votes for and against, the Chairman may exercise a second or casting vote. There will be no restriction on how the Chairman chooses to exercise a casting vote, save that if no second or casting vote is made, the proposal will automatically fail.

#### **6. Appointment of Officers**

- The Assistant Director of Governance of North East Derbyshire District Council shall act as Secretary to the Joint Committee
- The Finance Manager of North East Derbyshire District Council shall act as Treasurer to the Joint Committee
- The Chief Internal Auditor of Derbyshire Dales District Council shall act as Auditor to the Joint Committee

#### **7. Frequency of Meetings**

The Joint Committee in addition to its annual meeting, shall meet on at least one other occasion per year and at such other times as may be required.

#### **8. Terms of Reference**

- 8.1 To oversee the management and future development of the Shared Service initiative between the Service Host and Client authorities.
- 8.2 To receive periodic reports of the Shared Service Joint Management Team
- 8.3 To undertake dispute resolution between the constituent authorities in accordance with the Partnership Agreement
- 8.4 To agree the cost structure and manage the financial resources of the shared service(s)
- 8.5 To consider any requests to increase funding for the Joint Committee in response to any unforeseen increase in costs
- 8.6 To explore any associated development of joint working between the constituent authorities to other areas of work/service delivery

- 8.7 To consider and formally approve any amendments to the Service Level Agreement and Partnership Agreement
- 8.8. To oversee the management of the joint contracting relationship of the shared service partnership

**9. Review**

The constituent authorities will review the Joint Committee's terms of reference annually.