

**NORTH EAST DERBYSHIRE DISTRICT COUNCIL, DERBYSHIRE DALES
DISTRICT COUNCIL AND BOLSOVER DISTRICT COUNCIL**

**SHARED INFORMATION AND COMMUNICATION TECHNOLOGY
SERVICE JOINT COMMITTEE**

1 Purpose

This is a Joint Committee of Derbyshire Dales, Bolsover 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 information and communication technology (ICT) services between North East Derbyshire District Council, Bolsover 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 3 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 Chair.

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 Chair shall take the votes by a show of hand.

If there are equal votes for and against, the Chair may exercise a second or casting vote. There will be no restriction on how the Chair 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 Joint Monitoring Officer of North East Derbyshire District Council shall act as Secretary to the Joint Committee and the position will be appointed to at each annual meeting of the Joint Committee.
- The Joint Assistant Director Resources(Finance and ICT) of North East Derbyshire and Bolsover District Councils shall act as Treasurer to the Joint Committee and the position will be appointed to at each annual meeting of 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 ICT Service initiative between North East Derbyshire District Council, Bolsover District Council and Derbyshire Dales District Council
- 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 ICT service partnership

9 Review

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