

# CHESHIRE EAST COUNCIL CHESHIRE WEST & CHESTER COUNCIL

## SHARED SERVICES JOINT COMMITTEE

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**Date of meeting:** 10<sup>th</sup> June 2009  
**Report of:** Cheshire East – Borough Treasurer & Head Of Assets  
Cheshire West & Chester – Director of Resources  
**Title:** Shared Services Joint Committee – Terms of Reference

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### **1.0 Purpose of Report**

- 1.1 To consider the Constitution and Terms of Reference of the Shared Services Joint Committee, as set out in the Cheshire East Borough Council and Cheshire West and Chester Borough Council Shared Services Administrative Agreement.

### **2.0 Decision Required**

- 2.1 To note the Constitution and Terms of Reference of the Shared Services Joint Committee.
- 2.2 To note the Terms of Reference of the Shared Services Joint Officer Board.
- 2.3 To note the contents of the Financial Memorandum.

### **3.0 Financial Implications for Transition Costs**

- 3.1 None.

### **4.0 Financial Implications 2009/10 and beyond**

- 4.1 Section 8 of the Administrative Agreement states that the Councils shall share any costs involved in the administration of the Joint Committee in equal proportions.

### **5.0 Legal Implications**

- 5.1 The Administrative Agreement sets out the arrangements in relation to the manner in which the Councils will work together and use the Joint Committee to deliver and receive the Specified Functions.
- 5.2 The Financial Memorandum sets out the financial arrangements for the operation of Cheshire Shared Services and is made pursuant to the Administrative Agreement.

## **6.0 Risk Assessment**

- 6.1 There are no risks associated with this report as it is for briefing and noting purposes only.

## **7.0 Background and Options**

- 7.1 On 1 April 2009 the Councils of Cheshire East and Cheshire West and Chester signed the Joint Administrative Agreement and Financial Memorandum, setting out a framework for the delivery of Shared Services.
- 7.2 The Constitution and Terms of Reference of the Joint Committee are enshrined in the Agreement, as are the Terms of Reference of the Joint Officer Board. These are attached to this report as Schedules 1, 2 and 3. The Financial Memorandum is an agreement made pursuant to the Administrative Agreement and is also attached to this report.
- 7.3 The Constitution of the Joint Committee states that each of the Councils shall appoint three Members to the Joint Committee, and that nominated substitutes shall be allowed to attend any meeting in place of an appointed member from the Council, subject to prior notification being given to the Lawyer and Secretary to the Joint Committee.
- 7.4 Cheshire East has appointed Councillors Frank Keegan (Portfolio Holder Resources), Peter Mason (Portfolio Holder Procurement Assets and Shared Services) and David Brown (Portfolio Holder Performance and Capacity). The Leader has been authorised to nominate substitutes having regard to the subject matter and availability of Portfolio Holders.
- 7.5 Cheshire West and Chester Council have appointed Councillors Les Ford (Portfolio Holder Finance), Mike Jones (Leader, Portfolio Holder Corporate Services) and Richard Short (Portfolio Holder Culture and Recreation). Substitutes are to be drawn from the Executive as appropriate.
- 7.6 The meetings of the Joint Committee will be hosted on an annual/rotating basis by each Council, with the Chairman being drawn from among the Members of the hosting authority, and the Vice Chairman being from the Council which has not appointed the Chairman.
- 7.7 Meetings will be bi-monthly, unless otherwise determined by the Joint Committee; they will be open to the public to the extent that they are not excluded under paragraph 31 (of Schedule 1 attached).

## **8.0 Reasons for Recommendation**

- 8.1 This report has been provided to Members of the Shared Services Joint Committee to ensure that the framework and the remit of the Joint Committee has been understood and agreed.

***For further information:***

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***Background Documents:***

*Documents are available for inspection at:*

*Administrative Agreement 1<sup>st</sup> April 2009*