

## SCHEDULE 3

### TERMS OF REFERENCE OF THE JOINT OFFICER BOARD

#### 1. Purpose of Group

The Joint Officer Board's role is to support the Joint Committee in overseeing the management of Cheshire Shared Services, helping ensure the effective delivery of such services and helping to provide strategic direction.

#### 2. Specific Responsibilities

The responsibilities of the Joint Officer Board include:

- a) Considering proposed budgets, Business Plans, Service Delivery Statements, Business Cases and other key documents relating to the delivery of the services;
- b) Monitoring the performance and financial position of the services and reporting accordingly to the Joint Committee
- c) Reviewing the end of year accounting statements, including the cost sharing proposals
- d) Making recommendations, providing advice and where required, referring matters for resolution to the Joint Committee in a timely and efficient manner
- e) Ensuring effective links and liaison with the Chief Officers in Cheshire East (CE) and Cheshire West and Chester (CWAC) responsible for the services
- f) Considering issues referred to the Joint Officer Board, resolving where possible and appropriate and escalating others to the Joint Committee where appropriate.
- g) Confirming the appointment of Service Managers and dealing with other HR related work referred to the Joint Officer Board
- h) Acting as the central focal point for all matters relating to shared services
- i) Ensuring consistent and effective communications in both councils on all matters relating to shared services
- j) Supporting the Joint Committee in developing the strategy and long term vision for Cheshire Shared Services
- k) Promoting Cheshire Shared Services in CE, CWAC and in the external environment

In addition the Joint Officer Board will act as the Project Board for any major change work associated with the further development / optimisation of Cheshire Shared Services.

#### 4. Membership

<i>Name</i>	<i>Role</i>	<i>Perm / As Required</i>
Julie Gill	Joint Chair and Section 151 Officer for CWAC	P
Lisa Quinn	Joint Chair and Section 151 Officer for CE	P
Simon Goacher	Monitoring Officer CWAC	P
Chris Chapman	Monitoring Officer CE	P
Euan Murdoch-Hollies	Head of HR CWAC	P
Paul Bradshaw	Head of HR CE	P
CE Directors	Chief Officers for respective services	A/R
CWAC Directors	Chief Officers for respective services	A/R
Service Managers	Senior Officer for each service	A/R

The Joint Chairs may invite any other person to attend meetings but such persons will not act as members of the Board, except to the extent that they are nominated in advance as an agreed substitute for a permanent member.

Where appropriate and at the discretion of the Joint Chairs, the attendance of permanent members may be supplemented by representatives from particular service areas.

## **5. Quorum**

(a) Deputies for the Joint Chairs are as follows:

Mark Wynn – CWAC  
Christine Mann - CE

(b) In the event that one of the Joint Chairs is unavailable for a planned meeting but the deputy is able to attend, then the meeting can go ahead or be re-scheduled. In the event that neither of the Joint Chairs, nor their deputies are available, then the meeting will be re-scheduled.

## **6. Reporting Lines**

The Joint Officer Board will report to the Joint Committee.

## **7. Frequency of Meetings**

The Joint Officer Board will normally meet on a monthly basis but will meet more frequently when required.

## **8. Secretariat**

This will be provided jointly by CWAC and CE in accordance with arrangements agreed by the Joint Chairs.

## **9. Decision Making**

Decisions will be formalised through the agreement of both Joint Chairs, advised by other members of the Joint Officer Board