

**Extract from Shared Services Administrative Agreement:
Joint Committee Terms of Reference**

SCHEDULE 2

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 Cheshire wide basis on behalf of Cheshire West and Chester Borough Council and Cheshire East Borough Council, to ensure effective delivery of such services and to provide strategic direction.
2. The Joint Committee is specifically responsible for:
 - 2.1 Developing and agreeing the strategy for each of the services
 - 2.2 Agreeing the responsibilities of each Council to support the delivery of the approved Business Plan Service Delivery Statements and agreed strategy, including any specific responsibilities falling to the Discharging Council
 - 2.3 Ensuring that such responsibilities are clearly documented in a Business Plan (or similar)
 - 2.4 Ensuring that the services are provided within the policy and budget set by the councils
 - 2.5 Ensuring the provision of adequate funds and other resources
 - 2.6 Approving the Business Plans and Service Delivery Statements for the Specified Functions, including targets for service quality, performance and efficiency
 - 2.7 Ensuring that there are robust plans for any disaggregation of services and that there is a smooth transition to the separate arrangements
 - 2.8 Ensuring that the arrangements for the management of the Cheshire Shared Services enable each Council's statutory requirements to be met
 - 2.9 Ensuring that clear policies are in place and that these are complied with
 - 2.10 Agreeing the basis for apportioning cost between the two Councils and the amount to be apportioned
 - 2.11 Reviewing the performance of the services and initiating additional / remedial action where appropriate
 - 2.12 Approving business cases for proposed changes and overseeing the progress of the subsequent work
 - 2.13 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.
 - 2.14 Maintaining an up to date list of the respective Chief Officers and supporting them in the performance of their duties
 - 2.15 Resolving issues that have been referred to the Joint Committee by Chief Officers
 - 2.16 Providing an Annual Report to each of the two Councils.