

Shared Services Joint Committee

Terms of Reference

- 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 Plan 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 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.