

## **Constitution Committee**

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**Date of Meeting:** 20 September 2018

**Report Title:** Shared Services Joint Committee Terms of Reference

**Senior Officer:** Daniel Dickinson, Acting Director of Legal Services

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### **1. Report Summary**

- 1.1. The Constitution, in Chapter 2 - Part 5 – Functions of Committees, includes the Terms of Reference for the Shared Services Joint Committee. The Shared Services Joint Committee, at its meeting on 13 July 2018, approved and adopted revised Terms of Reference for the Joint Committee. An amendment to the Constitution is required to include the revised Terms of Reference for the Shared Services Joint Committee.

### **2. Recommendations**

- 2.1. That Council be recommended to approve the amendment of the Constitution to include the revised Terms of Reference for the Shared Services Joint Committee as set out in Appendix A.

### **3. Reasons for Recommendations**

- 3.1. To ensure that the Council's Constitution is kept up to date.

### **4. Other Options Considered**

- 4.1. Not applicable.

### **5. Background**

- 5.1. The Shared Services Joint Committee, at its meeting on 13 July 2018, approved and adopted the revised Terms of Reference for the Joint Committee, as set out at Appendix A. These had been amended to reflect the change in the role of the Joint Committee.
- 5.2. The Shared Services Joint Committee was formed in 2009 as part of the overall governance arrangements between Cheshire East Council and

Cheshire West and Chester Council for services shared between the two Councils following the Local Government Review.

- 5.3. The two Councils now share eight shared services, whereas at its formation there were approximately sixty five services.
- 5.4. The work of the Joint Committee has altered from overseeing the sharing of services to contributing to development and shaping the change agenda where the two Councils could share services.
- 5.5. The Constitution in Chapter 2 - Part 5 – Functions of Committees, included the Terms of Reference for the Shared Services Joint Committee, as set out at Appendix B. As these had now been amended and come into effect, the Constitution requires amending to ensure that it is kept up to date.

## **6. Implications of the Recommendations**

### **6.1. Legal Implications**

6.1.1. Section 37 of the Local Government Act 2000 and the guidance issued under it requires the Council to keep its Constitution up to date and regularly review it.

6.1.2. Amendments to the Terms of Reference of Committees require the approval of Full Council (Constitution Chapter 2 Part 3 – Paragraph 1.11).

### **6.2. Finance Implications**

6.2.1. There are no specific Finance implications.

### **6.3. Policy Implications**

6.3.1. There are no known Policy implications.

### **6.4. Equality Implications**

6.4.1. There are no equality implications.

### **6.5. Human Resources Implications**

6.5.1. There are no specific HR implications.

### **6.6. Risk Management Implications**

6.6.1. There are no direct risk management implications.

### **6.7. Rural Communities Implications**

6.7.1. There are no direct implications for rural communities.

## **6.8. Implications for Children & Young People**

6.8.1. There are no direct implications for children and young people.

## **6.9. Public Health Implications**

6.9.1. There are no direct implications for public health.

## **7. Ward Members Affected**

7.1. None

## **8. Access to Information**

8.1. Reports which set out the background are available publically:

[Item 35 Shared Services Joint Committee 16 April 2018](#)

[Item 41 Shared Services Joint Committee 18 May 2018](#)

[Item 10 Shared Services Joint Committee 13 July 2018](#)

## **9. Contact Information**

9.1. Any questions relating to this report should be directed to the following officer:

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