

### TERMS OF REFERENCE OF THE JOINT OFFICER BOARD

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

#### 2. Specific Responsibilities

##### 1. The responsibilities of the Joint Officer Board include:

- a) Considering proposed budgets, Service Plans, 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 to the Joint Committee and agreeing any mitigation or improvement actions where required.
- 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 West Northamptonshire and North Northamptonshire Councils responsible for the relevant services.
- f) Considering issues referred to the Joint Officer Board, resolving the issues 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 Northamptonshire Shared Services including consideration of market developments and best practice.
- k) The Joint Officer Board is the Project Board for any major change work associated with the disaggregation of the services.

