

**1.1. Shared Services Joint Committee (Between West Northamptonshire and North Northamptonshire)**

**1.1.1. Terms of Reference**

1.1.1.1. The Joint Committee's role is to oversee the management of those services which are provided on a Northamptonshire wide basis on behalf of North Northamptonshire and West Northamptonshire Councils to ensure effective delivery of such services and to provide strategic direction.

1.1.1.2. The Joint Committee is specifically responsible for:

- a) Developing and agreeing the strategy for each of the services
- b) Approving the Service Plans for the Specified functions including targets for service quality, performance and efficiency.
- c) Agreeing the responsibilities of each Council to deliver the Service Plans and agreed strategy, including any specific responsibilities of the Provider Council and that the responsibilities are documented within the Service Plans.
- d) Ensuring that the services are provided within the policy and budget set by the councils.
- e) Ensuring that the arrangements ensure that each Council's statutory responsibilities are met
- f) Reviewing the performance of the services and initiating additional/remedial action where appropriate.
- g) Ensuring that clear operational policies are in place and that these are complied with
- h) Ensuring the provision of adequate funds and other resources to enable delivery
- i) Agreeing the basis for apportioning cost between the two Councils and the amount to be apportioned
- j) 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.
- k) Approving business cases for proposed changes and overseeing the progress of subsequent work

North Northamptonshire Council Constitution – Part 6 – Joint Arrangements

- l) Ensuring that there are robust plans for any disaggregation of services and that there is a smooth transition to new service delivery arrangements.
- m) Resolving issues that are referred to the Joint Committee by relevant Chief Officers of the Service
- n) Delegating functions of the Joint Committee to officers of either Council under s101 Local Government Act 1972.
- o) Agreeing arrangements to place staff employed by one of the authorities at the disposal of the other authority to carry out the functions of the Joint Committee as described above under s113 Local Government Act 1972.
- p) To take decisions in relation to the commissioning and procurement of services either hosted or under a lead authority arrangement from a third party.
- q) Providing an Annual Report to each of the two Councils on the performance, finances and proposed service improvements including any arrangements for disaggregation.

*Extracted from the North Northamptonshire Constitution, approved February 2021*