

## APPENDIX 1- RESPONSIBILITIES

| <b>Joint Committee</b>   | <b>Joint Management Board</b>   | <b>Joint Management Team</b>   |
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| Purpose: To provide strategic direction and make key decisions that enable this  | Purpose: Advisory   | Purpose: Delivery & Operational Decisions  |
| Meeting frequency: Twice each year, or more frequently if deemed necessary.  | Meeting frequency: Quarterly  | Meeting frequency: Monthly   |
| Led by: Executive Members  | Led by: Senior Officers   | Led by: Two Joint Service Managers   |
| Comprises:<br>JC Members: Executive Member from each Council plus one further Non-Executive Member from each Council<br>One Substitute Executive/Non-Executive Members from each Council<br>The Chair to have a casting vote unless otherwise stated in the Agreement. | Comprises:<br>All members of the Joint Committee plus a senior client officer identified by each of the Councils and the two Joint Service Managers   | Comprises:<br>Two Joint Service Managers and Operational Team Managers   |
| <b>Responsibilities assigned:</b>  |   |  |
| To provide strategic direction for the service and monitor delivery of the Service.  | To act as an informal sounding board for the Joint Service. The Board shall be a forum for consultation, discussion, resolution of issues and recommendation to the Joint Committee on all aspects of delivery of the service.  | Day to day management of the Service, including providing statutory returns: monitoring day to day performance of the Service and teams: responding to information needs identified by the Joint Committee or Joint Management Board.  |
| To ensure effective performance of the Service:<br>Agreeing key performance indicators at a strategic level for the Service by the end of February in the preceding financial year:<br>Formally by considering performance against agreed measures.                    | To review reports from the Joint Management Team to work collaboratively with the Service to improve overall performance, helping ensure links are made to other Council Services and helping to break down barriers that inhibit performance. (Capitalising on the Board's networks) | Production of reports to be considered by the Joint Committee or Joint Management Board including:<br>An annual report on delivery of the Business Plan: Proposed charges: Performance against key measures (which may include statutory returns); HR issues and Resource issues where relevant. |
| To set the overall strategic direction of the service through developing and agreeing the business plan.   | To be consulted on the draft Business Plan, including priorities and measures.  | Production of a draft Business Plan for the coming financial year, including service priorities and anticipated performance measures.  |
| To set key policy for the service taking into account relevant information.  | To be consulted on proposed key policy changes – where relevant / necessary.  | To develop reports on proposed key policy changes e.g. Enforcement Policy.   |
| To consider and agree key policy documents   | To be aware of the joint service policy in respect to prosecutions and other disposals.   | To make prosecution and other disposal decisions.  |
| To maintain financial oversight of the Service to ensure sound financial management. To agree any variations from the budget from the Inter Authority Agreement.   | To quarterly review the budget monitoring information   | Monitor the budget, approve spend in accordance with Standing Orders for financial processes. Provide budget monitoring reports to the JMB and JC.   |
| To monitor delivery of the Business Case including delivery of savings and   | To provide support and guidance to the Joint Management Team to   | To provide annual reports to the JMB/JC on delivery of the business  |

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| additional income. | assist achievement of delivering<br>the Business Case. | case. |
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