

## **8.6 Joint Committee Arrangements**

8.6.1 The council has entered into joint arrangements with neighbouring authorities for the joint provision of various services that cut across local government boundaries. These arrangements have been individually agreed with the relevant neighbouring councils as follows:

## **8.7 East Herts/North Herts/Stevenage/Hertsmere CCTV Joint Executive Committee**

Purpose of the Committee

- 8.7.1 To discuss and agree the strategic and policy issues relating to the jointly owned and operated CCTV Control Room and Monitoring Service.
- 8.7.2 To deal with all matters defined under the CCTV 'Code of Practice' as the responsibility of the CCTV Joint Executive Committee
- 8.7.3 To consider operations and performance reports from the CCTV Operations Manager and CCTV Officer Management Board.
- 8.7.4 To consider and approve any location, expansion or contraction proposals and service changes for the overall partnership including; the CCTV Control Room, network, and monitoring service.
- 8.7.5 To consider and agree changes to the CCTV 'Code of Practice'.
- 8.7.6 To ensure the Independent Inspection regime is set up and maintained.
- 8.7.7 To receive and approve the Independent Inspectors' annual report.

8.7.8 To consider complaints regarding any breaches of the CCTV 'Code of Practice' and recommendations for preventing breaches and recommend disciplinary action where appropriate.

8.7.9 To express views regards the jointly owned company, Hertfordshire CCTV Ltd, to be channeled through the CCTV Officer Management Board.

8.7.10 To make recommendations on any of the above to the Officer Management Board.

8.7.11 Constitution of the Committee

The CCTV Joint Executive Committee is constituted as a joint committee of the partner councils. Each partner council shall nominate three elected Members to the Committee. It shall be for each partner council to determine the mechanism for making these appointments.

8.7.12 Meetings shall be held at least twice per year or when Members determine there is sufficient business for more frequent meetings.

8.7.13 Quorum

A Quorum shall be four Members with at least one from each of the partner authorities.

8.7.14 Chairman

The Chairman shall ordinarily be a Member of the Council hosting the meeting although Members present at the meeting may choose a Chairman from any Member present.

8.7.15 Venue

The meetings shall alternate between the offices of the partner authorities in whichever way determined by the

Members of the Committee.

8.7.16 Procedural Matters

Each meeting shall follow the normal Standing Orders of the council hosting that meeting.

8.7.17 The hosting council shall ensure that minutes are taken and made available.

8.7.18 Amending the Terms of Reference

Any partner council make request a review and/or amendment of these Terms of Reference at any time.

8.7.19 These Terms of Reference shall be reviewed no less frequently than once every four years.

**8.8 East Herts Council and Stevenage Council Joint Revenues and Benefits Committee**

8.8.1 This is a joint committee of Stevenage Borough and East Hertfordshire District, under the provisions of section 10 of the Local Government Act 1972 and all regulations made thereunder.

8.8.2 The Terms of Reference of the Committee are as follows:

- (a) To approve the annual service plan for the Shared Revenues and Benefits Service;
- (b) To receive explanations of variances in service performance against the agreed service plan;
- (c) To approve the Budget of the shared service and where so delegated determine requested virements within that Budget;

- (d) To give initial consideration to future development of the shared service and any changes in legislation that may affect service delivery and make recommendations thereon to the Executive or officers; and
- (e) Where it is considered appropriate, report to the Executives of the constituent councils.

8.8.3 The Joint Committee shall consist of three named elected Members from each Council with full voting rights. The Members appointed shall serve on the Committee until successors in office are appointed.

8.8.4 The Joint Committee shall at its first meeting each year, elect one of its Members to be Chairman and one of its Members to be Vice-Chairman, with the chair from one Council and the Vice-Chairman from the other. These positions shall be rotated annually. The Chair and Vice-Chair shall unless they resign or cease to be Members of the Joint Committee, continue in office until their successors have been appointed.

8.8.5 Quorum

The Quorum of a meeting of the Joint Committee will be three elected Members, with at least one from each council. If at any part during a meeting, a quorum is not present, the meeting will adjourn immediately. Any remaining business will be considered at a time and date fixed by the Chairman.

8.8.6 Voting

Matters will be decided by the Joint Committee by a

simple majority of those Members voting and present in the room at the time the question was put. The Chairman shall take the votes by a show of hands. If there are equal votes for and against, the Chairman may exercise a second or casting vote. There will be no restriction on how the Chairman chooses to exercise a casting vote, save that if no second or casting vote is made, the proposal will automatically fail.

- 8.8.7 The Access to Information Rules (as set out in the Constitutions of the constituent councils) to apply to all meetings.
- 8.8.8 Each constituent council acts as host to the meetings in alternate years, with the relevant host council convening those meetings, distributing the agenda, clerking the meetings and producing the minutes.
- 8.8.9 Meetings to be held in January (service planning for coming year) and October for Budgets and mid-year service plan review. Constituent councils are to liaise to confirm mutually suitable times/dates.
- 8.8.10 The constituent councils will review the Joint Committee's Terms of Reference annually.

## **8.9 East Herts Council and Stevenage Council Joint Information Communication Technology Committee**

### 8.9.1 Purpose

This is a joint committee of the Executives of Stevenage Borough and East Hertfordshire District Councils, under the provisions of section 10 of the Local Government Act 1972 and all regulations made thereunder.

8.9.2 The terms of reference of the committee are as follows:

- (a) To recommend the ICT Strategy to the constituent Councils;
- (b) To approve the annual service plan for the Shared ICT Service;
- (c) To receive explanations of variances in service performance against the agreed service plan;
- (d) To approve the expenditure within the budget of the shared service and where so delegated determine requested virements within that budget;
- (e) To give initial consideration to future development of the shared service and any changes in legislation that may affect service delivery and make recommendations thereon to the Executive or officers; and
- (f) Where it is considered appropriate, provide reports to the constituent councils.

8.9.3 Constitution of the Committee

The Joint Information Communication Technology Committee is constituted as a joint committee of the partner councils. Each partner council shall nominate three elected Members to the Committee. It shall be for each partner council to determine the mechanism for making

these appointments. The Members appointed shall serve on the committee until successors in office are appointed.

#### 8.9.4 Quorum

The quorum of a meeting of the Joint Committee will be three elected members, with at least one from each council. If at any part during a meeting, a quorum is not present, the meeting will adjourn immediately. Remaining business will be considered at a time and date fixed by the Chair.

#### 8.9.5 Chairman

The Joint Committee shall at its first meeting each year, elect one of its Members to be Chairman and one of its Members to be Vice-Chairman, with the chair from one Council and the Vice-Chairman from the other. These positions shall be rotated annually. The Chairman and Vice-Chairman shall, unless they resign or cease to be Members of the Joint Committee, continue in office until their successors have been appointed.

#### 8.9.6 Voting

A matter can only be passed by the Joint Committee if no fewer than half of the Members present from each authority vote in favour.

#### 8.9.7 Administration

The Access to Information Rules (as set out in the Constitutions of the constituent councils) to apply to all meetings.

#### 8.9.8 Each constituent council will act as host for the meeting in alternate years and the hosting council will ensure the

convening those meetings, distributing the agenda, clerking the meetings and producing the minutes.

8.9.9 Meetings to be held, as a minimum, in January (service planning for coming year) and October for budgets and mid-year service plan review. Should the Committee deem it appropriate, additional meetings may be held. Constituent councils are to liaise to confirm mutually suitable times/dates.

8.9.10 Review

The constituent councils will review the Joint Committee's terms of reference annually.