

STEVENAGE BOROUGH COUNCIL AND EAST HERTS COUNCIL

EAST HERTS COUNCIL AND STEVENAGE BOROUGH COUNCIL JOINT
REVENUES AND BENEFITS COMMITTEE - 19 OCTOBER 2011

REPORT BY HEAD OF REVENUES AND BENEFITS SHARED SERVICE

5. TERMS OF REFERENCE

WARD(S) AFFECTED: All.

Purpose/Summary of Report

- To receive the Terms of Reference for this Committee having clarified if necessary any points contained therein.

<u>RECOMMENDATIONS FOR DECISION:</u> that	
(A)	The Terms of Reference for the Committee be noted.
(B)	The dates and frequency of future meetings be agreed.

1.0 Background

1.1 At the meetings of the Stevenage Borough Council (SBC) and East Herts Council (EHC) Executives on 14th June and 15th June 2011 respectively, decisions were taken to create a single, shared Revenues and Benefits Service for the two Councils and to establish a joint committee for that shared service. Copies of the Executive reports are shown at Essential Reference Paper B.

1.2 Appendix B of those reports set out Terms of Reference for this committee, which were agreed by the Council's Executives.

2.0 Report

2.1 The creation of this joint committee accords with the Constitutions of both Councils and provides Member oversight and involvement in the largest shared service established by the councils thus far.

2.2 The governance of the shared service is strengthened by a Joint Management Board which includes the Chief Financial Officers from both councils and is underpinned by a formal partnership agreement.

- 2.3 Although the Terms of Reference stipulate that the joint committee meetings are to be held in January and October each year, this is subject to liaison between the councils in order to fix dates and times that are mutually suitable.
- 2.4 It was originally anticipated that a service plan would be ready for consideration in January and that a proposed budget would be ready for October each year. However, for administrative reasons those documents will not be ready within this timeframe. Members may wish to take this into account when deciding on the dates and frequency of future meetings.
- 3.0 Implications/Consultations
- 3.1 None.
- 3.2 Information on any corporate issues and consultation associated with this report can be found within Essential Reference Paper 'A'.
- 3.3 Essential Reference Paper 'B' report to Executive in June 2011, 'Shares Revenues and Benefits Service'.

Background Papers

None.

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ESSENTIAL REFERENCE PAPER 'A'

Contribution to the Council's Corporate Priorities/ Objectives (delete as appropriate):	<p>Promoting prosperity and well-being; providing access and opportunities <i>Enhance the quality of life, health and wellbeing of individuals, families and communities, particularly those who are vulnerable.</i></p> <p>Fit for purpose, services fit for you <i>Deliver customer focused services by maintaining and developing a well managed and publicly accountable organisation.</i></p>
Consultation:	None
Legal:	None
Financial:	None
Human Resource:	None
Risk Management:	None