

Stratford-on-Avon District Council (SDC) and Warwick District Council (WDC)

Joint Arrangements Steering Group (JASG) Terms of Reference

Membership

- There are twelve members in total with six members from each Council, comprising:
 - The Leader and Deputy Leader
 - Four other members representing the other political group(s), appointed by the respective Leader

In addition, three substitute members will be appointed by the respective Leader.

Terms of Reference

- To oversee and monitor the Implementation Programme, the Risk Register and the Communication Plan
- To oversee and supervise joint working across both Councils
- To consider business cases for joint working and make recommendations to each council as appropriate
- To act as the forum where issues or reports in relation to joint working are discussed prior to consideration by each councils' decision-making processes
- To receive regular reports on:
 - Progress against agreed actions
 - Realisation of projected savings
 - Emerging issues and risks together with proposed mitigation measures
- To recommend steps relating to the communication of matters relating to joint working
- To establish and maintain protocols to deal with any conflicts of interest of individual officers engaged in joint working
- To consider and recommended resolution of any dispute arising between the Councils after the implementation of joint working decisions
- To oversee the work of, and receive reports from, any sub groups which are established by JASG.

Status of JASG

JASG has no decision-making powers. It has an advisory role, making recommendations as it thinks fit to each Council, as appropriate.

Determination and implementation of any recommendations of JASG rests separately with each Council, or the Joint Committee established by The Cabinet (SDC) and The Executive (WDC) where its terms of reference allow.

Quorum

The meeting is quorate if three elected members from each Council are present.

Officer Support

The following officers from each Council are entitled to attend JSG meetings:

- The Chief Executive and Deputy Chief Executive(s)
- The Monitoring Officer and Joint S151 Officer
- Other Heads of Service as relevant to agenda business

Administrative support is provided on an alternate basis by the Democratic Services teams of each Council.

Frequency of Meetings

The Joint Steering Group will meet as necessary and on at least four occasions a year.

Venue of Meetings

If face to face meetings take place the venue will alternate between Leamington and Stratford-upon-Avon where possible.