

Joint Public Protection Committee

Terms of Reference

1. Purpose

The Joint Public Protection Committee (Joint Committee) has been established to oversee the strategic leadership of the Joint Public Protection Partnership, comprising Bracknell Forest Council (BFC), Wokingham Borough Council (WBC) and West Berkshire District Council (WBDC).

The purpose of the Joint Committee is to:

- a) to set the strategic direction of the shared service;
- b) to monitor the delivery of the shared service and to review the following:
 - i) Standards of service delivery and performance;
 - ii) Fee income and costs (on a true cost delivery basis);
 - iii) Treatment of trading surpluses or deficits;
 - iv) The action plan for business growth and development.

2. Membership

The Joint Committee shall comprise of 6 Members, two from each partner authority. Membership of the Joint Committee will be as follows:

- a) Executive/Cabinet Member with responsibility for Public Protection Services from each Council;
- b) One additional Member appointed by each Council.

Each Council or Leader will nominate a substitute Executive Member who may act as substitute for both the Executive and non- Executive member of the Joint Committee. The substitute Member is entitled to attend all meetings of the Joint Committee but will only be classed as a member of the Joint Committee and vote when acting as a substitute.

At least one officer representing each partner local authority will attend the Joint Committee to advise Members. Where possible, the Public Protection Manager for the Service will also attend.

3. Appointment to the Joint Public Protection Committee

Members will be appointed to the Joint Committee at each Council's Annual Council Meeting.

4. Chairman and Vice Chairman

The Joint Committee shall appoint one of its Members to be Chairman of the Joint Committee who shall, unless he or she resigns his or her office or ceases to be a member of the Joint Committee, continue in office for a period of up to 16 months or until his/her successor becomes entitled to act.

The first Chairman of the Joint Committee shall be a person nominated by [Wokingham] and shall hold office for the period up to Annual Council in May 2018.

The Chairmanship of the Joint Committee following the initial appointment shall rotate between the three Councils on an annual cycle. The Vice Chairman shall ordinarily become the next Chairman.

The Joint Committee shall appoint one of its Members to be Vice Chairman of the Joint Committee who shall, unless he or she resigns his or her office or ceases to be a member of the Joint Committee, continue in office for a period of 16 months or until his/her successor becomes entitled to act.

The first Vice Chairman of the Joint Committee shall be a person nominated by [Bracknell Forest] and shall hold office for the period up to Annual Council in May 2018.

The Vice Chairmanship of the Joint Committee following the initial appointment shall rotate between the three Councils on an annual cycle.

5. Voting

Where any matter under consideration relates to a proposal to the Councils to admit an additional party or parties to the shared service arrangement, a proposal to incur expenditure which requires increased contributions by the Councils or significant proposed changes to the fundamental principles or operation of the shared service or the contract the vote must be unanimous. In this event the advisory decision will be referred back to the Councils for consideration.

In all other matters any vote will be subject to a simple majority. In simple majority voting the Chairman will have a casting vote.

6. Quorum

The quorum of a meeting of the Joint Committee will be three.

At least one Member from each Council must be present for the meeting to be quorate.

7. Frequency of Meetings

The Joint Committee will meet a minimum of twice per year (on a six monthly basis). Additional meetings may take place with the agreement of the Chairman. Meetings will be held at a venue to be agreed with the Chairman.

All meetings will be held in public and dates and times of meetings will be agreed by the Joint Committee.

8. Minutes of Joint Committee Meetings

The Joint Committee shall agree the minutes at the next suitable meeting.

Minutes of meetings will be available on each Council's website.

9. Standing Orders

Unless otherwise specified, West Berkshire District Council Constitution (the host authority) will apply.

10. Forward Plan

The Joint Committee will take Key Decisions on behalf of the three Councils and will give notice of these decisions at least 28 days before they are due to be taken.

11. Administration of the Board

West Berkshire District Council's Democratic Services' Team will provide administration for the Joint Committee.

Agendas will be sent out electronically five clear working days before the meeting and minutes will be provided seven clear working days after the meeting.