

SCHEDULE 6b

JOINT MANAGEMENT BOARD

TERMS OF REFERENCE

1. Establishment of a Joint Committee

1.1. The Joint Management Board shall be formed of the London Boroughs of Brent, Lewisham and Southwark.

2. Purpose and function

2.1. The London Boroughs of Brent, Lewisham and Southwark have established the Joint Committee to discharge executive functions on behalf of the three boroughs, in so far as they relate to joint activities or areas of common concern in relation to the provision of ICT infrastructure and related supporting services. The Joint Management Board shall:

- a) be accountable to the Joint Committee for decisions taken in the provision of Shared Technology Services and shall cause to be prepared monitoring report(s) to coincide with each periodic meeting of the Joint Committee; be responsible for and shall have delegated to it the following functions of the Councils as set out in a written agreement between the Councils and referred to in these Terms of Reference as Shared Technology Services Agreement (the Agreement),
- b) be responsible for implementing the strategic decisions made by the Joint Committee, oversight and day-to-day monitoring of Shared Technology Services and in particular reviewing and agreeing the Performance Management Framework,
- c) review and monitor a Risk Register for all aspects of Shared Technology Services operations,
- d) be responsible for any matter relating to Shared Technology Services not specifically reserved to the Joint Committee or any Council,
- e) resolve or progress in accordance with the conflict dispute resolution process any conflict reported to them by the Managing Director of Shared Technology Services pursuant to clause 8.1.9 or as referred by any member of the Joint Management Board,
- f) review the performance of the Managing Director of Shared Technology Services and make recommendations to the Host Council in relation to that performance. For the avoidance of doubt, it shall be at the sole discretion of the Host Council whether to take any disciplinary action against the Managing Director of Shared Technology Services and in what form,

g) In conjunction with the Host Authority partake in the recruitment and appointment of Key Personnel including the Managing Director of Shared Technology Services as referred to in schedule 7.

2.2. The governance arrangements provide flexibility so that the role and remit of the Joint Management Board can be added to or amended over time.

2.3. The Joint Committee does not have power to exercise non-executive functions on behalf of the Councils.

2.4. The initial meeting of the Joint Committee shall take place within six (6) months of the Effective Date and thereafter, they shall occur twice yearly.

2.5. Meetings of the Joint Management Board shall be rotated between the offices of each of the Councils.

3. Business to be transacted

3.1. Standing items for each meeting of the Joint Committee will include the following:

- Apologies for absence
- Minutes of the Last Meeting
- Operational, service and programme delivery
- Financial and other reports from the Managing Director of Shared Technology Services
- Shared Service development
- Significant risk and issues
- Agree business for the Joint Committee
- Joint communications plan
- Review service plans and budgets.

3.2. The Chair may vary the order of business and take urgent items as required at his/her discretion. The Chair should inform the Appointed Directors of the Joint Management Board prior to allowing the consideration of urgent items.

4. Membership

4.1. The Councils shall each appoint a Director as the Appointed Director to the Joint Management Board to act as the Council's representative in all matters detailed within this Agreement and to exercise the decision making power

delegated to him or her. Each Council should also appoint a named substitute/s to attend in the event their Director is absent.

5. Chair

5.1. The Chair of the Joint Management Board shall be rotated between the Appointed Directors of the Councils for each meeting of the Joint Management Board.

6. Quorum

6.1. Quorum for meetings of the Joint Management Board will be at least one Appointed Director from each Council, in addition to any attendees from Shared Technology Services.

7. Voting

7.1. Regardless of the number of officers in attendance the Councils will have only one vote each on any matter exercised by their respective Appointed Directors, and the intention is that decision making will be by consensus; and if unanimous agreement cannot be reached on any matter it may be referred to the internal dispute resolution provisions of clause 17.

7.2. The Chair of the Joint Management Board does not hold a second or casting vote.

7.3. The Managing Director of Shared Technology Services will also be required to attend meetings although will not have a vote.

8. Venue

8.1. The venue for Joint Management Board meetings shall be rotated between Councils or as otherwise agreed.

9. Frequency

9.1. Unless otherwise agreed by the Councils the Joint Management Board meetings will be held once every other month.

10. Administration

10.1. Administrative support for the meetings of the Joint Management Board will be provided by the Host Authority.

10.2. The Managing Director of Shared Technology Services shall ensure that members of the Joint Management Board are sent papers for meetings (including but not limited to an agenda and minutes of the previous meeting) not less than two Business Days before the date of such meeting.

10.3. All decisions of the Joint Management Board shall be recorded in writing by the Managing Director of Shared Technology Services and a copy of the record provided to all members of the Joint Management Board.

11. Dispute Resolution

11.1. Any dispute that arises as a result of these Terms of Reference shall be dealt with in accordance with Clause 17 of the Shared Service Agreement.

SHARED TECHNOLOGY SERVICES JOINT MANAGEMENT BOARD

Officer Attendees (Officers authorised to exercise delegated powers)	Frequency:	Every 2 months (or as agreed)
Brent: Strategic Director of Resources Lewisham: Chief Finance Officer Southwark: Strategic Director of Housing and Modernise	Venue:	As agreed by Chair
	Receives reports from:	Managing Director of Shared Technology Services
	Reports to:	Joint Committee
Terms of Reference	Agenda	
<ul style="list-style-type: none"> • To act as the decision making body in respect of any joint decision to be taken by the Councils under the Inter-Authority Agreement other than those that have been excluded and defined as Reserved Decisions. • Senior level guidance, leadership and strategy in accordance with that agreed by Joint Committee. • Review performance and delivery (transitional activities, operational, projects, programmes) to assure service meets business requirements including: quality, time, cost. • Oversight of financial management and annually to agree and recommend budget for Shared Technology Services to the respective councils. • Approval of significant changes to scope or delivery of the service. • Review risks, issues, data security and business continuity (including audit activities). • Forum to highlight areas and initiatives of common interest. • Review and recommend for approval contracts and purchases in accordance with the procurement protocol defined with the Inter-Authority Agreement. • Preparation and submission of Committee and Cabinet reports. • Resolution or progression of disputes referred to the board in accordance with the dispute resolution process. 	<ul style="list-style-type: none"> • Review matters arising and actions • Operational, service and programme delivery • Review financial and other reports from the Managing Director of Shared Technology Services. • Significant change approvals • Shared Service development progress • Significant Risks / Issues • Agree the business for the Joint Committee • Joint Communications Plan • Review and agree service plan (annually) • Review and recommend budget (annually) 	

Overview of Shared Technology Services Governance Arrangements

