

**DECISION MAKING PROTOCOL FOR LOCAL GOVERNMENT SHARED SERVICES
(LGSS) JOINT COMMITTEE**

To: **Cabinet**

Date: **25th October 2011**

From: **LGSS Director of Law and Monitoring Officer**

Electoral division(s): **All**

Forward Plan ref: **Nota applicable** *Key decision:* **No**

Purpose: **To seek Cabinet approval to a protocol setting out the process for instigating decisions having significant impact upon the Local Government Shared Services (LGSS) arrangement and in particular any changes in scope of the services or structure of the Joint Committee.**

Recommendation: **It is recommended that Cabinet agree the attached protocol.**

<i>Officer contact:</i>		<i>Member contact</i>	
Name:	Quentin Baker	Name:	Councillor S Count
Post:	LGSS Director of Law	Portfolio:	Resources and Performance
Email:	Quentin.baker@cambridgeshire.gov.uk	Email:	Steve.count@cambridgeshire.gov.uk
Tel:	01223 727961	Tel:	01223 699173

1. Introduction

- 1.1. The LGSS Joint Committee was established in August 2010 by Northamptonshire and Cambridgeshire County Council (CCC) in order to act as the focal point for the oversight, by the two founding councils, of the management and operation of the LGSS organisation.
- 1.2. In the course of 2011, the scope of the services included within the LGSS umbrella was broadened on two occasions, firstly with the addition of Northamptonshire County Council (NCC) Property Services and latterly with the inclusion of the CCC ICT Service.
- 1.3. The legal and constitutional position pertaining to a joint committee mean that it is technically possible for the founding councils to make significant changes to the structure of the arrangements, such as changing the scope of services, without the express approval of the Joint Committee itself. Although in practice, it is unlikely that a proposal which did not have substantial support amongst the members of the LGSS Joint Committee would be progressed, it is considered sensible to formally recognise this by agreeing a protocol to govern the decision making process. The suggested protocol is attached as appendix A.

2. Background.

- 2.1. In August 2010 Following an extensive process of design and evaluation Northamptonshire and Cambridgeshire County Councils established a Joint Committee (LGSS Joint Committee), to form the basis of an innovative shared service arrangement between the two councils for the provision of 'back office' services, LGSS.
- 2.2. The LGSS joint Committee was formed in accordance with longstanding regulations that require the terms of reference to be agreed by the founding Councils' Cabinet and Full Council. In addition, each council must then delegate to the LGSS Joint Committee, the functions that it wishes to be carried out jointly under the auspices of the LGSS arrangement. In accordance with the relevant legal requirements appointments to the Joint Committee are made on a politically proportionate basis.
- 2.3. The role of the LGSS Joint Committee is to oversee the management and operation of the LGSS organisation and in carrying out its functions the Members of the Committee develop a level of specialist knowledge as to the operational challenges and opportunities presenting themselves to the LGSS Management Board. The Joint Committee is therefore, well placed to advise the founding councils and act on their behalf.

3. Proposed Protocol

- 3.1. The proposed protocol, (Appendix A), seeks to ensure that no decision of significance relating to the LGSS arrangement, should be taken by either founding council's Cabinet or Full Councils without first having been

considered by the Joint Committee itself and on the basis of a recommendation from the Joint Committee. Such an approach will ensure that the founding councils have the benefit of the advice and guidance the Joint Committee can offer.

4. ALIGNMENT with PRIORITIES and WAYS of WORKING

4.1. Supporting and Protecting Vulnerable People When they Need it Most

No significant implications.

4.2. Helping People Live Healthy and Independent Lives in their Communities

No significant implications.

4.3. Helping people live healthy and independent lives in their communities

No significant implications

4.4. Developing the local economy for the benefit of all

No significant Implications

4.5. Developing the local economy for the benefit of all

No significant Implications

4.6. Ways of Working

It is envisaged that the process outlined in the protocol will lead to more informed decision making.

5. SIGNIFICANT IMPLICATIONS

5.1. Resource and Performance Implications

No significant implications.

5.2. Statutory, Risk and Legal Implications

No significant implications.

5.3. Equality and Diversity Implications

No significant implications.

5.4. Engagement and Consultation

No significant implications.

Source Documents	Location
None	

