

APPENDIX 1

Joint Steering Group

Composition of the Joint Steering Group (JSG) – Operates during implementation plan

Joint Steering Group
2x Members from KBC (Executive)
2x Members from CBC (Leader or Deputy Leader and Lead Member Environment)
Supported by
Appropriate Senior Officers from both CBC and KBC
Additional support
As required from members of KBC and CBC or other external parties (by agreement of the JSG)

- The purpose of the steering group will be to consider all issues pertaining to the establishment of a shared service and make recommendation(s) to both councils that will allow them to make a formal decision to implement the proposed shared service arrangement. This will include:
 - Agreeing a clear timetable with identified milestones leading up to implementation of the proposed shared service.
 - The preparation of a project plan/ implementation plan for the shared service.
 - To receive and review regular update reports against the implementation plan to monitor key risks/ elements associated with the project e.g. fleet, staffing, governance, infrastructure (including depots) and service standards.
 - Making recommendations around governance and lead authority arrangements as required by legislation and to implement the principles set out in this MoU
 - To receive and review and make recommendations on how costs, income and surpluses are apportioned.
 - To receive and review and make recommendations on how the shared service can ensure good employment practice
 - Agreeing arrangements for the hosting and provision of business/ back office support to the shared service.
 - Agreeing key performance indicators and monitoring arrangements.

APPENDIX 2

JOINT PROJECT BOARD

Composition of the Joint Project Board (JPB) (operates during implementation phase)

Joint Project Board
Chief Executive CBC
Chief Executive Officer KBC
Director of Corporate Services CBC
Executive Director KBC
Head of Planning and Environmental Services CBC
Head of Environmental Care KBC
Additional support
As required from officers of KBC and CBC or other external parties (by agreement of the JPB)

APPENDIX 3

JOINT PROJECT TEAM

Composition of the Joint Project Team (JPT) Operates during implementation phase

Joint Project Team
Head of Planning and Environmental Services CBC
Head of Environmental Care KBC
Street Scene Manager CBC
Operations Manager – Streetscene KBC
Service Development Officer KBC
Additional support
As required from officers of KBC and CBC or other external parties (by agreement of the JPT)

APPENDIX 4

JOINT COMMITTEE

Composition of the Joint Committee (JC) Operates post implementation

Joint Working Committee
2x Members from KBC (Executive)
2x Members from CBC (Leader or Deputy Leader and Lead Member Environment)
Supported by
Appropriate Senior Officers from both CBC and KBC

Terms of Reference of JC

1. Members of the JC shall be appointed by their respective parent organisation
2. Only members of the JC shall have the right to attend JC meetings however other appropriate individuals may be nominated to stand in on a meeting by meeting basis
3. The JC will select and appoint a Chair which will rotate between the two parties on a 1 year tenure
4. A quorum necessary for decision ratification will comprise 2 Members (1 CBC member and 1 KBC member)
5. The JC will meet on a quarterly basis or otherwise as conditions require
6. Meetings will be held alternately between CBC offices and KBC offices
7. The current Chair shall notify all Board Members of the annual schedule of meetings. Notice of each meeting confirming venue, date, time and agenda of items to be discussed will be forwarded to members no later than 5 working days prior to the day of the meeting. A standard agenda will be adopted for meetings
8. All meetings will be minuted by the respective host party and agreed minutes will be circulated to JC members

The purpose of the JC will be to provide strategic direction for the shared service by:-

- Considering and agreeing strategies to meet corporate objectives, subject to the necessary consents from both Councils.
- Receiving Key Performance Information and Performance Reports
- Receive and review independent benchmarking information
- Receive and review an Annual Business Plan/Service Improvement Plan
- Receive and review Best Value Review reports
- Receive audit proposals and recommendations
- Receive and review proposals around service changes
- Agreeing community engagement plans e.g. waste education, website development etc.
- Improve Member consultation and communication