

Appendix 2 - Joint Steering Group - Draft Terms of Reference

Purpose

South Hams District Council and West Devon Borough Council have agreed to set up a Joint Steering Group (JSG) to consider options for the future to meet the Councils' objectives of financial sustainability.

Membership and quorum

- Total membership of the JSG shall not exceed 8 members and will include [the Leaders or Deputy Leaders] and each Council shall nominate up to three other members
- The Chair of the meeting shall be the [Leader] of the Council hosting the meeting
- Each Council will decide whether its appointees to the JSG will be politically balanced
- The quorum for meetings shall be at least two members from each Council
- Each member of the JSG shall have one vote and issues will be decided by a simple majority
- The JSG may invite consultants, specialist advisors and officers to provide advice and information and/or attend JSG meetings in an advisory capacity

Meetings

- The frequency of its meetings will be determined by the JSG
- An agenda and associated papers will be made available to the JSG at least 5 days before the date of the meeting
- The venue for the meetings will normally alternate between West Devon and South Hams' offices unless otherwise agreed by the JSG
- JSG meetings will not be open to the public
- All members are entitled to attend JSG meetings but cannot participate or vote. A summary of the JSG meetings will be made available to all members.

Remit

- To make recommendations to the Executive/Hub Committee and/or Council as appropriate
- To consider future options, to include (but not limited to):
 - Merger of the Councils
 - Smaller scale LACC
 - Service reductions
 - Outsourcing services
 - Structural review
 - Council Tax referendum
- The JSG's remit excludes the issues that are being considered by the Invest to Earn Working Group, but it will be notified of the Invest to Earn Group's progress

- To consider matters of interest to both Councils
- Authorise the drawing down of the monies allocated for the Purpose by the Council
- To make its findings on risks and governance available to the respective Audit Committees.
- To commission specialist advice from external sources where required and within budget to inform its consideration of the Options in [paragraph x] above.

Changes to the terms of reference for the Joint Steering Group

- Minor amendments (as determined by [the Monitoring Officer] to the terms of reference may be made by the Executive Director (S&C) in consultation with the Leaders
- Any other amendments shall be made by the respective Councils

16 February 2017

Joint Steering Group for South Hams District Council and West Devon Borough Council