

SCHEDULE 3

East Lindsey District Council and Boston Borough Council Joint Strategy Board

Terms of Reference

Background

East Lindsey District Council and Boston Borough Council entered into a shared workforce arrangement from 1 July 2020. The Agreement remains in force until terminated by either or both of the Councils. To support the joint workforce structure and joint working of the councils, it has been agreed that meetings of the Joint Strategy Board will be held to consider matters of interest, opportunities for joint working and any potential further joint working of the two councils.

Role and function

The Joint Strategy Board is a non-decision making group.

The Joint Strategy Board will have the following roles and functions:

1. Monitoring the shared workforce arrangements
2. To identify, develop and oversee the implementation of, opportunities for the joint and mutually advantageous promotion of, and investment in, each of the authorities' areas by central and local government, other bodies and agencies (including, but not limited to the Environment Agency, the Lincolnshire Enterprise Partnership, Historic England, Highways England, The Arts Council, Sports England and Homes England), Lincolnshire County Council)
3. To consider and develop (if so minded) proposals for the expansion of the Strategic Alliance insofar as that would be consistent with the purposes of this Agreement
4. To identify those issues which arise and are likely to affect the future prosperity and democratic arrangements in both areas and project a joint voice in respect of such matters with the object of ensuring any change benefits to the greatest extent the Councils and their inhabitants
5. Advising on proposals brought forward on shared workforce arrangements and other joint working between the councils
6. To explore areas of Corporate Planning that are of mutual interest
7. To consider areas of innovation and budget efficiencies across both Councils
8. To submit proposals arising from 2 to 7 above through formal decision making process at each council.

Membership/Attendance

The Joint Strategy Board will comprise:

- All Cabinet members of each Council
- The Chief Executive

No substitutions to be allowed

Other officers and/or members may be invited to attend meetings of the Joint Strategy Board by the Chief Executive or by the Leaders of the two Councils (who must agree any such an invitation in advance of the meeting)

Meetings

The Joint Strategy Board will meet on at least four occasions in each year normally in March, June, September and December

The meetings will be chaired alternately by the Leader of each Council.

Administration for the meeting will be undertaken by the Democratic Services Team at each Council

Minutes of each meeting will be prepared by the Chief Executive with fourteen days of the meeting and will be circulated to all members of the Joint Strategy Board. Action points will be prepared by the Chief Executive and will be circulated to all shared managers.

Shared staff shall undertake all actions allocated to them, or shall allocate disseminate those actions to staff for whom they are responsible. Shared staff shall report back to the Joint Strategy Board as required by the Board.

These terms of reference will be reviewed every two years at the first meeting after the start of the municipal year