

Meeting: EXECUTIVE

Agenda Item:

4

Portfolio Area: Resources

Date: 12 JULY 2016

REFERENCE FROM STEVENAGE AND EAST HERTS JOINT REVENUES & BENEFITS EXECUTIVE COMMITTEE – AMENDMENT TO TERMS OF REFERENCE

NON-KEY DECISION

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1. PURPOSE

- 1.1 To bring to the Executive's attention a request from the Stevenage and East Herts Joint Revenues & Benefits Executive Committee to amend that body's terms of reference.

2. RECOMMENDATIONS

- 2.1 That the terms of reference of the Stevenage and East Herts Joint Revenues & Benefits Executive Committee be amended to read –
1. To compare the years performance against the annual Service Plan for the Share Revenues and Benefits Service.
 2. To compare the year's performance against the approved the budget of the Shared Service.
 3. To give initial consideration to future development of the Shared Service and any changes in legislation that may affect service delivery and make recommendations thereon to the Executive or officers.
 4. Where it is considered appropriate, report to the Executives of the Constituent Councils.

3. BACKGROUND

- 3.1 At the meeting of the Stevenage Executive held on 7 June 2016 the Stevenage & East Herts Revenues and Benefits Joint Executive Committee was established with the following terms of reference –

1. To approve the annual Service Plan for the Share Revenues and Benefits Service.
 2. To receive explanations of variances in service performance against the agreed Service Plan.
 3. To approve the budget of the Shared Service and where so delegated determine requested virements within that budget.
 4. To give initial consideration to future development of the Shared Service and any changes in legislation that may affect service delivery and make recommendations thereon to the Executive or Officers.
 5. Where it is considered appropriate, report to the Executives of the Constituent Councils.
- 3.2 It is a matter for the Executive to determine whether or not the terms of reference for the Joint Committee are to be amended.

4. REASONS FOR RECOMMENDED COURSE OF ACTION AND OTHER OPTIONS

- 4.1 At its meeting on 15 June 2016 the Stevenage & East Herts Revenues and Benefits Joint Executive Committee considered a report from the Head of Revenues and Benefits Shared Service that provided an annual update.
- 4.2 Section 2.16 of that report, concerning the Joint Committee's terms of reference is appended to this reference.
- 4.3 Having considered the report the Stevenage & East Herts Revenues and Benefits Joint Executive Committee resolved to recommend the revised terms of reference as quoted.

5. IMPLICATIONS

5.1 Financial Implications

- 5.1.1 There are no financial implications arising from the recommendation in this report

5.2 Legal Implications

- 5.2.1 None

5.3 Equalities and Diversity Implications

- 5.3.1 None

BACKGROUND PAPERS

BD1 - Notice of Decisions - Executive meeting 7 June 2016

<http://www.stevenage.gov.uk/content/committees/160923/160931/160995/162407>

BD2 - Agenda Item 4 'Annual Update' - Stevenage & East Herts Revenues and Benefits Joint Executive Committee – 15 June 2016

<http://www.stevenage.gov.uk/content/committees/160923/160975/161039/162349>

APPENDICES

Appendix A – Extract from Annual Update Report Stevenage & East Herts Revenues and Benefits Joint Executive Committee – 15 June 2016

Appendix A – Extract from Annual Update Report Stevenage & East Herts Revenues and Benefits Joint Executive Committee – 15 June 2016

2.16.1 Terms of Reference (TOR)

The minutes of the Joint committee meeting of 19 January 2016 record that it was resolved;

1. That the report be received and noted.
2. That the Committee meet annually in June, and
3. That the responsibility to complete budget preparations for the shared service be delegated to the Section 151 Officers

2.16.2 However the TOR of the committee also require that the committee approve the annual service plan for the shared Revenues & Benefits Service. Due to the timing of the annual meeting this is not practical and accordingly the proposal is to amend the TOR as follows.

2.16.3 Stevenage and East Herts. Joint Executive Revenues and Benefits Shared Service Committee

Quorum - three Members (at least one from each constituent Authority)

Terms of Reference -

1. To compare the years performance against the annual Service Plan for the Share Revenues and Benefits Service.
2. To compare the years performance against the approved the budget of the Shared Service.
3. To give initial consideration to future development of the Shared Service and any changes in legislation that may affect service delivery and make recommendations thereon to the Executive or Officers.
4. Where it is considered appropriate, report to the Executives of the Constituent Councils.