

**JOINT OVERVIEW & SCRUTINY COMMITTEE FOR SHARED SERVICES (JOSC)  
TERMS OF REFERENCE AND RULES OF PROCEDURE**

**1. Meetings**

1.1 The JOSC will meet on an *ad hoc* basis, linked to key stages of the shared services project.

**2. Membership**

2.1 Breckland District Council and South Norfolk District Council shall appoint 5 members of each council as voting members of the Committee, appointed from the political parties in proportion to the number of Council members from each political group.

2.2 Named substitutes may attend and vote at the Committee.

2.3 The Chairman and Vice Chairman of the Committee shall be appointed by the Committee. The Chairman and Vice Chairman shall not be members of the same Councils. The term of office of Chairman and Vice Chairman shall be one year. The role of Chairman shall alternate between Breckland District Council and South Norfolk District Council on a meeting by meeting basis, dependent on which Council is hosting the meeting.

2.4 The Committee shall elect a Chairman and Vice Chairman at its first meeting.

**3. Quorum**

3.1 A minimum of two members of each council (either members or named substitutes) must be present to transact any business of the Committee.

**4. Voting**

4.1 Any matter will be decided by a simple majority of those Committee members present in the room and voting at the time the question was put.

4.2 If there are equal numbers of votes for and against, the Chairman will have a second or casting vote.

4.3 The Chairman has the discretion to conduct a vote either by show of hands or, if there is no dissent, by affirmation of the meeting.

4.4 Voting members may request that their votes are recorded.

**5. Venue and Time**

5.1 Meetings will be held in appropriate locations for the business, as determined by the Committee, at venues that are accessible to the public.

5.2 Meetings will commence at a time to be agreed by the Committee.

**6. Protocol and Openness**

6.1 The Chairman of the Committee shall be responsible for maintaining order and the effective conduct of business at meetings of the Committee.

6.2 At the discretion of the Chairman, any person attending the Committee may speak for four minutes in total.

6.3 At the commencement of each item of the Committee's business as set out on the agenda for the meeting, the Chairman will introduce any witnesses and will ask for any other person who wishes to speak to identify themselves.

6.4 Any members of either Council may attend and speak at meetings of the Committee, but not vote.

## **7. Terms of Reference**

7.1 To review the outcome of the Shared Services feasibility study and to give any additional scrutiny input into the construction of the Business Plan and Framework Agreement (Phase 1)

7.2 To make observations and recommendations to Breckland District and South Norfolk District Council regarding the Business Plan.

7.3 To consider service-specific proposals under the Framework Agreement before they are presented to each of the Councils for approval through their own constitutional arrangements.