

Terms of Reference of the Shared Services Board “SSB”

The SSB is a joint member forum comprising four members from Bromsgrove and four members from Redditch. Each authority will nominate its four members who may be Executive or Non-Executive members but who will include the Leader of each authority. The meeting venues will alternate between the two authorities’ offices and the Leader of the host authority will chair each meeting.

The SSB is not a decision making body and for the avoidance of doubt it is not a Joint Committee of the two authorities.

Its meetings will not be formal meetings of the either authority although its meetings will be open to the public (except where confidential/exempt business has to be conducted in private) and a record of its discussions will be made available to all members of both authorities

The prime purpose of the SSB is to drive forward and oversee the Strategic Alliance between Bromsgrove and Redditch.

Its specific responsibilities are

- To review frequently (and at least on an annual basis as required by this Agreement) the operation of the Strategic Alliance between the authorities and the overall delivery of shared services by the authorities
- To make recommendations to each authority on the overall way forward for the Strategic Alliance
- To establish and monitor appropriate performance indicators for shared services provided under joint arrangements including financial and service delivery indicators
- To consider Business Cases setting out the detail of a proposed new area for the joint delivery of shared services including the service delivery, staffing, property, data sharing and costs implications of implementation
- To recommend the way forward in relation to individual Business Cases to each authority.
- To consider and address any concerns about the Strategic Alliance raised by each authority
- To ensure that members of each authority are regularly updated on the operation and progress of the Strategic Alliance.