

**EAST SUSSEX COUNTY COUNCIL AND
SURREY COUNTY COUNCIL**

ORBIS JOINT COMMITTEE



DATE: MONDAY, 29 JUNE

**LEAD OFFICER: JULIE FISHER, STRATEGIC DIRECTOR BUSINESS SERVICES,
SURREY COUNTY COUNCIL**

**KEVIN FOSTER, CHIEF OPERATING OFFICER, EAST SUSSEX
COUNTY COUNCIL**

SUBJECT: ORBIS JOINT COMMITTEE TERMS OF REFERENCE

SUMMARY OF ISSUE:

East Sussex and Surrey County Councils have formally established a joint public sector partnership, 'Orbis' to deliver a comprehensive set of integrated business services to both authorities.

29 June 2015 marks the first meeting of the Orbis Joint Committee, which will provide strategic management to the Orbis Partnership going forward. The Joint Committee is being asked to approve its Terms of Reference, and thus formally become established as the governing body for Orbis.

RECOMMENDATIONS:

It is recommended

- (a) That the Joint Committee approves the Terms of Reference, set out in the annex to this report.
- (b) That the Joint Committee meetings are chaired by the Cabinet Member of the authority hosting the meeting.

REASON FOR RECOMMENDATIONS:

To formally establish a robust and democratic governing authority for the Orbis Partnership, which will be responsible providing strategic management to the Partnership and monitoring its performance, to ensure it drives the desired positive transformation across the partnering authorities, and delivers savings which will be used to sustain services for residents.

DETAILS:

1. On 15 April 2015, East Sussex and Surrey County Councils formally established a joint public sector partnership, 'Orbis' to deliver a comprehensive set of integrated business services to both authorities

The purpose and vision of the Partnership is to provide resilient and sustainable business services, whilst delivering savings to both authorities. The bringing together of services from Surrey County Council and East Sussex County Council will provide an opportunity to create sufficient scale to allow for the recruitment and retention of the best staff, drive shared efficiencies, and invest in new technology that might otherwise be prohibitively expensive for each organisation alone.

2. The Outline Business Case for the Partnership, and the proposed governance arrangement to enable operation as one function, under the management of a Joint Committee, was approved by East Sussex and Surrey County Council Cabinets in February and March 2015.
3. Joint Committees are a well established vehicle for partnership working across the local government sector, for the management of a range of different services, and are a robust governance model where two or more local authorities come together to share services. They have the assurance of democratic control and accountability by the partner authorities, with Member direction at the heart of the partnership.
4. The ambition is for the Partnership to develop and grow over time, attracting further public sector partners. A Joint Committee would provide a robust and democratic model for on-boarding new partners, who would be represented on the Committee.
5. The purpose of the terms of reference is to establish the governance framework for the Orbis Joint Committee. It is proposed that the venue for the meetings will rotate between East Sussex and Surrey's County Halls. The administrative support to the meetings will be provided by the host authority for that meeting and the Standing Orders of the host authority to the meeting will apply. It is proposed that meetings of the Joint Committee will be chaired by the Cabinet Member of the hosting authority.
6. Members of the Joint Committee remain bound by the Code of Conduct of the authority of which they are a member and should register any disclosable pecuniary or other interests which arise by virtue of membership of the Joint Committee with their authority's Monitoring Officer in the usual way.

CONSULTATION:

7. The Terms of Reference have been drafted and approved by the Monitoring Officers of East Sussex and Surrey County Councils, and have been approved by the Orbis Programme Board and Lead Officers.

RISK MANAGEMENT AND IMPLICATIONS:

8. The Joint Committee provides members oversight and joint political ownership and strengthens the governance of Orbis.

Financial and Value for Money Implications

9. There are no significant direct financial implications.

Legal Implications

10. As a properly established Joint Committee, the Orbis Joint Committee is able to exercise the functions of both East Sussex County Council and Surrey County Council delegated to it by each of them.

Equalities and Diversity

11. There are no identified risks to protected groups as a consequence of the action proposed in this report.

WHAT HAPPENS NEXT:

12. The Joint Committee will agree a forward plan of meetings to enable it to fulfil its terms of reference.

Contact Officer:

Julie Fisher, Strategic Director for Business Services, Surrey County Council
Kevin Foster, Chief Operating Officer, East Sussex County Council

Consulted:

Surrey County Council: Cabinet Members, Chief Executive, Senior Leaders and staff.

East Sussex County Council: Cabinet Members, Chief Executive, Senior Leaders and staff.

Annexes:

Annex: Orbis Joint Committee Terms of Reference

Sources/background papers:

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Orbis Joint Committee Terms of Reference

Membership:

1. The Committee shall comprise no more than six members, being an equal number of East Sussex County Council Cabinet Members (appointed by the Leader of East Sussex County Council) and Surrey County Council Cabinet Members (appointed by the Leader of Surrey County Council).
2. Each Council's Leader may nominate one substitute Cabinet Member to attend meetings of the Joint Committee, should an appointed member of the Committee be unavailable or unable to attend a meeting of the Joint Committee. A substitute Cabinet Member attending in the absence of an appointed member will have full voting rights

Terms of Reference:

The Orbis Joint Committee will:

1. Oversee the delivery of the services delivered jointly through the Orbis partnership of East Sussex County Council and Surrey County Council ('Orbis').
2. Recommend proposals to meet the annual budget for Orbis, set by each of East Sussex County Council and Surrey County Council
3. Approve the Orbis Business Plan and performance measures
4. Monitor the Orbis Business Plan and performance of Orbis
5. Approve revisions to the Terms of Reference of the Orbis Joint Committee

Meetings of the Committee:

The Orbis Joint Committee will meet on four occasions a year, unless a different number of meetings is determined by the Committee

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