

## **PATROL ADJUDICATION JOINT COMMITTEE**

### **REPORT FOR RESOLUTION**

**DATE:** 2<sup>nd</sup> June 2008  
**AGENDA ITEM:** Number 7  
**SUBJECT:** Establishment of Executive Sub-Committee  
**REPORT OF:** The Lead Officer

---

#### **PURPOSE OF REPORT**

To request the Joint Committee consider the establishment of an Executive Sub-Committee and its Terms of Reference for the forthcoming year.

#### **RECOMMENDATIONS**

It is recommended that the Joint Committee, establishes an Executive Sub-Committee to act on behalf of the Committee until the annual meeting in June 2009, in accordance with paragraph 2 and the Appendix to this report, and that it appoints members of the Executive Sub-Committee for the forthcoming year.

#### **CONTACT OFFICERS**

Louise Hutchinson, Joint Committee Services, PATROL, Barlow House, Minshull Street, Manchester, Tel: 0161 242 5270

## **1.0 INTRODUCTION**

- 1.1 Members are aware that as each Council becomes a party to the Joint Committee, it is required to appoint a Member to represent their Council on the Joint Committee.
- 1.2 As the number of Councils joining the Joint Committee increases, one way of avoiding the need for large numbers of members attending all the committee meetings is to establish an Executive Sub-Committee. The Sub-Committee could be empowered to act on behalf of the Joint Committee as detailed in the Appendix, between the dates of the annual [June] meeting. The composition, size, and Terms of Reference for the Executive Sub-Committee would be need to be determined by the Joint Committee if and when it is set up.

## **2.0 BACKGROUND**

- 2.1 PATROLAJC standing Order 9 enables the Joint Committee to appoint such Sub-Committees as it thinks fit.
- 2.2 Any Terms of Reference for such Sub-Committees would need to be agreed by the Joint Committee as and when each Sub-Committee is established.
- 2.3 Many of the day to day functions of the Joint Committee have already been delegated to officers. Some of the functions that have not been delegated have been examined and it is considered that if the Joint Committee so decides an Executive Sub-Committee could deal with most of these non-delegated functions without the need for the full Committee to meet.
- 2.4 In particular there is a requirement in the PATROLAJC Agreement for the Joint Committee by 31<sup>st</sup> January each year to set a budget of estimated expenditure for the following year and to determine the amount of contribution of member Councils. There are also other financial matters that could arise in relation to the audit of the joint committee's accounts. These functions could be delegated to a Sub-Committee.
- 2.5 Should the Joint Committee decide to establish an Executive Sub-Committee the Joint Committee will need to determine the size, composition and Terms of Reference at the outset. These could be reviewed at a future date.
- 2.6 The functions recommended by officers for delegation to the Executive Sub-Committee are detailed in the Appendix to this report.

- 2.7 The size of the Executive Sub-Committee is recommended by officers to comprise twelve in number, including the Chair of the Joint Committee and at least one each representing District, County, Unitary, Metropolitan councils and at least one from an English authority and one from a Welsh authority.

## **APPENDIX**

### **Terms of Reference for the Executive Sub-Committee**

#### Delegation of the following functions to the PATROLAJC Executive Sub-Committee:-

##### 1. Financial Matters.

- (a) Deciding on the level and proportion PATROLAJC member Councils shall contribute to the costs and expenses of the tribunal and other Joint Committee initiatives.
- (b) Establishing and adopting not later than 31st January in each year a budget of estimated expenditure for the ensuing year commencing 1st April.
- (c) Accepting tenders for the supply of goods, services, materials, equipment, building and civil engineering works in excess of £250,000 per contract.
- (d) Accepting the tender of a sub-contractor or supplier for specialist work or material in excess of £100,000 for which a prime cost sum is included in the main contract sum for services, building and civil engineering works.
- (e) All financial matters not delegated to officers under the requirements of the Accounts and Audit Regulations, including approving and reviewing a System of Internal Control, and consideration of any key matters that arise from the Auditor's annual Governance Report (including the draft audit report on the accounts and any matters in relation to their VFM conclusion).
- (f) Reviewing the Joint Committee's Reserves Policy and Risk Register.

##### 2. Human Resources.

- (a) Approving changes above grade PO6 (SCP49) to the staff assignment, except for Adjudicator appointments.
- (b) Subject to the approval of the Lead Authority to consider applications for early retirement where there would be a financial cost to the PATROLAJC.

##### 3. Advisory Board.

Making additional appointments to or amending existing appointments to the Advisory Board.

4. New Council members to the PATROLAJC Agreement.  
Noting of the Councils that have become a party to the PATROLAJC Agreement.