

REPORT FOR RESOLUTION

SUBJECT: Establishment of Executive Sub-Committee

REPORT OF: The Lead Officer on behalf of the Advisory Board

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 September 2012, 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

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1.0 INTRODUCTION

1.1 Members are aware that as each Council becomes a party to the PATROL Adjudication Agreement 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. PATROLAJC Standing Order 9 enables the Joint Committee to appoint such Sub-Committees as it thinks fit.

2.0 BACKGROUND

2.1 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.

2.2 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.

2.3 In particular there is a requirement in the PATROL Agreement for the Joint Committee by 31st 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 is also a requirement for the Joint Committee to approve accounts for the previous financial year by 30th June. 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.

2.4 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 adjudication service.
- (b) Establishing and adopting not later than 31st January in each year a budget of estimated expenditure for the ensuing year commencing 1st April and approving accounts for the previous financial year by 30th June each year.
- (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 an Annual Governance Statement, and consideration of any key matters that arise from the Auditors' Annual Report to those Charged with Governance 2010/11.
- (f) Reviewing the Joint Committee's Reserves Policy Statement 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 new council members.