

## HUNTINGDONSHIRE LOCAL JOINT COMMITTEES

### CONSTITUTION

#### 1. Composition

- 1.1 The Local Joint Committees (LJCs) will be constituted in accordance with Sections 101 and 102 of the Local Government Act 1972 and will be Joint Committees for decision making.
- 1.2 Committees will be established across the District on the boundaries delineated in Appendix 1. The boundaries will be kept under regular review.

#### 2. Membership

- 2.1 Membership shall be drawn from representatives of Cambridgeshire County Council (CCC), Huntingdonshire District Council (HDC) and Town and Parish Councils from the Electoral Division(s) and Ward(s) within the LJC area - such representatives to be determined by each relevant authority.
- 2.2 Members will be appointed by the nominating authorities on an annual basis prior to its first meeting in each Municipal Year. A constituent authority shall not appoint, as a voting Member or substitute, a person who is not a Member of that authority. Membership will cease if, for whatever reason, Membership of the nominating authority ceases.
- 2.3 Each representative will have equal voting rights.
- 2.4 Town and Parish Council substitutes at meetings will be allowed provided the Secretary is informed at least 3 working days prior to a meeting.
- 2.5 Substitutes should be nominated at the same time as the Town and Parish Council representatives and will have the same voting rights as the Member that they replace and will count towards the establishment of a quorum.

#### 3. Functions

- 3.1 The purpose of the LJCs is to enable transparent strategic decision making at a localised level but not to detract from public engagement with Town and Parish Councils who should be the normal point of engagement. In doing so, it will also:
  - (a) engage the public at a more strategic level than Town or Parish Councils;
  - (b) promote and enhance local democracy;
  - (c) facilitate closer working between the three tiers of local government and other public and community services within the LJC area;
  - (d) enable Town and Parish Councils, the County Council, the District Council and the Police and public sector and voluntary sector Partners (including interested Community Groups), where appropriate, to discuss and address issues of current or future concern to the LJC area;

## APPENDIX B

- (e) make plans and related decisions for the LJC area (or constituent parts of the LJC area) based on need/evidence, including community views represented and captured through existing or additional work and virtual social mediums such as 'Shape Your Place';
- (f) undertake or enable consultations (outside of the LJC meeting) to ensure the community is consulted as widely as possible, including organising special public meetings where these are indicated/agreed as being needed in the LJC area (or constituent parts of the LJC area);
- (g) determine expenditure of any delegated budget. This must be spent within policy to improve service standards. It could also be used to support the delivery of service improvements identified in Parish plans or to provide grants to local voluntary organisations;
- (h) provide a reporting mechanism to the Town and Parish Councils in paragraph 2.1 above by requesting them to attend local meetings and scrutinise service delivery within the LJC area - i.e. the LJC's will have a strong role in the performance management of services in local communities;
- (i) act as a decision maker with regard to the local delivery of a range of services and to prioritise resource allocation in their area within existing standards and policy;
- (j) where they cannot be resolved by the LJC, refer matters of concern regarding service to the relevant Overview and Scrutiny Committee/Panel or of policy to Cabinet and for the Chairman to have the right to speak at those bodies of CCC and HDC in order to represent the views of the LJC;
- (k) act as a formal consultation mechanism for CCC, HDC and other public and community services over and above that undertaken with individual Town and Parish Councils;
- (l) facilitate partnership working between the County, District, Town and Parish Councils within an LJC area;
- (m) assist with neighbourhood planning/preparation of community plans/liaison on Parish plans;
- (n) liaise with the Police, Fire, NHS, other public bodies and community groups;
- (o) provide a mechanism to enable Councils to pursue the localism agenda – in the wider sense of organising communities into action as well as acting as a conduit for the upward transmission of views;
- (p) consult on and prioritise any funds that might be devolved relating to the Community Infrastructure Levy and the New Homes Bonus; and
- (q) carry out any functions delegated by CCC and HDC.

In addition to this framework, each LJC will have the freedom to customise or develop their activities according to local need.

**4. Budgets**

4.1 Where the LJC has a delegated budget, its administration will be subject to local authority audit procedures.

**5. Meetings and Chairing of Meetings**

5.1 Each LJC will meet at least two times each year with other meetings being called as necessary with the prior agreement of the Chairman or if more than half the Members of the Committee are in favour.

5.2 The Chairman and Vice-Chairman of an LJC will be appointed annually. The Chairman and Vice-Chairman will be from amongst the membership of the LJC.

5.3 Ordinary meetings will take place in the local area.

5.4 An invitation to attend together with the Agenda for each meeting and the Minutes of the previous meeting will be sent to each Member no less than five working days before each meeting.

5.5 At least ten working days notice will also be given to the public of the time and place of each meeting by posting details at HDC's offices and on its website. Copies of such notice will also be sent to CCC and each Town and Parish Council in the area and will be widely publicised.

5.6 All meetings of the LJC will normally be open to the press and public.

5.7 Members of the public are encouraged to attend LJC meetings, to contribute to discussions and raise issues of local concern. There will be a separate item on the Agenda for each meeting for this purpose. Members of the public who are speaking will be encouraged to be concise and avoid repetition, thereby ensuring sufficient opportunity for others to contribute.

5.8 The Chairman of the LJC may invite any person to attend a meeting for the purpose of making a presentation or participating in discussion on any item relevant to that body's functions.

5.9 Town and Parish Councils are encouraged to receive reports on the work of the LJC.

**6. Public Participation**

6.1 So as to encourage public participation and engagement in the business of the LJC, Members and Officers shall ensure local people are informed, involved and consulted about any issues relevant to the LJC (excluding regulatory matters).

6.2 Each LJC meeting will decide how best to achieve this objective.

**7. Voting**

- 7.1 Any matter will be decided by a simple majority of all voting members of the LJC present at the time the question is put. Any elected Members are entitled to vote at LJC meetings.
- 7.2 In the event of an equality of votes for and against, the Chairman will have a casting vote, but there will be no restriction on how he/she chooses to exercise this right.
- 7.3 Members who are both the relevant District Councillor and County Councillor will have two votes each.
- 7.4 Some decisions will be delegated to an Executive Member of CCC or HDC. In these instances the delegation will remain but the decision maker will take into account the views expressed by the LJC.

**8. Quorum**

- 8.1 The quorum for all meetings will be three Members with voting rights.

**9. Minutes**

- 9.1 The Minutes of all meetings will take the form of a decision list. This will be presented to the Chairman to sign at the next scheduled meeting.
- 9.2 The Chairman will move that the Minutes of the previous meeting be signed as a correct record and no discussion shall take place on their content except with regard to their accuracy.

**10. Secretary**

- 10.1 Secretarial functions will be shared between the Members of the LJC.
- 10.2 The responsibilities of the Secretary in respect of the business of the LJCs will be to ensure meetings are serviced and also specifically:
  - (a) to provide advice and support to Members in relation to the conduct of meetings;
  - (b) to liaise with the Chairman, other Members and District and County support Officers to identify the matters to be included on the Agenda for each meeting; and
  - (c) to produce a decision list following the deliberations of each meeting and circulate this to all participants within ten working days of the meeting.

**11. Officer Support**

- 11.1 CCC and HDC will both provide Officer support for each LJC.
- 11.2 The duties of the Officers in respect of the business of LJCs will be:

## APPENDIX B

- (a) to assist the Chairman to set the Agenda for each meeting;
- (b) to collate and dispatch all relevant papers and publicise the date, time and venue for each meeting;
- (c) to ensure that, where appropriate, reports are produced and that all Members, Officers and Partners who are invited to meetings are aware of the purpose of their attendance;
- (d) to provide general advice and support to Members;
- (e) to support the Chairman and Members in engaging and consulting local residents;
- (f) to ensure that all necessary actions are taken promptly to implement decisions;
- (g) to monitor the implementation of decisions and report back to the community and, where appropriate, refer any decision to CCC, HDC, Partner or Town and Parish Council bodies for further consideration;
- (h) to circulate details of actions taken in advance of the next meeting; and
- (i) to produce a schedule of dates and venues for meetings.

### **12. Conduct at Meetings**

- 12.1 High standards of conduct are expected from the representatives of public sector and voluntary sector organisations at LJC meetings. Elected Members must abide by the Members Code of Conduct of their respective authority when engaged in the business of the LJCs. They should apply the rules concerning the declaration of interests at LJC meetings.
- 12.2 Where it is clear that a decision in which a Town or Parish representative has such an interest in a matter likely to arise at a particular meeting, the substitute Member (with no interest to declare) may attend that LJC meeting or a part of the meeting in his/her place.
- 12.3 Where a Town or Parish Council Member of the LJC has failed to attend 2 consecutive LJC meetings, the seat will be declared vacant. In the event of the vacancy occurring in respect of one of the authorities listed in section 2 above, another representative will be appointed to sit on the LJC by the relevant authority.
- 12.4 Members of the public speaking at LJC meetings should not engage in personal criticism or slanderous comment or use the LJC as a means of pursuing personal objectives.

### **13. Expenses**

- 13.1 Voting Members and substitutes shall be entitled to recover from the nominating authority by which they are appointed any expenses they incur in connection with the discharge of the LJCs functions (for example travel expenses) according to their authority's own policy.

**14. Review**

14.1 This Constitution may be reviewed should local needs require it.

**15. Interpretation**

15.1 The decision of the Chairman on the interpretation of this Constitution shall be final.