

## **Appendix A**

### **Terms of Reference for the District Joint Committee of the 7 Lincolnshire District Authorities**

#### **1. Membership of the District Joint Committee**

The following Local Authorities, hereafter known as the “non-constituent authorities” are specified as those which are to form the District Joint Committee;

Boston Borough Council  
City of Lincoln Council  
East Lindsey District Council  
North Kesteven District Council  
South Holland District Council  
South Kesteven District Council  
West Lindsey District Council

#### **2. Purpose and Scope**

The purpose of the District Joint Committee is to establish a collaborative platform for coordination among the non-constituent authorities to represent their interests on the Greater Lincolnshire Mayoral Combined County Authority (MCCA). The District Joint Committee will nominate 4 district member representatives to participate in meetings of the MCCA on a rotation basis. It seeks to enhance efficiency, effectiveness and accountability in the delivery of services and policies within the MCCA and will promote the shared interests of the authorities for the benefit of Greater Lincolnshire.

The District Joint Committee shall have the following scope:

- a) To exercise oversight of the initial formulation and development of the MCCA,
- b) To approve or adopt any policy as required by the MCCA,
- c) To facilitate joint decision making on matters defined within the MCCA’s remit,
- d) Where appropriate to oversee the implementation of shared initiatives and policies,
- e) Encourage, promote and enable dialogue and cooperation between the 7 non-constituent authorities,
- f) To nominate 4 non-constituent members for a two-year term of office to participate in the MCCA, such members to reflect the view and position of the 7 District Authorities in their entirety.
- g) To nominate members to the MCCA’s Overview and Scrutiny Committee, and Audit Committee in line with the MCCA’s requirements for those committees,

- h) To consider any matters being discussed/proposed/implemented by the MCCA and provide collective feedback to the MCCA
- i) To approve appointment and/or representation of a Member(s) on external bodies or groups where appropriate

### 3. Membership and Substitutes

The Joint Committee shall consist of representative members from each non-constituent authority with the aim of creating comprehensive representation. The membership shall include 1 member from each authority, such member being the Leader of that Authority. In the absence of the representative member, each Leader of that authority may appoint one substitute member to attend on their behalf.

### 4. Chairperson and Vice Chairperson

The District Joint Committee shall elect a Chairperson and Vice-Chairperson from amongst its members during the initial meeting for a two-year term of office. Subsequent elections of Chairperson and Vice-Chairperson shall be held every two years for a two-year term of office.

The Chairperson and Vice-Chairperson, upon election to their respective office, will each automatically be designated one of the District Council's four seats as non-constituent members on the MCCA.

### 5. Democratic Administration and Standing Orders

The democratic administration will be agreed at the formation of the Joint Committee and shall be provided by West Lindsey District Council.

The Standing Orders for the Joint Committee are at Appendix 1.

### 6. Frequency and Quorum of Meetings

The frequency of meetings shall be determined by the District Joint Committee at its initial meeting and shall where possible align with the meeting cycle of the MCCA.

#### Quorum

A quorum of 4 members is required for the Joint Committee to conduct its business.

### 7. Decision Making and Voting

The District Joint Committee should in the first instance seek consensus but if that is not reached matters will be decided through voting. Each member shall have one vote and decisions determined by a simple majority.

If there are equal numbers of votes, the Chairperson shall exercise a second, casting vote.

#### 8. Access to Information

As this Joint Committee is formed pursuant to the provisions of section 101 Local Government Act 1972, the usual arrangements relating to access to information requirements will apply.

#### 9. Expenses

Member expenses shall be sought through their respective authorities pursuant to the usual processes and procedures.

#### 10. Review and Amendments

These terms of reference shall be periodically reviewed by the Joint Committee to ensure they remain fit for purpose and complement the evolving circumstances of the MCCA.

Any amendments to these terms of reference will be subject to the governance arrangements of the respective non-constituent authority.

The Joint Committee may make Standing Orders for the regulation of the proceedings of Joint Committee and may vary or revoke any such Orders.

Effective Date xxxxxxxx