

Appendix 4 – Joint Arrangements

1. The County Council has established the joint arrangements described below and for this purpose has joined in appointing the following Joint Committees:

Norfolk Joint Museums Committee
Norfolk Records Committee
The Eastern Shires Purchasing Organisation
PATROL
Norfolk Parking Partnership
The LGPS ACCESS Joint Committee
Transforming Cities Joint Committee
Eastern Inshore Fisheries Company

each of which exercise functions of the County Council under Section 101(5) of the Local Government Act 1972.

2. The membership, terms of reference and functions of the Joint Committees and the rules governing the conduct and proceedings of their meetings and the public's right of access to these meetings are set out below:

3. **Norfolk Joint Museums Committee**

3.1 Membership

Norfolk County Council
Breckland District Council
Broadland District Council
Great Yarmouth Borough Council
King's Lynn Borough Council
North Norfolk District Council
Norwich City Council
South Norfolk District Council

The County Council appoints 9 members, Norwich City Council 3 members and the remaining Councils 1 member each.

This Committee has also established Area Committees for Breckland, Great Yarmouth, King's Lynn and West Norfolk, North Norfolk and Norwich, each with a constitution and terms of reference to be such as the Joint Committee and the Councils may agree. In default of agreement, the constitution shall consist of 4 County Councillors and 4 members appointed by the relevant District Council. The Area Committees have power to co-opt up to 5 non-voting members.

3.2 Terms of Reference

The Joint Museums Committee is responsible for:

- monitoring the effective operation of the Norfolk Museums and Archaeology Service within the available budget;
- advising all the participating Councils on the strategic framework for museums and archaeology in Norfolk;
- agreeing policies for the Norfolk Museums and Archaeology Service in accordance with national and local guidelines;
- acting as a forum for developing future strategy;
- agreeing the service plan in the light of the available annual budget; and
- receiving the minutes of the Norfolk Museums and Archaeology Service Board for information;

The Area Committees shall:

- provide a detailed view of local museums and archaeological issues;
- agree the local service plan within the available budget and county-wide service plan;
- advise on the terms of any Service Level Agreement (SLA) with Norfolk Museums and Archaeology Service;
- monitor the local SLA;
- recommend proposals to the Joint Committee, e.g. museums development projects; and
- agree an area museum strategy within the context of an approved Norfolk Museums and Archaeology Service strategy as far as possible to be consistent with and complementary to all other relevant strategies, e.g. heritage, leisure, tourism, arts, economic development;

3.3 Functions

The Joint Museums Committee exercises the functions of the participating local authorities under Section 12 of the Public Libraries and Museums Act 1964 with regard to the provision and maintenance of museums and art galleries in their areas, except to the extent specifically provided for in the current agreement constituting the Committee dated 6 January 1999.

The functions of the Area Committees are set out under (ii) above.

3.4 Rules governing the conduct and proceedings of meetings

The conduct and proceedings of meetings of the Joint Museums Committee are governed by the rules relating to meetings of County Council Committees (see Appendix 8).

The standing orders of the relevant District Council apply to meetings of the Area Committees.

3.5 Rules relating to access to meetings

The right of the public to attend meetings of the Joint Museums Committee are set out in the Access to Information Procedure Rules in Appendix 13.

Rights of the public to attend meetings of the Area Committees are governed by the rules of the relevant District Councils.

4. Norfolk Records Committee

4.1 Membership

Norfolk County Council
Breckland District Council
Broadland District Council
Great Yarmouth Borough Council
King's Lynn Borough Council
North Norfolk District Council
Norwich City Council
South Norfolk District Council

The County Council and the City Council appoints 3 members each and the remaining District Councils 1 member each.

There are also non-voting members as follows:

Custos Rotolorum
A representative of the Bishop of Norwich
A representative of the Norfolk Records Society
3 co-opted members.

4.2 Terms of Reference

The Norfolk Records Committee has the responsibility for carrying out the functions of the participating local authorities under the Local Government (Records) Act 1962 and for the control of the Norfolk Records Office with a view to ensuring as far as possible that:

- (a) storage and maintenance facilities are provided to it for archives relating to or deriving from the areas of the participating local authorities; and
- (b) there is at the Record Office an adequate means of reference to the archives and facilities are provided for the public to inspect and take copies of deposited documents

4.3 Functions

The Norfolk Records Committee exercises functions of the participating local authorities under the Local Government (Records) Act 1962.

4.4 Rules governing the conduct and proceedings of meetings

The conduct and proceedings of meetings of the Norfolk Records Committee are governed by the rules relating to the meetings of County Council Committees (see Appendix 8).

4.5 Rules relating to access to meetings

The rights of the public to attend meetings of the Norfolk Records Committee are set out in paragraph 2 of the Access to Information Procedure Rules in Appendix 8.

5. Eastern Shires Purchasing Organisation (ESPO)

5.1 Membership

Cambridgeshire County Council
Leicestershire County Council
Lincolnshire County Council
Norfolk County Council
Peterborough City Council
Warwickshire County Council

each represented at meetings of ESPO's Management Committee by 2 members.

5.2 Terms of Reference

The objectives of ESPO are:

- (a) to improve the purchasing performance of its customers by making available to them a comprehensive professional purchasing service.
- (b) to maintain effective, efficient and commercially viable arrangements for the supply of goods and services by:
 - i. negotiating terms for the supply of goods, materials and specialist services;
 - ii. purchasing, storing and distributing items in common use where this is practicable and cost effective;
 - iii. advising on standards, specifications, etc and such matters as EU procurement legislation;
 - iv. providing professional and technical expertise;
 - v. providing specialist services as required;
 - vi. investigating areas for joint purchasing.
- (c) to achieve overall cost savings for member Councils by providing customers with a simple, effective system for the supply of goods whilst preserving full public accountability.

5.3 Functions

ESPO exercises the functions of the participating local authorities associated with the purchase and supply of goods, materials and services.

5.4 Rules governing the conduct and proceedings of meetings

The rules of the Council which services ESPO apply. The servicing Council is currently Leicestershire County Council.

5.5 Rules relating to access to meetings

The rules contained in Part VA of the Local Government Act 1972 apply.

6. Parking and Traffic Regulation Outside London Adjudication Joint Committee (PATROL)

6.1 Membership

The membership comprises a number of parking authorities across the country, including the County Council and Norwich City Council. The list of members grows as other parking authorities join this scheme. Each participating authority is represented at meetings of the Joint Committee by one representative.

6.2 Terms of Reference

The objective of PATROL is to achieve:

- (a) a fair parking adjudication service for Appellants including visible independence of Adjudicators from the parking authorities in whose areas they are working;
- (b) consistency of adjudication across the service;
- (c) a cost effective and equitable adjudication service for all parking authorities in England and Wales in relation to whose area the Secretary of State has made an Order under paragraph 1(1) and 2(1) of Schedule 3 to the Road Traffic Act 1991;
- (d) flexibility to deal with a wide range of local authorities with varying levels of demand for adjudication.

6.3 Functions

The general function of PATROL is to provide an adjudication service for parking authorities who have obtained Orders from the Secretary of State which decriminalise parking enforcement arrangements within their area. In this respect, NPASJC has a range of specific functions which are detailed in the Agreement constituting it.

6.4 Rules governing the conduct and proceedings of meetings

These are set out under Schedule 5 of the Memorandum of Participation in PATROL to which the Council is a party.

6.5 Rules relating to access to meetings

The rules contained in Part VA of the Local Government Act 1972 apply.

7. Norfolk Parking Partnership Joint Committee

7.1 Membership

Norfolk County Council
Great Yarmouth Borough Council
King's Lynn and West Norfolk Borough Council
South Norfolk District Council

Each Council shall be represented by one member, appointed by the respective Council. The Chair of the Joint Committee shall be the member for the County Council.

7.2 Roles and Responsibilities

The detailed roles and responsibilities are set out in the Joint Committee's Terms of Reference. They include:

- To carry out through the Councils the functions as laid down in the legal Agreement for the Joint Provision of Civil Parking Enforcement Services and the Functions currently in force.

7.3 Scrutiny Arrangements

Each Council will undertake its own scrutiny role, as appropriate.

7.4 Administration

Meetings of the Joint Committee shall be held in public and its agendas and minutes will be published in accordance with the County Council's usual procedures.

8. LGPS Access Joint Committee

8.1 Membership

Norfolk County Council
Cambridgeshire County Council
East Sussex County Council
Essex County Council
Hampshire County Council
Hertfordshire County Council
Isle of Wight Council
Kent County Council
Northamptonshire County Council
Suffolk County Council
West Sussex County Council

Each Council should be represented by one member of the respective Council. In Norfolk's case this will normally be the Chair of the Pensions Committee

8.2 Roles and Responsibilities

These are set out in the Joint Committee's terms of reference contained in the Inter-Authority Agreement. They include procuring and managing an operator, appointing professional advisors and making recommendations to the Councils concerning Pool Assets

8.3 Administration

The Constitution of the Joint Committee is set out in the Inter-Authority Agreement entered into in July 2017.

9. Transforming Cities Joint Committee

9.1 Membership

Norfolk County Council
Norwich City Council
Broadland District Council
South Norfolk District Council
New Anglia LEP (private sector representative from the LEP Board with a Greater Norwich connection)

The County Council appoints 4 members (one of whom will be the Cabinet Member with responsibility for transport), Norwich City Council 2 members and the remaining bodies 1 member each.

9.2 Roles and Responsibilities

The Joint Committee shall:

- Make recommendations to the County Council's Cabinet on funding bids, including business cases
- Ensure that schemes are developed which deliver the objectives agreed as part of any business cases
- Ensure schemes are delivered within the available funding

9.3 Administration

Meetings of the Joint Committee are governed by the rules relating to meetings of Norfolk County Council Committees. Meetings of the Joint Committee shall be held in public and its agendas and minutes will be published in accordance with the County Council's usual procedures.