

 REPORT TO EXECUTIVE			
PORTFOLIO AREA: ALL PORTFOLIO AREAS			
Date of Meeting:		28 APRIL 2003	
Public			
Key Decision:	No	Recorded in Forward Plan:	No
Inside/Outside Policy Framework			

Title: **PROPOSED JOINT ARRANGEMENTS WITH EDEN DISTRICT COUNCIL**

Report of: **HEAD OF LEGAL AND DEMOCRATIC SERVICES**

Report reference: **LDS.25/03**

Summary:

Further to the decision of the Executive on 3 March last, there is attached to this Report the proposed terms of reference for the Joint Body to be established with Eden District Council to facilitate discussions on matters of mutual interest. It is proposed that the Leader will incorporate the Terms of Reference in his Scheme of Delegation dealing with "Joint Arrangements and Consultative Arrangements".

Recommendations:

That the proposed terms of reference be noted.

Contact Officer: John Egan

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1. CONSULTATION

The Town Clerk and Chief Executive is consulting with his counterpart at Eden in respect of the proposed terms.

2. RECOMMENDATIONS

That the proposed terms of reference be noted.

3. REASONS FOR RECOMMENDATIONS

To implement the decision of the Executive made on 3 March 2003.

4. IMPLICATIONS

- Staffing/Resources –

It is proposed that the Head of Legal and Democratic Services will act as secretary to the joint body.

- Financial –

None at this stage.

- Legal –

Incorporated into this report

- Corporate –

None.

- Risk Management –

No additional risks are anticipated.

- Equality Issues –

None anticipated.

- Environmental –

None anticipated.

- Crime and Disorder –

None anticipated.

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THE CARLISLE AND EDEN ADVISORY COMMITTEE

1. Name of the Committee

1.1 The Committee shall be known as the Carlisle and Eden Advisory Committee.

2. Terms of Reference

2.1 The Carlisle and Eden Advisory Committee (CEAC) is an advisory committee established by Carlisle City Council ("Carlisle") acting through its Executive and Eden District Council ("Eden") under the provisions of Section 102(4) of the Local Government Act 1972 and the Local Authorities (Arrangements for the Discharge of Functions) (England) Regulations 2000 (as amended).

2.2 The CEAC has been established for the purpose of advising both Carlisle's Executive and Eden on any matter falling within the respective responsibilities of those two bodies which might be brought forward by either of them from time to time.

2.3 The CEAC will provide a forum for the discussion, by mutual consent, of matters of joint interest in respect of any of the functions of Carlisle's Executive and Eden so as to promote closer co-operation and working between the two Authorities.

2.4 The CEAC will be advisory only and will make any recommendations which it considers to be appropriate to Carlisle's Executive and Eden for consideration by those two bodies.

3. Membership

3.1 The Members of the CEAC shall consist of four elected Members for the time being of Carlisle and four elected Members of Eden. The Carlisle Members shall all be Members of Carlisle's Executive and shall be appointed by Carlisle's Leader from time to time. The Eden Members shall all be Members of Eden and shall be appointed by Eden from time to time. Both Carlisle and Eden shall be entitled to appoint substitutes for their respective Members of CEAC.

4. Consultation

4.1 The CEAC shall have power to consult Parish Councillors and representatives of other bodies or organisations having an interest in any matters falling within the jurisdiction of the CEAC as it thinks fit.

5. Cessation of Membership

5.1 Should any Member cease to be a Member of Carlisle's Executive or of Eden, they shall also cease to be a Member of the CEAC, with a proviso that a Member of a Local Authority shall not be deemed to have ceased to be a Member of the Authority by reason of retirement if he or she has been re-elected a Member thereof not later than the day of his or her retirement.

6. Chairmanship and Voting

6.1 The Chairmanship of the Committee shall rotate so that when meetings of the Committee are held in Carlisle the meeting will be chaired by a Carlisle Member and when meetings are held in Eden the meeting will be chaired by an Eden Member. Usually decisions will be reached by consensus. In the event of a need for a vote, Members of Carlisle and Eden will vote separately, and there will need to be a majority of each side for a recommendation to be carried.

7. Quorum

7.1 There shall be a quorum of the CEAC of at least three Members from Carlisle's Executive and three Members from Eden.

8. Frequency of Meetings

8.1 The CEAC shall meet at intervals of no less than one meeting every three months, but an extraordinary meeting of the Committee may be called at any time with the agreement of the Chairman and Vice-Chairman.

9. Venue of Meetings

9.1 Unless otherwise determined by the Committee, the venue for meetings of the CEAC will rotate between the Civic Centre, Carlisle, and The Town Hall, Penrith CA11 7QF.

10. Allowances to Members

10.1 The payment of travel, subsistence and any other allowances to Members of the Committee shall be a matter to be determined by Carlisle and Eden in respect of their Members appointed to the CEAC.

11. Reference of Minutes

11.1 The Minutes and recommendations of the CEAC shall be submitted both to Carlisle's Executive and to Eden as a matter of course.

12. Secretariat

12.1 The Head of Legal and Democratic Services of Carlisle City Council shall act as Secretary to the CEAC.