

## Appendix 1

### Overview of Joint Working Agreement and Schedules

#### Joint Working Agreement

The Joint Working Agreement (“JWA”) commenced on 16 October 2018 and is a commitment between Cambridgeshire County Council (“CCC”) and Peterborough City Council (“PCC”) to identify ways of working together through the combination, sharing and closer integration of services to develop and enhance service delivery, build resilience, and achieve future efficiencies. Principles and protocols are identified within the JWA and govern the way in which CCC and PCC identify and integrate their services. This includes a Sovereignty Guarantee designed to protect the separate legal and political identities of each Council.

#### Schedule 1 – Definition and Interpretation

Sets out definitions used throughout the JWA.

#### Schedule 2 – Aims, intended outcomes and principles

Summarises the commitment by CCC and PCC to explore the merits of shared and integrated services. The aim is to save money, increase resilience and manage the increasing demand on Council services. The overarching objectives are to identify and maximise opportunities in the following areas:

- sharing corporate and transactional functions
- reducing leadership costs through further opportunities for shared roles
- combining the expertise of both councils and other partners to bring wider solutions to the same demand and resource challenges
- maximising purchasing power – joint commissioning of services to increase purchasing leverage and achieve best value
- maximising return from assets and commercial activity; and
- building resilience, increasing efficiency and reducing duplication through shared teams, shared systems and processes

#### Schedule 3 – section 113 Agreement

Identifies the mechanism by which CCC and PCC may share defined posts in accordance with s.113 of the Local Government Act 1972.

#### Schedule 4 – HR protocol

The purpose of the HR protocol is to set out how employment issues will be dealt with in services where staff from each of the two Councils are working together in combined teams and in particular, where the staff are managed by an employee of one of the two Councils or other partners. This protocol is designed to provide clarity about what working in a combined team means, and how a combined team will be created from an employment perspective.

#### Schedule 5 – Financial protocol

As part of the Councils’ wider commitment to combination, integration and joint working, the financial protocol established the principles of how the financial relationship between the Councils will work.

#### Schedule 6 – Information Sharing protocol

This protocol ensures that information is being shared appropriately and lawfully between PCC and CCC as well as parties contracted by the two Councils. The document establishes consistent principles and practices to govern any sharing of personal and non-personal information.

#### Schedule 7 – Technology Sharing Protocol

This protocol sets out the relevant obligations of each Council when sharing technology. Both Councils share an IT & Digital Service, and this service manages the technology and systems requirements for IT proposals within any shared service/combined team under the JWA. This protocol identifies principles for the IT & Digital Service to manage all projects.

#### Schedule 8 - Governance Arrangements

It is here that governance principles underpinning the JWA are set out and the schedule outlines where and how decisions about the shared services and joint working will be made, the requirement for accountability by each Council, the roles and responsibilities of the Shared Services Governance Group and how the work is being managed.

### **Schedule 9 - Sovereignty Guarantee**

This protects the separate legal and political identities of each Council and identifies principles to safeguard the local autonomy of each Council, including:

- Each Council will retain its own constitution, setting out how it makes decisions, organises scrutiny and delegates authority.
- Each Council will continue to set its own council tax and publish its own budget and accounts.
- Each Council will continue to be able to set out its own spending priorities.
- There will be no change in the name of either Council.
- Each Council will be able to set its own policy for how services are delivered but will commit to joint policy design for any work in the Shared Service Programme.
- The Councils will commission services from contractors, voluntary bodies and others together, but can also decide to commission, or grant aid, on their own.
- A commitment to shared learning, innovation and value for money.