

**TERMS OF REFERENCE
SHROPSHIRE LOCAL JOINT COMMITTEES
TASK AND FINISH GROUP
NOVEMBER 2017**

1. What is the broad Topic area?	
	Shropshire Local Joint Committees (LJCs)
2. What is the specific Topic area?	
	<p>Shropshire Council's future approach to joint local governance with a focus on LJCs as the current approach. Options are –</p> <ul style="list-style-type: none"> • LJCs are removed from Shropshire Council's Constitution and the delivery of meetings stop, • LJCs continue without change • LJCs continue with redesigned delivery and purpose that reflects current circumstances <p>To inform this work the current design and the delivery of LJCs and their meetings should be understood.</p> <p>Specifically –</p> <ul style="list-style-type: none"> • The current purpose of LJCs, e.g. do they contribute to the delivery of localism in Shropshire • How LJCs are currently being delivered, e.g. meeting regularity, the balance between public and working forums, the theme and content of meetings • The role of Neighbourhood Forums (NFs), where these exist • LJC geographies and their alignment with Place Plan geographies • Membership • Local identity of individual LJCs – their name and leadership roles • Role of the Community Enablement Team as facilitators of LJCs and NFs
3. What are the ambitions for the review?	
	<p>To review the current design and delivery of the LJCs and use the evidence gathered to make a recommendation on whether they should continue or not.</p> <p>If the recommendation is to continue, make further recommendations on the future design and delivery of the LJCs</p> <p>If the recommendation is to cease, to design the withdrawal of the LJCs without undue impact on Shropshire Council members, town and parish councils, co-opted members or local residents.</p> <p>To recommend how Shropshire Council should be working with partners, specifically town and parish councils to enable shared engagement, communications, accountability and governance within communities.</p>
4. How well do we perform at	

the moment?	
<ul style="list-style-type: none"> • What do we know already? 	<p>Local Joint Committees (LJCs) have been meeting and providing a forum for public engagement since 2009 and provide the structure for local partnership working and locality commissioning. There are now 23 LJCs across Shropshire organised and facilitated by the Community Enablement Team with some support from Legal & Democratic Services.</p> <p>The core membership of the LJCs as stated in the Constitution is Shropshire councillors and town or parish councillors. Representatives of local organisations can be co-opted into membership but do not have voting rights</p> <p>Currently, the LJC Constitution states that each LJC will hold a minimum of 2 public meetings each year and can organise as many as desired over and above this number. Each public meeting is preceded by a planning/working meeting and many LJCs are choosing to hold a greater number of working meetings than public meetings to benefit from meeting as a place based partnership working through specific issues</p> <p>Changes were last made to LJC geographies in December 2014 and these went some way to align LJC and Place Plan area boundaries. These changes also saw a reduction in the number of LJCs through the conversion of some to Neighbourhood Forums and the merging of others.</p> <p>From 2009 to 2014 each LJC had its own grant funding budget and received applications from voluntary and community groups in its area that members considered and made recommendations on.</p> <p>A number of LJCs currently oversee the locality commissioning of youth activities – making recommendations and monitoring delivery alongside CEOs acting as commissioners.</p> <p>Across the county there is now a range of approaches to the design and delivery of LJCs and local evolution has resulted in them looking very different from area to area. In some cases the LJC Constitution is not being adhered to.</p>
<ul style="list-style-type: none"> • What will we look at? 	<p>How the current delivery of LJCs reflects their Constitution, e.g.</p> <ul style="list-style-type: none"> • in their purpose • in their planning and public meeting design and delivery • in their membership • <p>The impact and usefulness of LJCs –</p> <ul style="list-style-type: none"> • on Shropshire Council • on Shropshire Council members • on town and parish councils • on local communities <p>The examples of LJCs evolving into Neighbourhood Forums The current organisational arrangements The opportunities that exist for LJCs to take on new and different roles</p>
<ul style="list-style-type: none"> • What evidence do we need? 	<p>The detail of the current LJC Constitution The history of LJCs as they have evolved over the last 9 years Details of how each LJC is currently being delivered The views of LJC members, i.e. Shropshire Council members, town</p>

	and parish councillors, on the current and future role of LJCs Examples of joint local governance from other local authorities.															
5. Who will we consult with?																
<ul style="list-style-type: none"> • Co-optees • Expert/specialists? (Internal or External) • Member(s) of the public • Service user(s) • Other 	<p>Shropshire Council members Town and Parish Councils members SALC Shropshire Council officers, e.g. Community Enablement Officers, Legal & Democratic Services officers Individuals and organisations co-opted on to local LJCs</p>															
<ul style="list-style-type: none"> • Site visits or visits • Visits to other organisations • Survey • Focus Groups/Workshops • Mystery shopper • Witness evidence • Desktop research • Exhibitions • Other 	<p>Desktop research Survey work - questionnaires and interviews with LJC stakeholders Witness evidence at a Task & Finish Group workshop</p>															
7. What other help do we need? e.g. training / development / resources																
	N/A or otherwise to be confirmed															
8. How long should the review take?																
	<p>A suggested timetable is provided below:</p> <table border="1"> <tr> <td>27 November 2017</td> <td>Confirm scope and terms of reference for Task & Finish Group</td> <td>Communities Scrutiny Group</td> </tr> <tr> <td>Late January 2018</td> <td>Develop recommendations for the future of LJCs</td> <td>1 day intensive Task & Finish group workshop</td> </tr> <tr> <td>February 2018</td> <td>Confirm recommendations of Task & Finish Group</td> <td>Communities Scrutiny Committee</td> </tr> <tr> <td>March/April 2018</td> <td>Confirm recommendations</td> <td>Cabinet</td> </tr> <tr> <td>May 2018</td> <td>Implement recommendations</td> <td>Legal & Democratic Services Community Enablement Team Shropshire Council members Town and parish councils</td> </tr> </table>	27 November 2017	Confirm scope and terms of reference for Task & Finish Group	Communities Scrutiny Group	Late January 2018	Develop recommendations for the future of LJCs	1 day intensive Task & Finish group workshop	February 2018	Confirm recommendations of Task & Finish Group	Communities Scrutiny Committee	March/April 2018	Confirm recommendations	Cabinet	May 2018	Implement recommendations	Legal & Democratic Services Community Enablement Team Shropshire Council members Town and parish councils
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9. What will the key outcomes be?																
	<ul style="list-style-type: none"> • A shared understanding of the current purpose, design and delivery of Shropshire's LJCs • A shared understanding of the views of LJC stakeholders • A shared vision of what Shropshire Council's future approach to joint local governance should be. 															

	<ul style="list-style-type: none">• A recommendation on whether the council should continue to deliver LJsCs, if so, what their purpose and design would be and if not, what Shropshire Council's future approach to joint local governance should be.
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