

Orbis Joint Committee Terms of Reference

1. Membership:

- a. The Joint Committee shall comprise of Members appointed by the Councils (Currently Brighton & Hove City Council, East Sussex County Council and Surrey County Council.) Each Council shall appoint two Members to the Joint Committee in accordance with the governance arrangements of each Council.
- b. Each Council's Leader (or in the case of Brighton & Hove City Council, the Council) may appoint two substitute Members to attend meetings of the Joint Committee, should an appointed member of the Committee be unavailable or unable to attend a meeting of the Joint Committee. A substitute Member attending in the absence of an appointed member will have full voting rights.

2. Terms of Reference:

The terms of reference of the Joint Committee are to oversee and to improve delivery of the Services for the benefit of each participating Council, and in particular to:

- Recommend proposals to meet the annual budget for Orbis, set by each of the Councils
- Approve the Orbis Business Plan and performance measures
- Monitor the Orbis Business Plan and performance of Orbis
- Make recommendations to the constituent authorities regarding revisions to the Terms of Reference of the Orbis Joint Committee

3. Meetings of the Committee:

- a. The Joint Committee shall hold meetings two times a year unless otherwise determined by the Joint Committee. The venue for the meetings will be determined by the Councils on an alternate basis.
- b. The Joint Committee may in every year hold any additional meetings it determines necessary.

4. Standing orders

- a. The standing orders of ESCC, BHCC and SCC will apply to meetings of the Committee in accordance with the venue of the meeting unless otherwise provided for in this agreement.
- b. The quorum for any meeting of the Joint Committee will be three members provided that one member is in attendance from each Council.
- c. The chair of the meeting shall be the member of the Council which is hosting the meeting.

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