

DESCRIPTION OF JOINT ARRANGEMENTS

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

Norfolk Joint Museums Committee
Norfolk Records Committee
Norwich Highways Agency Committee.

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

2. All these Joint Committees exercise functions which are the responsibility of the Cabinet. In addition, the Norwich Highways Agency Committee exercises some functions which are not the responsibility of the Cabinet.
3. 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:-

a) Norfolk Joint Museums Committee

(i) Membership

Norfolk County Council, Breckland District Council, Broadland District Council, Great Yarmouth Borough Council, King's Lynn and West Norfolk 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. The Norwich Museums Area Committee has a membership of 6 County Councillors and 6 members appointed by the City Council, with power to co-opt up to 5 non-voting members.

The Chair and Vice-Chair of the Joint Museums Committee shall be ex-officio, non-voting members of the Area Committees. The Chair and Vice-Chairs of the Area Committees must be voting members of the Joint Museums Committee.

(ii) Terms of Reference

The Joint Museums Committee is responsible for:-

- the effective operation of the Norfolk Museums Service
- advising all the participating Councils on the strategic framework for museums in Norfolk
- agreeing policies for the Norfolk Museums Service in accordance with national and local guidelines
- agreeing an annual budget for the Museums Service

The Area Committees are each responsible for:-

- advising the Joint Committee on museums issues within their area
- agreeing and reviewing on a regular basis a museums strategy for their area
- developing and agreeing a yearly action plan
- advising on the terms of any service level agreement with the Norfolk Museums Service for the provision of museums services within their area

(iii) 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.

(iv) 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 Norfolk County Council Committees.

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

(v) Rules relating to access to meetings

The right of the public to attend meetings of the Joint Museums Committee are set out in paragraph 2 of the Access to Information Procedure Rules of Norfolk County Council.

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

b) Norfolk Records Committee

(i) Membership

Norfolk County Council, Breckland District Council, Broadland District Council, Great Yarmouth Borough Council, King's Lynn and West Norfolk 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.

(ii) 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

(iii) Functions

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

(iv) 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 Norfolk County Council Committees.

(v) 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 of Norfolk County Council.

c) Norwich Highways Agency Committee

(i) Membership

Norfolk County Council and Norwich City Council are each represented by two members. In addition, the Committee will be advised and assisted by three non-voting members from each of the two Councils.

(ii) Terms of Reference

The overall responsibilities of the Norwich Highways Agency Committee are:

- to oversee the operation of the highways and traffic functions delegated to Norwich City Council by the County Council
- to exercise certain functions delegated by the County Council direct to the Joint Committee
- to advise the County Council on various highways and traffic matters in Norwich

(iii) Functions

The Norwich Highways Agency Committee exercises a range of highways and transportation and associated functions of Norfolk County Council. These details are set out in the Agreement constituting the Joint Committee.

(iv) Rules governing the conduct and proceedings of meetings

The rules of the City Council apply to the conduct and proceedings of meetings of the Norwich Highways Agency Committee (see Appendix 1).

(v) Rules relating to access to meetings

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

d) CNC Building Control Consultancy Joint Committee

(i) Membership

Broadland District Council, South Norfolk Council and Norwich City Council are each represented by one Executive or Cabinet member.

(ii) Terms of Reference/Functions

To discharge the Council's building control and related functions as set out in the Joint Agreement for the Provision of Building Control Services.