

## Appendix B

THIS ADDENDUM provides further detail regarding the role of the Lead Authority for the Joint Services Committee established by Bradford, Calderdale, Kirklees, Leeds and Wakefield Councils (“the Councils”).

1. The Councils have entered into a Deed dated 6 September 2004 and varied this on [ ] and this Deed provides a general framework for the operation and management of the Joint Services Committee.
2. The Joint Services Committee has no separate legal identity and therefore with regard to matters requiring the provision of legal identity it is for the Councils to determine appropriate arrangements.
3. The Councils have agreed that Wakefield has been appointed Lead Authority. In this context Wakefield will normally act on behalf of the other Councils where legal status is required.
4. The Councils, in consultation with the Joint Services Committee, will review the arrangements relating to support services from the Lead Authority three years from the commencement of the Deed dated 2022 and every subsequent three years to ensure that the arrangements reflect value for money for all the Councils and the Joint Services Committee.
5. With respect to the provision of Standing Orders, Financial Procedure Rules and Standing Orders for Contracts the Joint Services Committee will use those Standing Orders and Rules currently applying in Wakefield, as suitably adapted and approved by the Joint Services Committee.
6. The staff appointed by the Joint Services Committee to carry out the functions of the Joint Services Committee will be employed by Wakefield and conditions of employment will normally be those applying in Wakefield but Wakefield and the Joint Services Committee will agree arrangements for the local consideration and determination of conditions of employment.
7. **The Lead Authority will:**
  - (1) Provide the Joint Services Committee with appropriately qualified staff to carry out the roles of s151 and Monitoring Officer in relation to the functions exercised by the Committee. The s151 and Monitoring Officers can require the deferral of proposals to incur expenditure or let any contract pending the outcome of a report to the Joint Services Committee.
  - (2) Provide such human resources input as the Lead Authority considers necessary for its role as employer of staff including assistance to monitor the performance of the Director/Lead Officer.
  - (3) Provide an effective Internal Audit service at a level to be agreed between the Joint Services Committee and the s151 Officer including such attendance by Auditors at meetings as shall be necessary.
  - (4) Support the staff at Joint Services to manage administration of the meetings of the Joint Services Committee and any sub-committees.

- (5) Provide effective banking and resource management services on behalf of the Joint Services Committee.
- (6) Chair the Strategic Officer group