



Meeting

NORTH WALES CORPORATE JOINT COMMITTEE

Date and Time

9.30 am, FRIDAY, 17TH JUNE, 2022

Location

Virtual Meeting - For public access to the meeting, please contact us

Contact Point

Annes Sion

01286 679490

(DISTRIBUTED 09/06/2022)

NORTH WALES CORPORATE JOINT COMMITTEE

Council Members

Cllr. Jason McLellan - Denbighshire County Council
Cllr. Llinos Medi Huws - Isle of Anglesey County Council
Cllr. Charlie McCoubury - Conwy County Borough Council
Cllr. Mark Pritchard - Wrexham County Borough Council
Cllr. Ian Roberts - Flintshire County Council
Cllr. Dyfrig L Siencyn - Cyngor Gwynedd

Snowdonia Member

To be confirmed

Chief Officers

Dafydd Gibbard - Cyngor Gwynedd – Corporate Joint Committee Chief Executive
Dylan Williams - Isle of Anglesey County Council
Iwan Davies - Conwy County Borough Council
Neal Cockerton - Flintshire County Council
Graham Boase - Denbighshire County Council
Ian Bancroft - Wrexham County Borough Council
Emyr Williams – Snowdonia National Park Authority

Statutory Officers

Dewi Aeron Morgan – Chief Finance Officer
Iwan G Evans – Monitoring Officer

AGENDA

1. ELECT CHAIR 2022/23

To elect a Chair for 2022/23.

2. ELECT VICE CHAIR 2022/23

To elect a Vice Chair for 2022/23.

3. APOLOGIES

To receive any apologies for absence.

4. DECLARATION OF PERSONAL INTEREST

To receive any declaration of Personal Interest.

5. URGENT BUSINESS

To note any items that are a matter of urgency in the view of the Chair for consideration.

6. MINUTES OF THE PREVIOUS MEETINGS

4 - 10

The Chair shall propose that the minutes of the previous meeting held on 14th and 28th of January 2022 be signed as a true record.

7. CONSTITUTIONAL MATTERS

11 - 15

Dafydd L Edwards, CJC Project Lead Officer, and Iwan Evans, the CJC's Monitoring Officer to present report on Constitutional Matters.

8. PAY POLICY STATEMENT 2022/23

16 - 21

Geraint Owen, Head of Corporate Support, Cyngor Gwynedd to present the pay policy statement for the North Wales Corporate Joint Committee.

9. ORGANISATIONAL STRUCTURE AND STAFFING

22 - 26

Dafydd L Edwards, CJC Project Lead Officer to present the report that deals with (re)appointment of the North Wales Corporate Joint Committee's (CJC) statutory officers, provision of core support services, and arrangements for employing staff to carry out the Planning and Transport duties.

NORTH WALES CORPORATE JOINT COMMITTEE 14/01/22

Present:

Voting Members - Councillors:- Hugh Evans (Denbighshire Council), Llinos Medi Huws (Isle of Anglesey County Council), Charlie McCoubrey (Conwy County Borough Council), Mark Pritchard (Wrexham County Borough Council), Ian Roberts (Flintshire County Council) and Dyfrig Siencyn (Gwynedd Council).

Snowdonia Member: Councillor Annwen Hughes (Snowdonia National Park Authority)

Chief Officers - Annwen Morgan (Isle of Anglesey County Council), Iwan Davies (Conwy County Borough Council), Neal Cockerton (Flintshire County Council), Ian Bancroft (Wrexham County Borough Council), Dafydd Gibbard (Gwynedd Council) and Emyr Williams (Snowdonia National Park).

Officers in attendance - Iwan Evans (Monitoring Officer), Dewi A Morgan (Head of Finance), Dafydd L. Edwards (Lead Officer Joint Committee Project) and Annes Sion (Democracy Team Leader).

1. ELECT CHAIR 2021/22

Resolved to elect Cllr Dyfrig Siencyn as Chair of the Joint Committee.

2. ELECT VICE CHAIR 2021/22

Resolved to elect Cllr Mark Pritchard as Vice-chair of the Joint Committee.

3. WELCOME AND APOLOGIES

Apologies were received from Cllr Wyn Ellis Jones from Snowdonia National Park Authority and it was noted that Cllr Annwen Hughes was present to deputise on his behalf.

4. DECLARATION OF PERSONAL INTEREST

A declaration of personal interest was received from Iwan Evans, Dewi A Morgan and Dafydd Gibbard for Item 6: Appointment of Statutory Officers.

5. URGENT BUSINESS

None to note.

6. APPOINTMENT OF CJC'S STATUTORY OFFICERS

The report was presented by Dafydd L Edwards (Lead Officer Joint Committee Project).

DECISION

To appoint the following Statutory Officers for the North Wales Corporate Joint Committee, effective from 14 January 2022 at least until the arrangements are reviewed in June 2022:

- a) Chief Executive - Dafydd Gibbard (Gwynedd Council)
- b) Chief Finance Officer ('Section 151 Officer') - Dewi Morgan (Gwynedd Council)
- c) Monitoring Officer and Proper Officer - Iwan Evans (Gwynedd Council).

DISCUSSION

The report was submitted noting that Welsh Government legislation established the North Wales Corporate Joint Committee and, consequently, it was noted that the Joint Committee must make appropriate arrangements at its first meeting. It was explained that amongst the first appropriate arrangements, the Joint Committee must appoint its Statutory Officers.

It was explained that the Corporate Joint Committees (General) (No. 2) (Wales) Regulations 2021 require the CJC to appoint three statutory officers, comprising a Chief Executive, a Chief Finance Officer and a Monitoring Officer. It was stated that the Establishment Regulations allow flexibility regarding how the CJC may employ staff i.e. they may be employed directly or it may enter into arrangements with constituent authorities. It was noted that Gwynedd Council already provided the Chief Finance Officer and Monitoring Officer for the North Wales Economic Ambition Board, whose functions could transfer to the Corporate Joint Committee during 2022/23. It was added that Gwynedd Council also already provided the CJC Project Lead Officer.

It was stressed that in order to enable the Corporate Joint Committee to proceed, it was recommended that the statutory officers should be provided by Gwynedd Council for now, while the Corporate Joint Committee was being established, noting that these temporary arrangements may be revised thereafter and present a further report on the possible options for appointment to these roles on a permanent basis.

Observations arising from the discussion

- Gwynedd Council was thanked for taking the role on behalf of the Region.

7. ADOPTION OF CJC'S STANDING ORDERS AND CONSTITUTION

The report was presented by Iwan Evans (Monitoring Officer).

RESOLVED

1. To adopt the Initial Standing Orders for the Corporate Joint Committee and accept the proposed direction for the Constitution.
2. To delegate the power to the Monitoring Officer to make editorial changes to the Standing Orders for their publication and note the need to revisit the Standing Orders once the Government's guidelines have been confirmed.

DISCUSSION

The report was submitted noting that the North Wales Corporate Joint Committee Regulations 2021 required the Joint Committee to make Standing Orders to regulate its proceedings and business. Including the Regulations establishing the CJC on the 1st of April 2021, there were already 3 sets of governance regulations in force. It was added that 2 sets of General Regulations had been adopted with the consultation on the General Regulations (No 3) closed just before Christmas. It was anticipated that the additional Regulations would come into force in the Spring. It was explained that establishing the governance arrangements must respond and develop against a legal situation which was still evolving.

Members were guided through the Standing Orders and it was highlighted that the Membership included the six Constituent Authority Leaders who had power to act on all functions, the Snowdonia National Park Authority representative who had power to act on matters involving the Strategic Development Plan Function only, together with Co-opted Members appointed by the Joint Committee who would have power to act in accordance with the appointment agreement. It was explained that the meetings would be open and the press and public would be given access, and it was added that a calendar of meetings would need to be created. It was highlighted that five members needed to be present to be quorate and the members would need to designate a substitute.

It was explained that, in relation to voting arrangements, a simple majority system would be followed, but that a unanimous vote would be needed in order to determine budget contributions and changes in voting arrangements. It was also noted that a casting vote would not be used other than on Strategic Development Plan matters. It was explained that statements of the decisions would be published but that they would not be subject to calling-in arrangements. However, it was noted that the regulations on overview and scrutiny arrangements were yet to be published and may mean that this could change.

Observations arising from the discussion

- It was enquired how the Joint Committee would create Sub-committees. It was noted that it would be a Joint Committee decision and that Terms of Reference would need to be created for the Sub-committee together with delegated rights.
- It was expressed that having a scrutiny procedure was extremely important and that firm arrangements and development mechanism needed to be in place. It was stressed that the Standing Orders would continue to evolve over time.
- It was emphasised that initial Standing Orders were submitted to the Joint Committee and it was explained that they would be re-submitted to the Joint Committee for further consideration following any adaptations and any developments once further guidelines from Welsh Government had been received.

8. CJC FORWARD WORK PROGRAM

The report was presented by Dafydd L Edwards (Lead Officer Joint Committee Project).

RESOLVED

To approve the North Wales Corporate Joint Committee's Forward Work Programme.

DISCUSSION

The report was submitted noting that the Forward Work Programme acted as a notice of what would be discussed over the coming months. It was noted that the next meeting

would need to approve its budget for 2022/23 by 31 January 2022, in accordance with Welsh Government legislation. It was explained that there were several items to be discussed over the coming months and that the Forward Work Programme would be adapted as time went on.

The meeting commenced at 1pm and concluded at 1:50pm

CHAIRMAN

NORTH WALES CORPORATE JOINT COMMITTEE 28/01/22

Present:

Voting Members - Councillors:- Hugh Evans (Denbighshire Council), Llinos Medi Huws (Isle of Anglesey County Council), Charlie McCoubrey (Conwy County Borough Council), Mark Pritchard (Wrexham County Borough Council), Ian Roberts (Flintshire Council) and Dyfrig Siencyn (Gwynedd Council).

Snowdonia Member: Councillor Wyn Ellis Jones (Snowdonia National Park Authority)

Chief Officers - Marc Jones (Isle of Anglesey County Council), Iwan Davies (Conwy County Borough Council), Neal Cockerton (Flintshire Council), Richard Weigh (Wrexham County Borough Council) and Dafydd Gibbard (Gwynedd Council).

Officers in attendance - Iwan Evans (Monitoring Officer), Dewi A Morgan (Head of Finance), Dafydd L. Edwards (Lead Officer Joint Committee Project) and Annes Sion (Democracy Team Leader).

1. APOLOGIES

Apologies were received from Ian Bancroft (Wrexham County Borough Council) and it was explained that Richard Weight was deputising. It was noted that Annwen Morgan (Isle of Anglesey County Council) had sent apologies but that Marc Jones was deputising for her, and an apology was received from Emyr Williams (Snowdonia National Park Authority).

2. DECLARATION OF PERSONAL INTEREST

No declarations of personal interest were received.

3. URGENT BUSINESS

None to note.

4. NORTH WALES CORPORATE JOINT COMMITTEE 2022/23 BUDGET AND LEVY ON CONSTITUENT AUTHORITIES

The report was presented by Dafydd L Edwards (Lead Officer Joint Committee Project).

DECISION

To confirm the Budget of no expenditure for 2021/22 and therefore no levy will be charged.

To approve the Budget for 2022/23 for the North Wales Corporate Joint Committee (CJC) as presented in the appendix, with totals:

- Strategic Planning £87,950 (vote 1)

- Other Functions of the CJC including Transport £274,310 (vote 2)

To approve the levy on the constituent authorities, allocated based on the relevant population, with the amounts as presented below:

- Strategic Planning (vote 3)
- Other Functions (vote 4)

| | Strategic Planning £ | Other Functions £ | Total Levy £ |
|-----------------------------------|----------------------------|----------------------|--------------------|
| Conwy County Borough Council | (14,270) | (46,220) | (60,490) |
| Denbighshire Council | (12,030) | (37,530) | (49,560) |
| Flintshire County Council | (19,700) | (61,450) | (81,150) |
| Gwynedd Council | (13,090) | (48,910) | (62,000) |
| Isle of Anglesey County Council | (8,750) | (27,290) | (36,040) |
| Wrexham County Borough Council | (16,970) | (52,910) | (69,880) |
| Snowdonia National Park Authority | (3,140) | | (3,140) |
| Total Levy | (87,950) | (274,310) | (362,260) |

DISCUSSION

The report was submitted, noting that it was a statutory requirement for the Corporate Joint Committee to approve its budget for its first financial year, namely 2022/23, by 31 January 2022. It was noted that there was a need for an early decision to place a levy on county councils before they set their own budgets.

It was noted that the budget was based on the 'initial functions' of the Joint Committee and the two statutory projects were highlighted. It was explained that the Regional Transportation Project needed to be completed by July 2023, whilst the second strategic plan, the Strategic Development Plan, had a longer timeframe. It was noted that the budget reflected this timetable.

It was added that the budget for this year continued to keep the Economic Ambition Board's budget separate to that of the Joint Committee. It was explained that this was despite the six authorities having agreed in principle to transfer the NWEAB to the Joint Committee in time, but that a definite governance agreement needed to be agreed.

Attention was drawn to the budget headings, noting under the employee budget that it was based on the minimum number of staff to generate the work for the plans. It was explained that more officers would be needed ultimately but that a minimum would be funded in the short-term. In terms of the Regional Transportation Plan, it was noted that a sum of money was included for consultants. It was stressed that consultants would need to be appointed in order to progress the work if the work is to be produced by July 2023.

It was noted that the budget had been created jointly with the Treasurers of all authorities and was noted based on a practical minimum, and it was hoped that it would not be necessary to introduce a supplementary budget this year. It was added that the contributions of all authorities

were based on the proportion of the population.

Observations arising from the discussion

- It was noted that it was understood why the decision was sought for this item, and it was asked if the members had delegated rights from their Authorities to make decisions about the budget. It was explained that, as Leaders of their authorities, they had been appointed as Members of the Joint Committee and, consequently, they had a statutory right to act as full members with operational rights of the Joint Committee and not delegated from their Authorities.
- It was asked, if the budget for this year would be agreed, would that set a precedent for coming years. It was explained that the budget would need to be set annually and that there would be annual discretion regarding the size of the budget together with how it would be allocated.
- It was noted that Councillors of the authorities would be unhappy that they did not have the opportunity to discuss the budget and that arrangements would be needed to discuss it in future. It was noted that the decision needed to be made today, but that the members within the authorities, who felt that democratic rights were being taken further away from them, needed to be borne in mind.
- It was explained that if this decision was not made today, Welsh Government would set the budget on behalf of the Joint Committee.
- The need to work on the governance of the Joint Committee was highlighted, stressing the need to discuss and formalise the scrutiny procedure in order to safeguard local members.
- It was expressed that the Joint Committee was an immature body at present and that work needed to be done to set out arrangements to ensure meaningful discussions about the subsequent years' budget.
- It was asked whether the decision could be passed today subject to discussions with the local authorities. It was explained that it would not be possible to make a conditional decision. It was noted that it would be possible to make the decision and then ask the Leaders to share the information with their local members for the sake of transparency about the Joint Committee's budget.

The meeting commenced at 3pm and concluded at 3:50pm

CHAIRMAN

MEETING: **North Wales Corporate Joint Committee**
DATE: **17 June 2022**
SUBJECT: **Constitutional Matters:
Establishing a Sub-Committee Structure, etc.**
CONTACT OFFICERS: **Dafydd L Edwards, CJC Project Lead Officer, and
Iwan Evans, the CJC's Monitoring Officer**

DECISIONS SOUGHT:

1. To establish a Strategic Planning Sub-Committee and a Strategic Transport Sub-Committee, and to approve the recommended membership and voting rights as outlined in section 2 below.
 2. To request a further report on the Terms of Reference and Standing Orders of the Sub-Committees to the next meeting of the Joint Committee, together with details of the formalities for co-option.
 3. To defer establishment of the Standards Sub-Committee and the Governance and Audit Sub-Committee, pending confirmation of the statutory requirements.
 4. To confirm 22 July as the next CJC meeting date, and to confirm that all CJC meetings shall be held as virtually in 2022/23.
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1. Establishing a Sub-Committee Structure

In the standard report to all 6 Councils' Cabinets, and in a similar report to Snowdonia National Park Authority (SNPA) in December 2021, the proposed CJC committee structure was shown in the chart below.



2. Arrangements for a Strategic Planning Sub-Committee and a Strategic Transport Sub-Committee

RECOMMENDATION

The North Wales Corporate Joint Committee is asked to **establish a Strategic Planning Sub-Committee and a Strategic Transport Sub-Committee** to carry out the initial duties prescribed to be discharged by the CJC, i.e. producing a Strategic Development Plan (SDP) and a Regional Transport Plan (RTP).

3. Constitution of the CJC's Sub-Committees

The CJC must decide upon the number of Sub-Committee members, procedures to appoint members from constituent local authorities and SNPA, potential co-option, and voting rights.

The CJC determines the composition and membership of its Sub-Committees and this will involve the co-option of members other than the core Council and SNPA members into the CJC.

The CJC can determine the membership of sub-committees by reference to specific office holders or members of an authority, who shall be "co-opted members". Co-option can also include non-local government members, or officers other than where membership is prescribed by the Regulations, such as in relation to the Governance and Audit sub-committee. Co-option of non-local government members is not being recommended at this point, but may be reviewed as the CJC develops. The two Sub-Committees will be asked to consider potential co-option of non-voting members (e.g. TfW and/or SNPA representation on the Strategic Transport Sub-Committee), and to make appropriate recommendations to the CJC.

The co-option may be on such terms as the CJC determines. However, the CJC must determine:

- The functions in relation to which the co-opted member may act as a member of the CJC,
- Any function which is ancillary or incidental to that function (the scope of the terms of delegated powers of the sub-committee).

These must be agreed by the co-opted member and the CJC in a co-option agreement. Although there is provision for deputies for the Leaders and SNP members, the nature of co-option means that there is no apparent scope for such arrangements in relation to co-opted members. However, where Cabinet members are participating in a job-sharing arrangement under Section 57 of the 2021 Act, then they are treated as one member for the purpose of these arrangements.

RECOMMENDATIONS regarding the Constitution of Sub-Committees

The North Wales Corporate Joint Committee is asked to determine that -

- i. **The Strategic Planning Sub-Committee should have 7 voting members, one from each of the constituent authorities** (6 Councils and SNPA).
- ii. **The Strategic Transport Sub-Committee should have 6 voting members, one from each of the 6 Councils.**
- iii. Membership of the Strategic Planning Sub-Committee should be comprised of the relevant Cabinet member from each constituent Council who holds the portfolio for Planning Policy, and the SNPA representative.
- iv. That the membership of the Strategic Transport Sub-Committee should be comprised of the relevant Cabinet member from each constituent Council who holds the portfolio for Transport Policy.

4. Arrangements for an 'Ambition North Wales' (NWEAB) Sub-Committee

The proposed CJC committee structure in the chart above included establishment in principle of a delivery vehicle (sub-committee) for Ambition North Wales (the North Wales Economic Ambition Board, or 'EAB', which is the existing joint-committee and decision-making body responsible for the Growth Deal). The intent is to limit the extent of change and satisfy the 'immediate duties' and statutory requirements in a consensual way.

The decision whether to transfer the functions of Ambition North Wales to the CJC is a matter which is reserved to Councils in 'GA2'. There are issues regarding VAT and borrowing, as well as establishing the governance model for such a transfer which need to be worked through in order to take matters forward. Consequently, arrangements for transferring functions to an Ambition North Wales Sub-Committee are de facto deferred, with the existing joint-committee continuing to be the decision-making body for the Growth Deal.

There is no reliable timetable for ensuring that CJs may recover VAT in the same way as a local authority, or for ensuring that CJs may secure preferential rate borrowing from the Public Works Loan Board (PWLB). It is not within the powers of the Welsh Government to unilaterally resolve these matters, which are exercised by agencies accountable to the UK (Westminster) Government - HMRC for VAT, and the UK Debt Management Office (DMO) regarding borrowing from the PWLB. For now, it seems reasonable to presume that this will take several months, but is likely to allow us to plan to transfer Ambition North Wales and establish an operational EAB Sub-Committee from 01/04/2023.

5. Arrangements for a Standards Committee

The North Wales Corporate Joint Committee is asked to **defer** deciding on arrangements for a Standards Committee until subsequent CJC meetings, when the Welsh Government have clarified relevant requirements and guidance, following their recent consultation on CJC regulations. There are key regulations in relation to the constitution of Standards Committees which need to be in place to provide certainty for the establishment process.

6. Arrangements for a Governance & Audit Sub-Committee

The North Wales Corporate Joint Committee is asked to **defer** deciding on arrangements for a Governance & Audit Sub-Committee until subsequent CJC meetings, when the Welsh Government have clarified relevant requirements and guidance, following their recent consultation on CJC regulations. This relates in particular to the number and arrangements for recruiting lay members to the Committee and the consequent impact on the number of elected members who may be appointed.

7. Arrangements for a Scrutiny Framework

The draft 2nd set of 2022 Regulations provide a framework for scrutiny which means that the Corporate Joint Committee will be subject to local authority scrutiny. It will be under a statutory duty to co-operate in the preparation for scrutiny reports and recommendations, and to formally respond. Its decisions will not be subject to 'call-in'. Arrangements for how scrutiny is undertaken is a matter for the Councils, and this could include the creation e.g. of a Joint Scrutiny Committee. However, as with the Ambition North Wales arrangements, there is merit in creating a Protocol for communication about the CJC's activities into the respective scrutiny arrangements, in order to foster understanding of the work and activities. This will need to be developed and will be the subject of a further report.

8. Arrangements for Future Meetings

RECOMMENDATIONS

The North Wales Corporate Joint Committee is asked to **confirm 22 July as a CJC meeting date**, and to agree a calendar of meetings thereafter at the 22 July Meeting.

The North Wales Corporate Joint Committee is asked to confirm that **CJC meetings shall be held as virtual meetings** (i.e. on Zoom, or equivalent) for the 2022/23 civic year. After extending the virtual arrangements for now, these may be reviewed in future, and hybrid meetings and a location may then be considered, if necessary.

VIEWS OF THE STATUTORY OFFICERS

Monitoring Officer

I have worked with the author to prepare this report and confirm the contents.

Statutory Finance Officer

I have worked with the author to prepare this report and confirm the contents.

Agenda Item 8

MEETING: **North Wales Corporate Joint Committee**
DATE: **17 June 2022**
SUBJECT: **PAY POLICY STATEMENT 2022/23**
CONTACT OFFICER: **Geraint Owen, Head of Corporate Support, Cyngor Gwynedd**

DECISION SOUGHT:

To adopt a pay policy statement for the North Wales Corporate Joint Committee in respect of 2022/23.

1. Introduction

- i) In accordance with the content of the 2011 Localism Act, it is a statutory duty on all public authorities to adopt a pay policy statement on an annual basis. This statutory requirement is relevant to the North Wales Corporate Joint Committee.
- ii) The North Wales Corporate Joint Committee is required to adopt a pay policy for the current financial year prior to the consideration of employing individuals to the 5 posts recommended to be established in part 6 of the "Organisational Structure and Staffing" report, which is an agenda item at this meeting.
- iii) In light of the fact that the adopted pay policy for employing "Ambition North Wales" staff is the Cyngor Gwynedd pay policy and that another report on this meeting's agenda recommends extending current arrangements for Cyngor Gwynedd to temporarily provide support services to the CJC, it is proposed that the appended pay policy statement (based on Cyngor Gwynedd's current pay policy) is adopted by the North Wales Corporate Joint Committee for 2022/23.

RECOMMENDATION

The North Wales Corporate Joint Committee is asked to adopt the appended pay policy statement for 2022/23.

STATUTORY OFFICERS' COMMENTS

Monitoring Officer

The report notes that there is a statutory requirement on the Corporate Joint Committee to adopt a Pay Policy Statement. In addition as it is now moving to onside the employment of staff it is also part of establishing the pay structure which is to be adopted pursuant to Regulation 10 of the North WALES

Corporate Joint Committee Regulations 2021. It is also inevitable as the body is developing its functions that the Statement is of an interim nature.

Statutory Finance Officer

I am satisfied that the Pay Policy recommended for adoption by the CJC is consistent with the Budget for 2022/23 and meets the statutory requirements.

Pay Policy – 2022 / 23

1. INTRODUCTION

Corporate Joint Committees are required, under Section 38(1) of the Localism Act 2011, to prepare a pay policy statement on an annual basis. The statement must articulate a Corporate Joint Committee's policies towards a range of issues relating to the pay of its workforce, particularly its senior staff (or 'chief officers') and its lowest paid employees. Pay policy statements must be prepared for each financial year and they must be approved by a full Corporate Joint Committee.

The North Wales Corporate Joint Committee recognises the importance of managing pay in a fair, consistent and transparent manner, and the decisions taken in this regard are crucial so as to ensure equal pay and equality within the organisation.

2. PAY POLICY FOR THE CHIEF EXECUTIVE OFFICER

This policy will define the terms and conditions of employment for the North Wales Corporate Joint Committee's chief executive officer and all other staff employed, and will be further updated with the adoption of a staffing structure in due course.

The North Wales Corporate Joint Committee will employ a chief executive officer under the Joint National Committees' (JNC) terms and conditions for Local Government Chief Executives, the details of which will be incorporated into a contract of employment. The JNC negotiates on national (UK) annual cost of living pay increases for this group of staff. Those employed under JNC terms and conditions are contractually entitled to any national JNC determined pay rises and the North Wales Corporate Joint Committee will therefore pay these as and when determined in accordance with contractual requirements.

3. SALARIES

The North Wales Corporate Joint Committee will not pay any bonus payments or performance related pay to its chief executive. The Joint Committee's local terms and conditions of service will be relevant, as for all other staff, unless otherwise noted within individual policies.

The North Wales Corporate Joint Committee will publish the salaries as an appendix to this policy and on its website as a staffing structure is established.

4. POSTS BELOW CHIEF EXECUTIVE LEVEL

The North Wales Corporate Joint Committee's pay policy for its remaining staff is based on Gwynedd Council's equal pay policy.

The North Wales Corporate Joint Committee has adopted the GLPC Job Evaluation Scheme criteria as the basis for setting salary grades for all posts employed under the Local Government Workers' Conditions of Service. The Joint Committee is committed to pay salaries in accordance with equal pay legislation and the "single status" agreement that was set between local government employers

and the recognised trade unions in 1997. The North Wales Corporate Joint Committee has decided to adopt Gwynedd Council's pay systems as part of its pay policy for staff.

The North Wales Corporate Joint Committee does not pay any bonus payments nor pay which is based on workers' performance.

The relationship between the remunerations of its chief executive and its other employees is designed to secure the ability of the North Wales Corporate Joint Committee to be able to recruit and retain the best suitable candidates to its various posts, whilst maintaining the differentials as defined by the job's evaluation scheme.

5. SALARY ON COMMENCEMENT IN POST

The number of increments within each grade reflects the possible period of development in post that could be relevant to individuals on that grade. Members of staff will be appointed to the salary point within the grade which reflects the time required for development in order that they are able to undertake the full responsibilities and duties of the post.

Normally, each employee is appointed to the lowest pay point within the appropriate pay grade. If an employee is already being paid above the lowest pay point or if there is sufficient evidence to demonstrate that the employee is already fully competent to fulfil a number of aspects relating to the post, then it's possible to appoint on a higher pay point within the appropriate pay grade.

If there is a capacity within the job grade, all members of staff will receive an annual pay increment on the 1st April, on condition that they have been appointed to their current post for more than six months prior to that date.

6. RELOCATION EXPENSES

In circumstances when it is essential for staff to relocate so as to undertake their role, the North Wales Corporate Joint Committee can in certain circumstances contribute to the cost of relocating. The scheme is relevant to staff appointed as a result of an advertisement or following an internal re-organisation where they have to move house.

The employee's present home must be more than 20 miles from his/her administrative centre in order to consider an application to reimburse costs.

In such circumstances, the cost of the removal of furniture and belongings will be reimbursed subject to accepting the lowest of three estimates as well as the full cost of storing furniture for up to three months. A contribution of up to £3,270 to cover legal expenses, estate agent fees, change of carpets and curtains and other incidental costs of removal will be paid subject to the receipt of supporting invoices.

7. MARKET SUPPLEMENT

The grading of posts is based on Gwynedd Council's job evaluation scheme. The North Wales Corporate Joint Committee has adopted this scheme as a mechanism for deciding on pay grades for staff (apart from the chief executive). This ensures that the pay system is based on equality as defined in the Equal Pay Act 1970 and ensures consistency in pay decisions. For these reasons any deviation from this system may create a risk that must be robustly regulated. There must be clear reasons to justify any deviation from this arrangement.

However, there may be occasions when market forces lead to recruitment and/or retention problems in relation to a specific post. The Joint Committee therefore may in exceptional circumstances, and in order to attract and/or retain an individual to a particular post, offer an additional temporary supplement to the substantive salary grade.

In this respect a market supplement will only be used when there is adequate documented evidence of a failure to attract and/or retain an employee to a post. A market supplement is not a permanent addition to the salary. Should circumstances related to the market rate of the post change, or where a member of staff is transferred by the Joint Committee to a different post that does not attract a market supplement, then their entitlement to the payment will cease and the supplement will be withdrawn in line with agreed notice.

8. HONORARIA (UNDERTAKING ADDITIONAL RESPONSIBILITIES)

An additional payment can be approved when an employee agrees to temporarily undertake some specific additional duties and responsibilities which are beyond the normal duties and responsibilities of their substantive post. The proportion of higher level of duties and responsibilities must be significant, evaluated at a higher salary level and over an extended period before temporary additional pay can be offered.

9. PROFESSIONAL FEES

One fee per annum will be reimbursed to officers in respect of membership of recognised bodies which are relevant to their professional function and where that membership is a job requirement..

10. CAR USERS

All staff are denoted as casual car users and reimbursements are paid for business travel on HMRC rates.

11. SUBSISTENCE PAYMENTS

Subsistence repayments will be made when travelling out of County for breakfast, dinner, tea and supper, up to the maximum for subsistence allowances. For those individuals whose normal work covers more than one County, e.g. Gwynedd and Môn, "Out of County" is defined as outside that normal area of work.

12. WORKING ADDITIONAL HOURS

Employees, in receipt of basic pay at or below point 22 who are required to work additional hours beyond the 37 hour working week are entitled to receive enhancements at the rate of basic pay at time and a half (alternative arrangements in place for those workers with work patterns where those hours worked are on a fortnightly/monthly or annual basis). Employees paid above point 22 who work beyond the 37 hour week will be paid at their basic rate of pay for those additional hours or will be entitled to time off in lieu, or if the chief executive has specifically given prior approval to planned work then it is possible to pay at the rate of time and a half.

13. WORKING UNSOCIABLE HOURS

Salary is paid at the basic rate on weekends, for work is undertaken within the 37 hour standard week. Enhanced pay of basic pay and a third is paid to those employees who work between the hours of 10pm and 6am.

Salary is paid in accordance with the national agreement for work conducted on bank holidays and additional statutory days.

14. FIRST AID ALLOWANCE

An annual allowance is paid to employees who act as designated First Aiders.

15. SEVERANCE AND RETIREMENT

The North Wales Corporate Joint Committee's's severance and retirement schemes are applied equally and fairly to all staff regardless of grade, age or gender and are implemented in accordance with the regulations of the relevant pension schemes. There are no exceptions for chief officers.

16. FINANCIAL DETRIMENT SCHEME

Financial detriment is defined as a loss due to a change in salary grade and contractual terms and conditions. The North Wales Corporate Joint Committee provides financial assistance to staff who face financial loss (due to re-structuring or re-designation of responsibilities) for a period of two years, based on one year on 100% protection and one year on 50% protection from the date that the change in the employment package becomes operational. That financial assistance will cease after two years unless the individual member of staff has in the meantime been appointed to another post where he/she is not facing financial detriment.

17. RE-EMPLOYMENT

The North Wales Corporate Joint Committee will consider each candidate on their own merit and will appoint with a view to achieving the best efficiency for the service and best value for its ratepayers. Such an appointment, if made, would be subject to any abatements stipulated in the Local Government Pension Scheme Regulations.

In accordance with tax law, managers must ensure that any proposed arrangement to pay an individual through a 'contract for services' will be assessed through the HMRC's online tool for confirming employment status. This assessment is to be taken objectively.

18. APPOINTMENT OF NEW CHIEF OFFICER (SALARY OF £100,000 AND ABOVE)

The full North Wales Corporate Joint Committee will approve any amendment to the salary package of any such post prior to its recruitment. Any amendment would have to be referred to the Independent Remuneration Panel, as stipulated in part 3 of this policy.

Recruitment to any such post will be advertised externally.

Agenda Item 9

MEETING: **North Wales Corporate Joint Committee**
DATE: **17 June 2022**
SUBJECT: **ORGANISATIONAL STRUCTURE AND STAFFING**
CONTACT OFFICER: **Dafydd L Edwards, CJC Project Lead Officer**

DECISIONS SOUGHT:

To re-appoint Dafydd Gibbard as the CJC's Chief Executive, on an acting basis until the position is reviewed again by the CJC.

To appoint –

- a) Dewi A Morgan as the CJC's Chief Finance (s.151) Officer, and**
- b) Iwan G Evans as the CJC's Monitoring Officer and Proper Officer.**

To approve the ongoing arrangements for Gwynedd Council to provide support services for the CJC, at least until the date of transfer of the EAB to the CJC, or when the Partners to the EAB's "GA2" agree to an alternative model.

That the CJC initially adopts the Terms and Conditions of employment of Gwynedd Council as in effect at the date of this report as it's terms and conditions of employment for staff.

To approve the permanent establishment of the 3 Strategic Planning posts and 2 Regional Transport posts as set out in the report.

That the preparation of the job descriptions, personal specifications, advertising and appointment of the posts, in accordance with the report and budget, be delegated to the acting Chief Executive.

1. Introduction

This report deals with (re)appointment of the North Wales Corporate Joint Committee's (CJC) statutory officers, provision of core support services, and arrangements for employing staff to carry out the Planning and Transport duties.

2. Pay Policy Statement and Conditions of Employment

In accordance with the Welsh Government's regulations, Corporate Joint Committees are "relevant authorities [which] must prepare a pay policy statement for the financial year", primarily setting out their chief officers' remuneration. A pay policy statement for the North Wales Corporate Joint Committee is submitted under another item on this meeting's agenda.

As an employer in its own right the CJC will need to adopt its own terms and conditions for employing staff. It has been proposed for the sake of continuity that the Pay Policy Statement for the CJC should reflect the pay and grading structures of Gwynedd Council pending resolution of the position on the EAB. It is therefore recommended that the CJC adopts the corresponding terms and conditions of employment of staff pending any review. However, as an employer the CJC will be responsible for agreeing any subsequent reviews and consultations which may be occasioned in future.

3. Options Appraisal for the CJC's Chief Executive Officer (CEO)

At its first meeting on 14 January 2022, the North Wales Corporate Joint Committee made appropriate arrangements including appointing Dafydd Gibbard, Gwynedd Council's Chief Executive, in the CJC CEO role on an interim basis, effective at least until the arrangements are reviewed in June 2022.

It was hoped by then that we would be clearer about our ability to transfer the functions of the EAB to the CJC and that the implications of that could be considered when appointing a permanent Chief Executive. However, the continuing complexities in terms of the CJC's ability to recover VAT and the ability to borrow through the PWLB mean that a final decision to proceed with the transfer cannot be made at this stage.

The effect of this is to limit, at present, some of the options that would be available to the CJC for consideration in terms of fulfilling the Chief Executive role and it is therefore recommended that the current arrangement continues with the Chief Executive of Gwynedd Council continuing to lead the establishment of the CJC for the time being.

The CJC's Chief Finance Officer (s151) and the CJC's Monitoring Officer (MO) role are also being provided by Gwynedd Council. This, of course, ensures alignment with the EAB arrangements and there is a clear argument for the s151 and MO role to continue in this way (as it is

probable that the NW Economic Ambition Board will transition into the NW CJC, possibly on 01/04/2023).

RECOMMENDATION

The North Wales Corporate Joint Committee is asked to re-appoint Dafydd Gibbard (Gwynedd's CEO) as the CJC's Chief Executive on a temporary basis until the position is reviewed again.

Recognising the implications of the developing CJC for Ambition North Wales, their Portfolio Director is henceforth formally invited to attend meetings of the CJC.

4. Review / extend the CJC's Statutory Officers' roles

At its first meeting on 14/01/22, the North Wales Corporate Joint Committee made appropriate arrangements including appointing its statutory officers, effective from 14 January 2022 at least until the arrangements are reviewed in June 2022:

- a) Chief Executive - Dafydd Gibbard
- b) Chief Finance Officer ('Section 151 Officer') - Dewi Morgan
- c) Monitoring Officer and Proper Officer - Iwan Evans
(each being the respective postholder at Gwynedd Council)

The Corporate Joint Committees (General) (No. 2) (Wales) Regulations 2021 require the CJC to appoint three statutory officers, comprising a Chief Executive, a Chief Finance Officer and a Monitoring Officer. The Establishment Regulations allow flexibility regarding how the CJC may employ staff i.e. they may be employed directly, or the CJC may enter into arrangements with constituent authorities.

In January 2022, it was noted that Gwynedd Council already provided the Chief Finance Officer and Monitoring Officer for the North Wales Economic Ambition Board, whose functions could transfer to the Corporate Joint Committee during 2022/23. It was added that Gwynedd Council also already provided the CJC Project Lead Officer. It was noted that the statutory officers should be provided by Gwynedd Council while the Corporate Joint Committee was being established, and that these temporary arrangements may be revised thereafter.

This report recommends appointment to the 'Section 151 Officer' and 'Monitoring Officer' roles on a more permanent basis, at least until transfer of 'Ambition North Wales' (the EAB) is resolved, presumably from 01/04/2023.

RECOMMENDATION

The North Wales Corporate Joint Committee is asked to re-appoint:

a) Dewi Aeron Morgan as the CJC's Chief Finance Officer

b) Iwan G Evans as the CJC's Monitoring Officer and Proper Officer

(each being the respective postholder at Gwynedd Council)

5. Confirm Gwynedd Council to supply Support Services

Support services are needed to facilitate the work of the CJC, and the budget for 2022/23 approved by the CJC on 28/01/2022 included cost estimates for a range of services, namely the support of Finance services (including the 'Section 151 Officer', accounting, insurance, etc), Legal services (including the Monitoring Officer), Corporate Support services (committees, translation and human resources) and Information Technology services (equipment, support and licences).

Some of these support services are inextricably linked to the Section 151 and Monitoring Officer roles, and the range of services referred to above are being provided by Gwynedd Council, who have been opening bank accounts, establishing a financial ledger, arranging insurance cover, dealing with various regulators including Audit Wales and the Welsh Language Commissioner, and dealing with the Welsh Government's enquiries and consultations. Gwynedd Council's support services are also facilitating this meeting, of course.

RECOMMENDATION

The North Wales Corporate Joint Committee is asked to approve the ongoing arrangements for Gwynedd Council to provide this range of support services, at least until after transfer of the EAB is resolved.

In the medium term, when requirements become clearer, service level agreements may be drawn up for the supply and cost of these support services. In the interim, the cost will be reported to the CJC and managed within the budget approved for 2022/23.

6. Arrangements for Planning and Transport Staff

The North Wales Corporate Joint Committee must consider arrangements for commissioning the Planning and Transport duties prescribed to be discharged by CJsCs – i.e. to prepare, develop, produce, monitor, review and revise both a Strategic Development Plan (SDP) and a Regional Transport Plan (RTP).

While the CJC has agreed on a minimum budget approach, there is specific budget provision for employing 5 staff. The 2022/23 estimates include the part-year cost of 3 Strategic Planning posts and 2 Regional Transport posts to carry out the initial SDP and RTP duties prescribed to be discharged by the CJC.

The structure will include 2 managers / team leaders who will be accountable to the Acting Chief Executive, and 3 other posts accountable to the 2 managers / team leaders.

RECOMMENDATION

The North Wales Corporate Joint Committee is asked to approve the permanent establishment of the 3 Strategic Planning posts and 2 Regional Transport posts.

Officers will prepare appropriate job descriptions and person specifications for the above posts, in consultation with relevant professional groups. The establishment of the 5 CJC posts and subsequent recruitment will be progressed within the framework of Gwynedd Council's staffing terms, to ensure consistency with those employed by Ambition North Wales.

A 'Scheme of Delegation' to enable sub-committees and officers to take decisions will also be developed and submitted for approval at a subsequent meeting of the CJC.

VIEWS OF THE STATUTORY OFFICERS

Monitoring Officer

I have worked with the author to prepare this report and confirm the contents.

Statutory Finance Officer

I have worked with the author to prepare this report and confirm the contents.