



Meeting

NORTH WALES CORPORATE JOINT COMMITTEE

Date and Time

12.00 pm, FRIDAY, 7TH OCTOBER, 2022

Location

Virtual Meeting on Zoom

For public access to the meeting, please contact us

Contact Point

Annes Sion

AnnesSion@gwynedd.llyw.cymru / 01286 679490

(DISTRIBUTED 03/10/2022)

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

Cllr. Annwen Hughes– Snowdonia National Park Authority

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

A G E N D A

1. APOLOGIES

To receive any apologies for absence.

2. DECLARATION OF PERSONAL INTEREST

To receive any declaration of Personal Interest.

3. URGENT BUSINESS

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

4. MINUTES OF THE PREVIOUS MEETING

4 - 6

The Chair shall propose that the minutes of the previous meeting held on 22 of July 2022 be signed as a true record.

5. NORTH WALES CORPORATE JOINT COMMITTEE PROJECTED EXPENDITURE 2022/23

7 - 12

Dewi A Morgan, CJC Chief Finance Officer, Dafydd L Edwards, CJC Project Lead Officer and Sian Pugh, CJC Group Accountant to provide the projected expenditure of the Corporate Joint Committee for 2022/23.

6. STANDING ORDERS AND CONSTITUTION

13 - 26

Iwan G D Evans, Monitoring Officer, to present the report.

7. SECONDMENT TO THE CJC CHIEF EXECUTIVE ROLE

27 - 28

Dafydd Gibbard, the CJC's Chief Executive, and Dafydd L Edwards, CJC Project Lead Officer to present the report.

NORTH WALES CORPORATE JOINT COMMITTEE 22/07/22

Present:

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

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

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

Officers in attendance -Iwan Evans (Monitoring Officer), Dafydd L. Edwards (Lead Officer Joint Committee Project, and representing the Statutory Finance Officer) and Annes Sion (Democracy Team Leader).

1. APOLOGIES

Apologies were received from Councillor Ian Roberts (Flintshire Council).

2. DECLARATION OF PERSONAL INTEREST

No declarations of personal interest were received.

3. URGENT BUSINESS

None to note.

4. MINUTES OF THE PREVIOUS MEETING

The Chair signed the minutes of the meetings held on 17 June 2022, as a true record.

5. ORGANISATIONAL STRUCTURE AND STAFFING

The report was presented by Dafydd Gibbard (CJC Chief Executive) and Dafydd L Edwards (Lead Officer Joint Committee Project).

DECISION

To submit a request to the North Wales Economic Ambition Board to release part of their Portfolio Director's time to fulfil the role of the Corporate Joint Committee's Chief Executive until 31 March 2023.

DISCUSSION

The report was submitted noting the decision to submit a request to the North Wales Economic Ambition Board to release part of their Portfolio Director's time to fulfil the role of the Corporate Joint Committee's Chief Executive. It was stated that three options had been considered, namely creating an independent post, but it was explained that this option was not advised. It was proposed to appoint one of the local authority Chief Executives formally as the Chief Executive of the CJC, but it was explained that this was proving difficult to commit the time needed to do the work.

It was noted that the preferred option for the North Wales Chief Executives was to submit a request to the Ambition Board, as it was likely that the Ambition Board would be incorporated into the CJC shortly. It was also noted that it may be better to wait for the time being and postpone establishing any regional Planning and Transport posts in order to give the new interim Chief Executive of the CJC an opportunity to influence the way forward.

Observations arising from the discussion

- Members gave thanks for the report and noted their support of the report.
- The need to specify a period of time for the interim post was noted, and it was agreed to add until the end of the financial year.

6. CORPORATE JOINT COMMITTEE MEETING DATES FOR 2022/23

The report was submitted by Annes Siôn (Democracy Team Leader)

DECISION

To agree on the following dates for the meetings of the North Wales Corporate Joint Committee for 2022/23

- 16 September (pm)
- 18 November (pm)
- 13 January (am)
- 31 March (am)

DISCUSSION

The report was submitted noting that the above dates were being presented, and it was explained that there may be additional meetings if necessary.

7. ADOPT WELSH LANGUAGE STANDARDS

The report was presented by Dafydd Gibbard (CJC Chief Executive).

DECISION

- To agree for the Joint Committee to adopt temporary Language Principles until specific standards are set on the Joint Committee by the Welsh Language Commissioner
- To commission support to conduct impact assessments and provide translation services (meetings and written) as required from Cyngor Gwynedd as the authority which currently supports the Corporate Joint Committee
- To commission the resource for the Standard setting process with the

Commissioner, together with monitoring the implementation of the Standards and produce any progress reports as required from Cyngor Gwynedd as the authority which currently supports the Corporate Joint Committee

DISCUSSION

The report was submitted noting a correction to it, as it was not a matter of adopting language standards, rather, language principles. It was explained that the report sought the support of the Joint-Committee to continue with the support that Gwynedd Council currently provided in terms of translation services and to assess the linguistic impact and to start a conversation with the Commissioner in terms of setting out the Language Standards.

Observations arising from the discussion

- The change to the wording was supported and the report itself was also supported.

The meeting commenced at 10:00am and concluded at 10:10am

CHAIRMAN

REPORT TO THE NORTH WALES CORPORATE JOINT COMMITTEE

07/10/2022

Title: North Wales Corporate Joint Committee projected expenditure 2022/23

Authors: Dewi A Morgan, CJC Chief Finance Officer
Dafydd L Edwards, CJC Project Lead Officer
Sian Pugh, CJC Group Accountant

1. PURPOSE OF THE REPORT

- 1.1 The purpose of this report is to provide the projected expenditure of the Corporate Joint Committee (CJC) for 2022/23.
- 1.2 In order to work effectively, the Joint-committee must be aware of its financial position against its approved annual budget.

2. DECISIONS SOUGHT

- 2.1 **To note and accept the Corporate Joint Committee's projected expenditure for 2022/23 as submitted in Appendix 1.**
- 2.2 **That the underspend at the end of the financial year will be transferred to an earmarked reserve to fund future one-off costs.**

3. REASONS FOR THE DECISION

- 3.1 To note a projected underspend of £59,777 against the budget in 2022/23, and for this underspend to be transferred to an earmarked reserve to fund future one-off costs.

4. BACKGROUND

- 4.1 At its meeting on 28 January 2022, the Corporate Joint Committee approved its budget for 2022/23.
- 4.2 The budget will continue to be monitored and reviewed throughout the 2022/23 financial year, and the third quarter report will be submitted to the Corporate Joint Committee in January 2023.

5. 2022/23 PROJECTED EXPENDITURE PER HEADING

- 5.1 Appendix 1 provides a detailed breakdown of the expenditure projections per heading against its annual budget.
- 5.2 It is anticipated that the net out-turn position at the end of the 2022/23 financial year will be an underspend of £59,777.

Employees

- 5.3 An underspend of £49,700 is projected against the employees heading for 2022/23.
- 5.3 The employee budget had been based on employing/seconding two employees in the Transport field from July 2022 and three employees in the Strategic Planning field from December 2022. No appointments have been made to date, but we have estimated the costs of £49,230 (Strategic Planning) and £33,820 (Transport) based on the employment/secondment commencing from January 2023. In addition, at its meeting on 22 July 2022, a decision was made to submit a request to the North Wales Economic Ambition Board to release part of their Portfolio Director's time to fulfil the role of the Corporate Joint Committee's Chief Executive on a temporary basis until March 2023. The estimated cost of £33,330 includes the time of the Chief Executive for two days a week together with the support of the Executive Assistant for one day a week.
- 5.5 The allowance cost of the lay members of the CJC's Audit and Governance Subcommittee is based on two committees being held by the end of the financial year.

Travelling

- 5.6 The estimated cost of £1,500 is based on an estimate of the essential travel allowance and staff subsistence needed over the next six months, which gives an underspend of £2,500 on the Travelling heading in 2022/23.

Supplies and services

- 5.7 An underspend of £45,000 is projected against the supplies and services heading for 2022/23. There is a £1,000 underspend of the miscellaneous supplies heading, a £4,000 underspend on the engagement and meetings heading and a £40,000 underspend on the external consultants heading.

Support Services

- 5.9 An underspend of £3,506 is projected against the support services heading for 2022/23. The Finance costs include the time of the CJC Project Lead Officer, and this role has lasted longer than originally anticipated. There is an underspend of £11,008 on the Corporate Support heading due to the reduced number of formal meetings, and a reduction of £2,677 on the Information Technology heading. The cost of legal support may increase if legal input into Transport and Planning plans were required before the end of the financial year.

Value Added Tax (VAT)

- 5.10 Originally, Welsh Government expected the Westminster Government to legislate to provide a section 33 status to the corporate joint committees, which would come into force on 1 December; however, by now, Welsh Government anticipate a delay until 1 March 2023. This means that it will not be possible to reclaim VAT on any financial transactions undertaken in the period prior to March 2023. We estimate that £40,029 of VAT will not be able to be reclaimed for the transactions which will take place during this period.

6. PARTNER CONTRIBUTIONS

- 6.1 It is suggested that the partners' contributions via a levy should continue on the 2022/23 budget level, with the surplus of £59,777 to be transferred to an earmarked reserve.

7. Consultations undertaken

- 7.1 The appendix, together with a summary of the content of this report, was presented to the Chief Finance Officers ('Section 151 Officers') of the seven authorities on 16 September 2022, and a consensus was reached on the way forward.

APPENDICES

Appendix 1 - North Wales Corporate Joint Committee 2022/23 Revenue Budget – September 2022 Review

RESPONSE OF THE STATUTORY OFFICERS:

i. Monitoring Officer:

No observations to add in relation to propriety.

ii. Statutory Finance Officer:

Author of this report.

North Wales Corporate Joint Committee's 2022/23 revenue budget - September 2022 Review

Appendix 1

	Strategic Planning	Transport	Corporate Joint Committee (CJC)	Total Budget	Strategic Planning	Transport	Corporate Joint Committee (CJC)	Total Expenditure	Overspend / (Underspend)
	(£)	(£)	(£)	(£)	(£)	(£)	(£)	(£)	(£)
Expenditure									
Employees									
Employee expenditure (Pay, N.I. & Superannuation)	64,260	99,330	0	163,590	49,240	33,820	33,330	116,390	(47,200)
Lay members allowance	0	0	5,000	5,000	0	0	2,500	2,500	(2,500)
Employees Total	64,260	99,330	5,000	168,590	49,240	33,820	35,830	118,890	(49,700)
Travelling									
Travel and subsistence	2,000	2,000	0	4,000	500	500	500	1,500	(2,500)
Travelling Total	2,000	2,000	0	4,000	500	500	500	1,500	(2,500)
Supplies and services									
Tools and equipment	4,500	3,000	0	7,500	4,500	3,000	0	7,500	0
Miscellaneous supplies	1,000	1,000	0	2,000	500	500	0	1,000	(1,000)
Engagement and meetings	720	720	3,560	5,000	250	250	500	1,000	(4,000)
Audit Wales' fees	0	0	20,000	20,000	0	0	20,000	20,000	0
External consultants	0	55,000	12,900	67,900	0	15,000	12,900	27,900	(40,000)
Insurance	7,500	7,500	0	15,000	7,500	7,500	0	15,000	0
Supplies and services Total	13,720	67,220	36,460	117,400	12,750	26,250	33,400	72,400	(45,000)
Support Services									
Finance Services Support	0	0	25,100	25,100	0	0	35,279	35,279	10,179
Legal (includes Monitoring Officer)	0	0	10,140	10,140	0	0	10,140	10,140	0
Corporate Support	5,830	5,320	19,360	30,510	5,020	4,420	10,062	19,502	(11,008)
Information Technology	2,140	1,430	2,950	6,520	535	358	2,950	3,843	(2,677)
Support Services Total	7,970	6,750	57,550	72,270	5,555	4,778	58,431	68,764	(3,506)
VAT							40,929	40,929	40,929
Total Expenditure	87,950	175,300	99,010	362,260	68,045	65,348	169,090	302,483	(59,777)
Transfer to / (from) earmarked reserve					19,905	109,952	(70,080)	59,777	59,777
Total after transfer to earmarked reserve					87,950	175,300	99,010	362,260	0

	Strategic Planning (£)	Other functions (£)	Total Levy (£)	Strategic Planning (£)	Other functions (£)	Total Levy (£)	Variance
Income							
Partners Contributions through a levy							
Conwy County Borough Council	(14,270)	(46,220)	(60,490)	(14,270)	(46,220)	(60,490)	0
Denbighshire County Council	(12,030)	(37,530)	(49,560)	(12,030)	(37,530)	(49,560)	0
Flintshire County Council	(19,700)	(61,450)	(81,150)	(19,700)	(61,450)	(81,150)	0
Gwynedd Council	(13,090)	(48,910)	(62,000)	(13,090)	(48,910)	(62,000)	0
Isle of Anglesey County Council	(8,750)	(27,290)	(36,040)	(8,750)	(27,290)	(36,040)	0
Wrexham County Borough Council	(16,970)	(52,910)	(69,880)	(16,970)	(52,910)	(69,880)	0
Snowdonia National Park Authority	(3,140)		(3,140)	(3,140)		(3,140)	0
Total Income	(87,950)	(274,310)	(362,260)	(87,950)	(274,310)	(362,260)	0

Relevant population	2022 population estimates		2022 population estimates	
Conwy County Borough Council	113,951	118,319	113,951	118,319
Denbighshire County Council	96,021	96,021	96,021	96,021
Flintshire County Council	157,264	157,264	157,264	157,264
Gwynedd Council	104,503	125,220	104,503	125,220
Isle of Anglesey County Council	69,864	69,864	69,864	69,864
Wrexham County Borough Council	135,466	135,466	135,466	135,466
Snowdonia National Park Authority	25,085		25,085	
Total population	702,154	702,154	702,154	702,154

MEETING: North Wales Corporate Joint Committee
DATE: 7 October 2022
SUBJECT: Standing Orders and Constitution
AUTHOR : Iwan G D Evans – Monitoring Officer

DECISION SOUGHT:

1. To adopt Appendix 1:

(a) Standing Orders for Sub Committees

(b) Terms of Reference for the following Sub-Committees

- **Strategic Transport**
- **Strategic Planning**
- **Governance an Audit**

2. Delegate the power to the Chief Executive in consultation with the Monitoring Officer to complete co-option agreements with Transport and Planning Sub- Committee Members and arranged through the Proper Officer to call initial meetings of the Sub Committees.

3. To agree on the principles of appointment to the Governance and Audit Sub-Committee and authorise the Chief Executive to seek expressions of interest and report to the December meeting of the CJC to appoint.

REASON FOR THE DECISION

1. The North Wales Corporate Joint Committee Regulations 2021 requires the Corporate Joint Committee (“CJC”) to make Standing Orders to regulate its proceedings and business.
2. There is a requirement on the CJC to prepare and publish a Constitution.
3. A Sub Committee structure was approved by the CJC in July and it was agreed that a further report on their Standing Orders and Terms of Reference would be submitted..

BAKCGROUND

4. The CJC decided as follows at it's July meeting:
 - 1. To establish a Strategic Planning Sub-Committee and a Strategic Transport SubCommittee, and to approve the membership and voting rights as follows –**
 - i) The Strategic Planning Sub-Committee with 7 voting members, one from each of the constituent authorities (6 Councils and SNPA).**
 - ii) The Strategic Transport Sub-Committee with 6 voting members, one from each of the 6 Councils.**
 - iii) Membership of the Strategic Planning Sub-Committee to 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 to be comprised of the relevant Cabinet member from each constituent Council who holds the portfolio for Transport Policy.**
5. It was noted that a detailed report recommending Standing Orders and Terms of Reference for each Sub-Committee would be prepared for a subsequent meeting of the CJC. In doing this it would be possible to co-opt formally.
6. In addition to this decision it was noted that further statutory clarification was expected in relation to the appointment of the statutory Sub-Committees, Governance and Audit and Standards. By now the statutory requirements for membership of the Governance and Audit Sub-Committee has been confirmed and this is reflected in the Standing Orders and Terms of Reference. Consequently, there is a need to move ahead with appointment of members.
7. The Terms of Reference which are recommended anticipate appointing members from amongst the existing membership of the Governance and Audit Committees of the constituent councils. The appointments would be for the CJC to make accepting that the members have already been accepted/ appointed into this role. It is suggested therefore that the following principles are applied to the process:
 1. That the membership of the Bub Committee provides a representation which reflects the region
 2. Subject to 1 that the membership provides range and balance of skills for the Sub Committee.

8 . STATUTORY OFFICERS

Monitoring Officer

Report author

Chief Finance Officer

I support the North Wales Corporate Joint Committee adopting the Standing Orders and Terms of Reference proposed here without delay -

- for the Strategic Planning Sub-Committee to look at delivery options and cost implications for the production of the region's Strategic Development Plan, and make timely recommendations to the CJC in order to draft the CJC's budget for 2023/24, and
- for the Strategic Transport Sub-Committee to consider how a compliant and robust Regional Transport Plan could be developed by the first half of 2024, and to identify the necessary resources, again in order to draw up the CJC's budget for 2023/24 .

I am also supportive of adopting equivalent Standing Orders and Terms of Reference for the Governance and Audit Sub-Committee, which will be able to review and scrutinise the CJC's financial affairs, receive audit reports, and oversee propriety in general.

SECTION 2

SUB-COMMITTEES

Appointment

- 2.1 The North Wales CJC may establish sub-committees to support it in exercising its functions and/or to support its governance and administrative arrangements. However, certain functions cannot be delegated to a sub-committee (see paragraph 1.5)
- 2.2 North Wales CJs will set up sub-committees for each of the key functional areas that it exercises . The North Wales CJC must establish the Governance and Audit and Standards sub-committees .
- 2.3 When establishing sub-committees, and considering who to involve in the sub- committee, the North Wales CJC will , consider:
- The nature the nature of the task/activity to be considered
 - The relevant expertise/skills which might be needed to support the North Wales CJC in its decision making
 - the gender, diversity, and cultural balance of sub-committee membership and how this might/should represent the communities the North Wales CJC serves

Structure

- 2.4 The North Wales CJC may appoint members of the North Wales CJC and Co-opted Members to a sub-committee.
- 2.5 A sub-committees may be made up entirely of co-opted members if the North Wales CJC considers this appropriate.
- 2.6 These rules and procedures of sub-committees will be established and revised by the North Wales CJC,

Delegation

- 2.7 A sub-committee may exercise only those function which are delegated to it.
- 2.8 The CJC may not delegate any of the following to any other person or sub-committee:
- The approval and revision a transport policy under the relevant provisions of the Transport Act 2000 (“Transport Policy Function”);
 - The actions in relation to preparing a Strategic Development Plan (the “Strategic Development Plan Function”) which are set out in Regulation 15(b) of the North Wales Corporate Joint Committee Regulations 2021;
 - The decision to agree the CJC budgets and contributions of the Constituent Councils and the Authority.

CHAIRING MEETINGS

- 2.9 The first items of business to be transacted at the first meeting of sub-committee are the appointments of a chairperson and vice-chairperson. The Proper Officer will chair the meeting for that initial item of business.
- 2.10 The first items of business to be transacted at subsequent annual general meetings of the sub-committee are the appointments of a chairperson and vice-chairperson.
- 2.11 If a vacancy occurs in the office of chairperson or vice-chairperson the appointment to fill the vacancy is to be made at the first meeting of the sub-committee to be held after the vacancy has arisen.
- 2.12 Subject to the provisions in relation to the Governance and Audit and Standards Sub Committees the chairperson and vice-chairperson must each be an elected member of a Constituent Council.
- 2.13 Meetings of the sub-committee must be chaired by the chairperson, or if the chairperson is absent then the vice-chair person.

QUORUM

- 2.14 Unless otherwise provided for no fewer than 70% of the persons entitled to vote must be present.
- 2.15 Members will be regarded as present at a meeting where they attend that meeting by remote means in accordance with the Council's arrangements for multi-location meetings providing that they can speak to, hear and be heard by, other attendees at the meeting.
- 2.16 For the purposes of para 8.3, attendance "by remote means" means attendance in a different physical location to that of other participants and participating through an online meeting platform

Voting

- 2.17 Any member of a sub-committee of the North Wales CJC (including voting Co-opted Members) are entitled to vote on matters to be decided by that sub-committee only.

Transparency

- 2.18 Sections 10 to 13 of North Wales Corporate Joint Committee Standing Orders apply to a meeting of a sub-committee of the CJC as they apply to a meeting of the CJC.

Sub Committees

2.19 Strategic Transport Sub-Committee.

- 2.19.1 The CJC shall appoint a Sub-Committee (known as the Strategic Transport Sub-Committee – (“**Strategic Transport function**”)) to preparation and monitoring of transport policies under sections 108(1)(a) and (2A)(a) of Part 2 of the Transport Act 2000 or any functions of the CJC which are ancillary or incidental to those functions.
- 2.19.2 The Terms Of Reference Of The North Wales Transport Planning sub-committee are set out in **Part 1** of this **Section 2** terms of reference may be amended by the CJC from time to time.
- 2.19.3 The membership of the Strategic Transport Sub-Committee shall consist of the relevant Cabinet/ Executive member from each of the constituent councils with responsibility for Transport Policy

2.20 Strategic Planning Sub-Committee

- 2.20.1 The CJC shall appoint a Sub-Committee (known as the Strategic Planning Sub-Committee –to support the exercise of the strategic planning functions or any functions of the CJC which are ancillary or incidental to those functions as set out in Regulation 15(b) of the North Wales Corporate Joint Committee Regulations 2021.
- 2.20.2 The Terms of Reference of the Strategic Development Planning Sub-Committee are set out in **Part 2** of this **Section 2** and those terms of reference may be amended by the CJC from time to time.
- 2.20.3 The membership of the Strategic Planning Sub-Committee shall consist of the relevant Cabinet/ Executive from each of the constituent councils with responsibility for Planning Policy and a representative nominated by the Snowdonia National Park Authority.

2.21 *Ambition North Wales sub-committee*

For Future Inclusion

2.22 Governance and Audit Sub-Committee

- 2.22.1 The CJC must establish a sub-committee (known as the Governance and Audit Sub-Committee)
- 2.22.2 The Terms of Reference of the Governance and Audit Sub-Committee are set out in **Part 4** of this **Section 5** and those terms of reference may be amended by the CJC from time to time within statutory requirements.
- 2.22.3 The membership of the Governance and Audit Sub-Committee shall consist of **9** Members 6 of whom shall be elected members drawn from and nominated by the Governance and Audit Committees of each of the 6 Constituent Councils and 3 of whom shall be Lay Members.

Meetings

- 2.23 The Governance and Audit Sub-Committee are required to meet once every calendar year as a minimum.
- 2.24 Standards Sub-Committee**

STRATEGIC TRANSPORT SUB-COMMITTEE - TERMS OF REFERENCE

The Corporate Joint Committees Regulations

The North Wales Corporate Joint Committee Regulations 2021 provide that the CJC is to exercise the functions of developing policies under section 108 of the Transport Act 2000.

("the Transport Regulations") modify the Transport Act 2000 in relation to Corporate Joint Committees established under Part 5 of the Local Government and Elections (Wales) Act 2021 where the functions of developing policies under section 108 of the Transport Act 2000 have been conferred on Corporate Joint Committees.

ROLE:

to make recommendations to the Corporate Joint Committee on the approval and revision of a Regional Transport Plan and its submission to Welsh Ministers for approval.

to make recommendations to the Corporate Joint Committee on policies for the implementation by the local transport authorities in its area of the Wales Transport Strategy."

to advise and make recommendations on a co-ordinate a joined-up and integrated strategic transportation service in North Wales; through the, monitoring, and review of a Regional Transport Plan.

to plan, co-ordinate and advise on regional responses to the Welsh Government Improving Public Transport proposals.

to report regularly to the Corporate Joint Committee on progress, performance, outcomes and resource requirements. keeping its regional transport plans and policies under review and recommend any alterations if it considers it appropriate to do so.

to undertake any activities which are ancillary or reasonably incidental to the achievement of these functions

the chairperson of the sub-committee will play a key role in providing leadership and key relations with Welsh Government and the UK Government with regard to the work of the Sub-Committee and its advisory role in the development of the Regional Transport Plan.

the Sub Committee will be advised by Officers of the CJC and its Statutory Officers or their duly appointed representatives or deputies.

Strategic

to co-ordinate Local Authority and other partner activity so that a strategic regional approach takes place in the relevant policy area.

to provide relevant strategic advice to the Corporate Joint Committee;

to support the Corporate Joint Committee to influence national policies and funding programmes.

to enact the decisions of the Corporate Joint Committee. The Corporate Joint Committee will provide direction and commission the Sub-Committees to undertake key tasks.

Programme & Project Management

to co-ordinate the planning, development and delivery of relevant Programme(s) / Project(s) within these Terms of Reference;

to monitor and review progress and impact of relevant Programme(s) / Project(s), and to put forward any recommendations to the Corporate Joint Committee.

To monitor and review the level and deployment of resources including staff and where it deems appropriate make recommendations to the CJC in relation to these matters.

Resource Management

To monitor and review the level and deployment of resources required including staff and where it deems appropriate make recommendations to the CJC in relation to these matters.

Performance Management

To co-ordinate the reporting of performance to the Corporate Joint Committee at least Quarterly.

RESPONSIBILITIES and DELIVERABLES:

Communication and Awareness Raising

The Transport Sub-Committee will prepare a quarterly report on its work for the Corporate Joint Committee which shall include:

Progress on implementation of the Regional Transport Plan including individual Programmes and Projects.

The Financial Performance of the Committee

Forthcoming developments.

The report shall form part of an agreed scrutiny protocol, and shall be in a format which will facilitate its submission into Scrutiny or other governance arrangements as determined the Corporate Joint Committee.

QUORUM:

No fewer than 5 of the members must be present.

REVIEW

The Transport Sub-Committee shall conduct an annual self-assessment of its activities under these Terms of Reference and report any conclusions and recommendations to the Corporate Joint Committee and, as part of this assessment, shall consider whether or not it receives adequate and appropriate support in fulfilment of its role and whether or not its annual plan of work is manageable.

The Committee shall annually review its Terms of Reference and may recommend to the Corporate Joint Committee any amendments to its Terms of Reference.

Part 2

STRATEGIC PLANNING SUB-COMMITTEE - TERMS OF REFERENCE

Functions of the Strategic Planning Sub-Committee

The Sub-committee will oversee the following specific functions in the order presented, as per The Town and Country Planning (Strategic Development Plan) (Wales) Regulations 2021 prior to advising and seeking approval of the CJC (note also the limitations on discharging function under Section 6):

Consider and develop a robust evidence base required for the SDP supported by the SDP working groups and in partnership with the regional Local Planning Authorities. (see above in red)

Oversee the Identification of consultation bodies to be engaged in the SDP process – ‘general’ and ‘specific’ (Regulation 5 & 6),

Prepare a draft Delivery Agreement (Timetable and Community Involvement Scheme) for preparation of the SDP and SA/SEA – including engagement, content, notification and publication requirements (Regulations 7 to 12)

Prepare the LDP (Form, Content of the SDP and Proposals Map) in line with (Regulations 13 to 14)

Have regard to additional matters that the CJC need to be informed of, that being Section 108 of the Transport Act 2000 and other matters (Regulation 15)

Undertake a call for candidate strategic locations and sites and prepare a “candidate strategic sites and locations register” for the purposes of informing land availability across the region (Regulation 16 (1)(b)-(d))

Oversee the production of the SDP Pre-deposit proposals (preparation, participation and proposals documents) – for the purpose of considering a range of alternative options and strategies (Regulation 16 to 17).

Oversee the production of the SDP Sustainability Appraisal (SA) and Strategic Environmental Assessment (SEA) in line with (s39 (2) Planning and Compulsory Act 2004 (as amended) and SEA Regulations 5(2) and 5(4) respectively).

Prepare and undertake the necessary pre-deposit public consultation (Regulation 18)

Prepare the Pre-deposit public consultation representations report for the CJC (Regulation 19)

Oversee the Deposit Plan preparation – Documents to be prepared, notification and publication requirements, statutory public consultation (6 weeks minimum) and consideration of representations (Regulations 20 to 22)

Prepare submission of the SDP for examination – Documents to be prepared/submitted, publication and notification requirements (Regulation 23)

Prepare for and manage the Independent Examination of the SDP including notification and publication requirements (Regulation 24)

Consider and respond to the Inspectors Report - including notification and publication requirements (Regulation 25)

Where necessary, the sub-committee will respond to matters related to 'matters preventing adoption' (Regulation 26), 'direction to modify the SDP' (Regulation 27) and 'call in' (Regulations 28 – 32)

Prepare for Adoption – including adoption procedures, notification and publication requirements (Regulation 35)

Oversee the production of the Annual Monitoring Report (AMR) - including content, publication and notification requirements (Regulation 27).

Oversee the production of the SDP Review and Review Report (no later than 6 years following adoption) (Regulation 39)

Programme & Project Management

to co-ordinate the planning, development and delivery of relevant Programme(s) / Project(s) within these Terms of Reference;

to monitor and review progress and impact of relevant Programme(s) / Project(s), and to put forward any recommendations to the Corporate Joint Committee.

To monitor and review the level and deployment and value for money of resources including staff and where it deems appropriate make recommendations to the CJC in relation to these matters.

To monitor and review the level and deployment of resources required including staff and where it deems appropriate make recommendations to the CJC in relation to these matters.

Performance Management

The following will be undertaken:

To co-ordinate the reporting of performance to the CJC at least Quarterly in line with the SDP Delivery Agreement or as actioned by the CJC

To co-ordinate and present a statutory Annual Monitoring Report (AMR) to the CJC upon adoption of the SDP

To present a SDP Review Report to the CJC where required under statutory regulation or early if the AMR concludes otherwise.

The Governance and Audit Sub-Committee

The North Wales CJC is required to establish a sub-committee to be known as the Governance and Audit Sub-Committee in accordance with paragraph 16(1) CJC Established Regulations. *(It is noted that in local government legislation this is referred to as a 'governance and audit committee', however as the North Wales CJC is itself a committee it is appropriate to refer to it as a sub-committee in relation to CJs.)*

Functions

The terms of reference of the sub-committee are stated in the CJC Establishment Regulations which state that the governance and audit sub-committee must:

- a) Functions under the Local Government Measure (Wales) 2011
- b) The committee is responsible for fulfilling the following statutory functions under Section 81 of the Local Government Measure (Wales) 2011 as amended:
- c) review and scrutinise the CJC's financial matters,
- d) make reports and recommendations in relation to the CJC's financial matters.
- e) review and assess the CJC's risk management, internal control performance assessment and corporate governance arrangements,
- f) make reports and recommendations to the CJC regarding the adequacy and effectiveness of those arrangements,
- g) review and assess the CJC's ability to handle complaints effectively,
- h) make reports and recommendations in relation to the CJC's ability to handle complaints effectively,".
- i) inspect the CJC's internal and external audit arrangements, and
- j) review the financial statements prepared by the CJC.
- k) Undertake the further functions of the Governance and Audit Committee under Chapter 1 of Part 6 of the Local Government and Elections (Wales) Act 2021 (performance and governance of principal councils)
- l) The committee will also be responsible for fulfilling the following functions:-
 - 1(i) to promote internal audit, establishing a timetable to conduct review control, develop an anti-fraud culture and review financial operations;
 - 2(ii) to consider observations and concerns on individual services at a county level, on the basis of reports by Council officers, the Audit Commission or the District Auditor and monitor the response and actions on the recommendations and findings.

Membership

Members of a CJC Governance and Audit committee cannot be a member of the CJC, a member of the executive of a constituent council or a co-opted member (co-opted member in this case means a person co-opted on to the CJC, or to participate in activities of the CJC, other than the governance and audit committee).

Membership of the Governance and Audit Sub-Committee must be at least one third lay member and at least two thirds membership from the constituent councils. The appointment(s) will be made by the North Wales CJC.

The chair of the Governance and Audit Sub-Committee must be a lay member.

Members of a CJC governance and audit committee cannot be a member of the CJC, a member of the executive of a constituent council or a co-opted member (co-opted member in this case means a person co-opted on to the CJC, or to participate in activities of the CJC, other than the governance and audit committee).

The Governance and Audit Sub-Committee should be established by the CJC comprising of lay members to be drawn from constituent councils governance and audit committees (or externally advertised if this is not possible) and members from each constituent council.

The Governance and Audit Sub-Committee may not exercise its functions if the membership contravenes these requirements.

Guidance of the Welsh Ministers

The governance and audit sub-committee must have regard to any guidance given by the Welsh Ministers under Section 85(1) Local Government (Wales) Measure 2011.

Quorum

The quorum for the governance and audit sub-committee shall be 7 members with at least one member present from each Constituent council and at least one Lay Member.

MEETING: **North Wales Corporate Joint Committee (the CJC)**
DATE: **7 October 2022**
SUBJECT: **Secondment to the CJC Chief Executive role**
CONTACT OFFICER: **Dafydd Gibbard, the CJC's Chief Executive, and
Dafydd L Edwards, CJC Project Lead Officer**

DECISION SOUGHT:

To appoint Alwen Williams as the CJC's part-time Chief Executive, on a temporary secondment basis, until the position is reviewed again by the CJC at the end of the 2022/23 financial year.

Delegate power to the Chief Executive of Gwynedd Council to confirm formal arrangements for the secondment.

1. Introduction / Background

This report deals with appointment of the North Wales Corporate Joint Committee's acting Chief Executive (CJC).

At its meeting on 17 June 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 until the arrangements were reviewed by the CJC.

At its meeting on 22 July 2022, the North Wales Corporate Joint Committee reviewed the role of their Chief Executive and, after considering the options, resolved to submit a request to the North Wales Economic Ambition Board to release part of their Portfolio Director's time to fulfil the role of the Corporate Joint Committee's Chief Executive at least until 31 March 2023.

The option to submit this request to the Ambition Board was selected as it is likely that the Ambition Board will be incorporated into the CJC, there would be a substantially higher cost if a stand-alone Chief Executive post was created, and as there is insufficient availability of time required for one of the 6 local authority Chief Executives to oversee the CJC's development.

The Establishment Regulations allow flexibility how the CJC may employ staff, including statutory officers. The CJC may employ them directly, or it may enter into arrangements with constituent authorities for their staff to be placed at the disposal of the CJC. Hence, this post could be seconded part-time from the EAB's host authority.

2. Decision and requirements of the Ambition Board

This option required approval by the North Wales Economic Ambition Board. At its meeting on 30 September 2022, the Ambition Board agreed to release part of their Portfolio Director's time to fulfil the role of the CJC's Chief Executive.

As expected, a number of aspects need to be addressed from the perspective of the Ambition Board, such as 'back-filling' part of the Portfolio Director's role to create the necessary capacity.

The CJC will need to provide a financial contribution to the EAB in order to give them the flexibility to make the internal adjustments needed as a result of this part-time secondment (in order for the EAB to continue to deliver the Growth Program effectively).

The Ambition Board continues to be Alwen Williams' contractual employer, and the CJC will pay a fee to the Ambition Board for her secondment. The CJC is asked to authorise Gwynedd Council's Chief Executive to arrange this within the flexibility in the CJC's 2022/23 budget.

RECOMMENDATION

The North Wales Corporate Joint Committee is asked to confirm the part-time secondment of Alwen Williams to the CJC Chief Executive role, in accordance with the decision sought and under the terms outlined above.

VIEWS OF THE STATUTORY OFFICERS

Monitoring Officer

As the CJC is being established there is a transitional element in the work, particularly around its inter-relationship with Ambition North Wales. With the Economic Ambition Boards approval of the CJC's request to release the Portfolio Director's time, it is possible to move ahead with the appointment. As noted in the report, temporary arrangements are acknowledged as being appropriate as the CJC establishes.

Statutory Finance Officer

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