

Meeting

**NORTH WALES CORPORATE JOINT COMMITTEE**

Date and Time

**1.30 pm, FRIDAY, 6TH SEPTEMBER, 2024**

Location

**Virtual Meeting**

**(For public access to the meeting, please contact us)**

Contact Point

**Sioned Mai Jones**

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## **NORTH WALES CORPORATE JOINT COMMITTEE**

### Council Members

Cllr. Jason McLellan - Denbighshire County Council  
Cllr. Gary Pritchard - Isle of Anglesey County Council  
Cllr. Charlie McCoubury - Conwy County Borough Council  
Cllr. Mark Pritchard - Wrexham County Borough Council  
Cllr. Dave Hughes - Flintshire County Council  
Cllr. Dyfrig L Siencyn - Cyngor Gwynedd

### Snowdonia Member

Cllr. Edgar Wyn Owen – Snowdonia National Park Authority

### Chief Officers

Dafydd Gibbard - Cyngor Gwynedd – Corporate Joint Committee Chief Executive  
Dylan Williams - Isle of Anglesey County Council  
Rhun ap Gareth - 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 5 - 9**

The Chair shall propose that the minutes of the previous meeting held on 21st June, 2024 be signed as a true record.

## **5. CJC IMPLEMENTATION UPDATE AND PROPOSED GOVERNANCE MODEL 10 - 15**

Alwen Williams (Interim CJC Chief Executive) and Iwan Evans (Monitoring Officer) to present the report.

## **6. CONSTITUTIONAL UPDATES 16 - 57**

Iwan Evans (Monitoring Officer) to present the report.

## **7. FLINTSHIRE AND WREXHAM INVESTMENT ZONE 58 - 62**

Alwen Williams (Interim CJC Chief Executive) to present the report.

## **8. NORTH WALES CORPORATE JOINT COMMITTEE PROJECTED EXPENDITURE 2024-25 63 - 66**

Dewi Morgan (CJC Head of Finance (Statutory Finance Officer)) and Sian Pugh (CJC Assistant Head of Finance) to present the report.

## **9. REGIONAL TRANSPORT PLAN: PROGRESS UPDATE AND RECOMMENDATIONS 67 - 72**

Alwen Williams (Interim CJC Chief Executive) to present the report.

## **10. WELSH LANGUAGE STANDARDS: COMPLIANCE NOTICE 73 - 109**

Alwen Williams (Interim CJC Chief Executive) to present the report.

## **11. INDEPENDENT REMUNERATION PANEL FOR WALES (IRPW) - REMUNERATION FOR LAY MEMBERS OF CORPORATE JOINT 110 - 116**

## **COMMITTEES**

Iwan Evans (Monitoring Officer) to present the report.

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**NORTH WALES CORPORATE JOINT COMMITTEE**  
**21/06/24**

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**Present:** Chair: Councillor Dyfrig Siencyn (Cyngor Gwynedd)

**Councillors:** Jason McLellan (Denbighshire County Council), Gary Pritchard (Isle of Anglesey County Council), Ian Roberts (Flintshire County Council), Charlie McCoubrey (Conwy County Borough Council) and Edgar Owen (Eryri National Park Authority).

**Chief Officers:** Dafydd Gibbard (Cyngor Gwynedd), Dylan Williams (Isle of Anglesey County Council), Fran Lewis (Conwy County Borough Council), Andrew Farrow (Flintshire Council), Ian Bancroft (Wrexham County Borough Council), Gary Williams (Denbighshire Council) and Iwan Jones (Eryri National Park Authority).

**Statutory Officers**

Dewi Morgan (Chief Finance Officer) and Iwan G Evans (Monitoring Officer).

**Other officers present**

Alwen Williams (Interim Chief Executive of the CJC), Sian Pugh (Assistant Head of Finance), Delyth Jones Thomas (Investment Manager), Claire Incledon (Solicitor) and Eirian Roberts (Democracy Service Officer).

**1. CHAIR**

**RESOLVED to appoint Councillor Dyfrig Siencyn as Chair for 2024/25.**

**2. VICE-CHAIR**

**RESOLVED to appoint Councillor Mark Pritchard as Vice-chair for 2024/25.**

**3. APOLOGIES**

Apologies were received from:-

- Councillor Llinos Medi Huws (Isle of Anglesey County Council) with Councillor Gary Pritchard deputising;
- Councillor Mark Pritchard (Wrexham County Borough Council)
- Rhun ap Gareth (Conwy County Borough Council) with Fran Lewis deputising;
- Neal Cockerton (Flintshire County Council) with Andrew Farrow deputising;
- Graham Boase (Denbighshire Council) with Gary Williams deputising;
- Emyr Williams (Eryri National Park Authority) with Iwan Jones deputising.

Councillor Edgar Owen was welcomed to his first meeting of the Joint-committee following his appointment as the new Chair of the Eryri National Park Authority.

It was noted that Emyr Williams (Eryri National Park Authority) would be retiring soon. He was thanked for his contribution to the work of the Joint-committee and they wished him every happiness for the future.

#### 4. **DECLARATION OF PERSONAL INTEREST**

Alwen Williams, Interim Chief Executive of the CJC declared a personal interest in item 9, but as it was important that she was part of the general discussion on the transfer of the functions of the Ambition Board to the CJC, and that there had been no discussion on the part of the report relating specifically to the extension of her secondment in the Interim Chief Executive role, she did not leave the meeting.

#### 5. **URGENT ITEMS**

None to note.

#### 6. **MINUTES OF THE PREVIOUS MEETING**

The Chair signed the minutes of the previous meeting, held on 22 March 2024, as a true record.

#### 7. **TREASURY MANAGEMENT STRATEGY STATEMENT FOR 2024/25**

The report was submitted by Dewi Morgan, Chief Finance Officer.

**RESOLVED to accept and approve the Treasury Management Strategy Statement for 2024/25.**

#### 8. **2023/24 OUT-TURN REPORT AND ANNUAL RETURN**

The report was presented by Sian Pugh, Assistant Head of Finance.

##### **RESOLVED:**

1. **To note and accept the Corporate Joint Committee's actual expenditure and income for 2023/24 as submitted in Appendix 1 to the report.**
2. **To approve the transfer of the underspend in 2023/24 to a reserve fund to be earmarked to fund future one-off costs.**
3. **To approve the Joint Committee's Official Annual Return for 2023/24 (subject to External Audit), in line with the statutory deadline of 30 June 2024. (It has been duly completed and certified by Cyngor Gwynedd's Head of Finance, as the Statutory Finance Officer for the Joint Committee (Appendix 2 of the report)).**

#### 9. **UPDATE: FUNCTIONS OF THE NORTH WALES ECONOMIC AMBITION BOARD – TRANSFER TO THE CORPORATE JOINT COMMITTEE**

The report was submitted by Alwen Williams, Interim CJC Chief Executive.

##### **RESOLVED:**

1. **To accept the report on the progress update on work to establish the North Wales Corporate Joint Committee and respond to the tasks that are required by its statutory functions (Appendix 1 to the report).**
2. **To accept the updated plan and the revised date of 1 November for transferring the North Wales Growth Deal to the North Wales Corporate Joint Committee.**
3. **To approve the interim arrangements to release the Portfolio Director's time for two days per week to undertake the Interim Chief Executive role until 31 October 2024. (All employment and associated costs would continue to be covered by the North Wales CJC).**
4. **To ask for a further report on progress in the transfer process and monitoring of the timetable.**

## DISCUSSION

It was questioned whether the resources and funding of the Corporate Joint Committee went into the procurement work for progressing the Investment Zone for Wrexham and Flintshire. In response, it was noted: -

- That an agreement had already been reached to set aside £100,000 of the Joint-committee's budget to facilitate the work of going through the Gateways to deliver the Investment Zone.
- As we faced a General Election on 4 July, there was an additional arrangement in place and an agreement by Flintshire Council and Wrexham Council to provide up to £25,000 each of funding for any work directed towards the development of the scheme should the new government not follow through on the Investment Zones process.

It was further questioned whether there was any doubt about the future of these policies. In response, it was noted: -

- No government had given an indication that there would be a new arrangement in place, but assurances were needed on this once the government was in place.
- As a result of following the process of going through the Gateways to prepare the application to confirm the Investment Zone, a proportion of the £160 million being provided for the Investment Zone would be a proportion that could be used for administrative costs, so it would be possible to apply for the development costs from those funds once the Investment Zone was approved.

The Leader of Flintshire Council noted that he was disappointed that the Investment Zone was coming through the Corporate Joint Committee and would prefer that there was a body set up between Flintshire and Wrexham and their partners, such as Airbus, to manage the project. He further noted that it had been asked at two meetings of the Joint-committee where the resources would come from, as this was an Investment Zone for Flintshire and Wrexham, and he suggested to perhaps look at the costs of various projects located in specific geographical areas.

It was noted that it was understood that the operating resource for the Joint Committee by secondment from the Welsh Government had now come to an end, and it was questioned how much of a blow this was to our ability to proceed with the establishment of the Joint Committee. In response, it was noted:-

- That the secondment was terminated earlier than planned due to a personal decision to return to the Welsh Government which was why they were now revisiting the structures to have a more sustainable structure in place to support the transition work.
- That the Executive Project Board met every Monday and the different work streams met separately as well, and this had set some structure around the work and the tasks that needed to be accomplished.
- That work was underway to see if either permanent or additional temporary resources could be obtained to fill the operational gap.

The Monitoring Officer explained that any decisions regarding the transfer of staff to the Corporate Joint Committee were entirely subject to the date of transfer of the Growth Plan to the CJC. As such, if the transfer date progressed to the 1st of November, that was the first date the staff could also transfer.

**10. APPOINTING CO-OPTED MEMBERS TO THE PLANNING AND TRANSPORTATION SUB-COMMITTEES**

The report was presented by Iwan Evans, Monitoring Officer.

The Monitoring Officer thanked Claire Incedon (Solicitor) for her work in getting the agreements in place and signed.

**RESOLVED:**

1. To appoint as co-opted members to the Corporate Joint Committee as follows:
  - (i) strategic planning sub-committee
  - (ii) strategic transportation sub-committee
2. To authorise the Monitoring Officer to accept (and appoint as co-opted members) changes to the membership of these sub-committees that were notified in writing to the Monitoring Officer, on the condition that these appointments be declared to the Corporate Joint Committee in the next meeting.

**11. WELSH LANGUAGE STANDARDS DRAFT COMPLIANCE NOTICE REGULATIONS NUMBER 1**

The report was submitted by Alwen Williams, Interim CJC Chief Executive.

In response to a question, it was confirmed that the standards were very similar to the standards imposed on the 6 authorities individually, and that it was also likely that the standards to be imposed on all the joint committees across Wales would resemble each other.

**RESOLVED to authorise the Chief Executive to respond to the consultation in consultation with the Chair.**

**DISCUSSION**

**12. PAY POLICY STATEMENT**

The report was presented by Iwan Evans, Monitoring Officer.

In response to a question, it was confirmed that nothing in the Pay Policy Statement was unusual or different from the pay policy of any other bodies.

**RESOLVED to adopt the North Wales Corporate Joint Committee pay policy statement for 2024/25.**

**DISCUSSION**

**13. PROPOSED DATES FOR FUTURE MEETINGS**

The report was presented by Iwan Evans, Monitoring Officer.

**RESOLVED to approve the draft calendar for the period up to May 2025.**

The meeting commenced at 13:30 and concluded at 14:20.



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(Chair)

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**NORTH WALES CORPORATE JOINT COMMITTEE**

**6 September, 2024**

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**TITLE:** CJC Establishment Update and Proposed Governance Model

**AUTHOR:** Alwen Williams, Interim Chief Executive  
Iwan Evans, Monitoring Officer

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**1. PURPOSE OF THE REPORT**

- 1.1. To update CJC members on progress made to establish the North Wales Corporate Joint Committee (CJC), which includes the transfer of the Growth Deal, its funding, and the Portfolio Management Office (PMO), and to introduce the principles underpinning the proposed governance model for the CJC.

**2. DECISION SOUGHT**

- 2.1. That the CJC accepts the update and progress made to prepare for the proposed transfer of the Growth Deal, its funding and the PMO into the CJC.
- 2.2. That the CJC support the suggested governance structure as a basis for discussion with partners pending a further report.

**3. REASON FOR THE DECISION**

- 3.1. The CJC will be a party to the agreements which will enable the transfer of the Growth Deal into its management. It needs to be advised of this programme and progress but also to provide an initial view on the proposed post transfer governance arrangements to facilitate the discussions with Growth Deal partners.

**4. BACKGROUND AND RELEVANT CONSIDERATIONS**

- 4.1. Between December 2021 and January 2022, the Cabinets and Executives in each of the six Local Authority, had agreed in principle that the functions of the North Wales Economic Ambition Board (NWEAB) should be transferred by way of a delegation agreement to the CJC. It was explained that the decision of this report allowed for the transfer to begin and be completed. It was explained that the statutory framework and the establishment of the CJC meant that the proposed transfer needed to be progressed.
- 4.2. The overall strategic impetus to transfer stemmed from the correlation in membership between the NWEAB and the CJC, the wish to avoid a multiplicity of regional bodies with similar functions, and the various legal and operational advantages and efficiencies of the CJC being its own corporate entity.

- 4.3. The original decision was an in-principle decision as the legislation relating to CJC was continuing to develop and indeed the final set of initial Regulations came into force on 1 April 2023. These regulations being of direct relevance and implication for the proposed transfer particularly around taxation and staffing. It is recognized that we were unable to secure some anticipated statutory provisions particularly around delegation agreements. However, it is considered that the proposed transfer arrangements will provide a governance framework which will meet and address the matters raised albeit by a different pathway.
- 4.4. On 1<sup>st</sup> June 2024, item 9, Appendix 1 provided an update to the CJC on progress to establish the CJC. This included the Regional Transport Plan, the Investment Zone for Flintshire and Wrexham, as well as the Strategic Development Plan. It referenced the need for the CJC to undertake statutory duties and functions, such as the Welsh Standards and to comply with the duties of public bodies such as the Future Generations Well-being Act and the Socio-economic Duty. It was expressed that an Operational Project Board needed to be created for the North Wales CJC to transfer the functions to the CJC.

## 5. PROPOSED GOVERNANCE STRUCTURE – ECONOMIC WELL BEING FUNCITON

- 5.1. Members will be aware of the power the CJC has to promote the economic wellbeing of the region. This is a power not a duty and co-exists with the roles which the Constituent Councils and other bodies have in relation in economic development. The original in-principle decision in relation to the Growth Deal transfer envisaged an Economic Ambition Board Sub-Committee. However, the CJC as a whole has now adopted the Ambition North Wales brand, and it is proposed that an Economic Well-being Sub Committee is established to support the work of the CJC and delivery of this function. The proposed model can be found in **Appendix 1** of this report.
- 5.2. The key supporting arguments for adopting this structure are:
- It will enable the CJC itself to maintain a strategic role across all of its functions.
  - The CJC will remain in control of the contents of the portfolios, allocation of funding and project selection.
  - It addresses a capacity risk as the CJC assumes an active role across its functions and duties. The report on the Investment Zone and the increasing demands on the CJC reflects the way this issue is developing.
  - The Economic Well-being Sub-Committee can concentrate on the implementation of the CJC's programmes, and particularly the Growth Deal's Project Business case approvals.
  - It will facilitate co-option which reflects the Economic Ambition Board model within the Economic Well-being function.
- 5.3. One of the aims of the transfer was to maintain as far as practicable current arrangements around Governance Agreement 2 (GA2). Consequently, it proposed that the current support and consultative arrangements, the Executive Group, the Portfolio Board, and the Private Sector board currently identified as the Business Delivery Board are retained and act as advisors to the CJC and the Sub-Committee. Given that the CJC has a wider remit than the Growth Deal, it is proposed that the current Business Delivery Board's Terms of Reference and membership is revised to reflect this wider remit and that the Chair of the Private Sector Advisory Board is recruited as an Operational Non-Executive Director. It also suggested that representatives who act as Advisers to the EAB would be co-opted onto the Economic Well-being Sub-Committee on a non-voting basis. But also, that a representative of Eryri National Park Authority and the chair of the Regional Skills Partnership are also co-opted on the same basis.

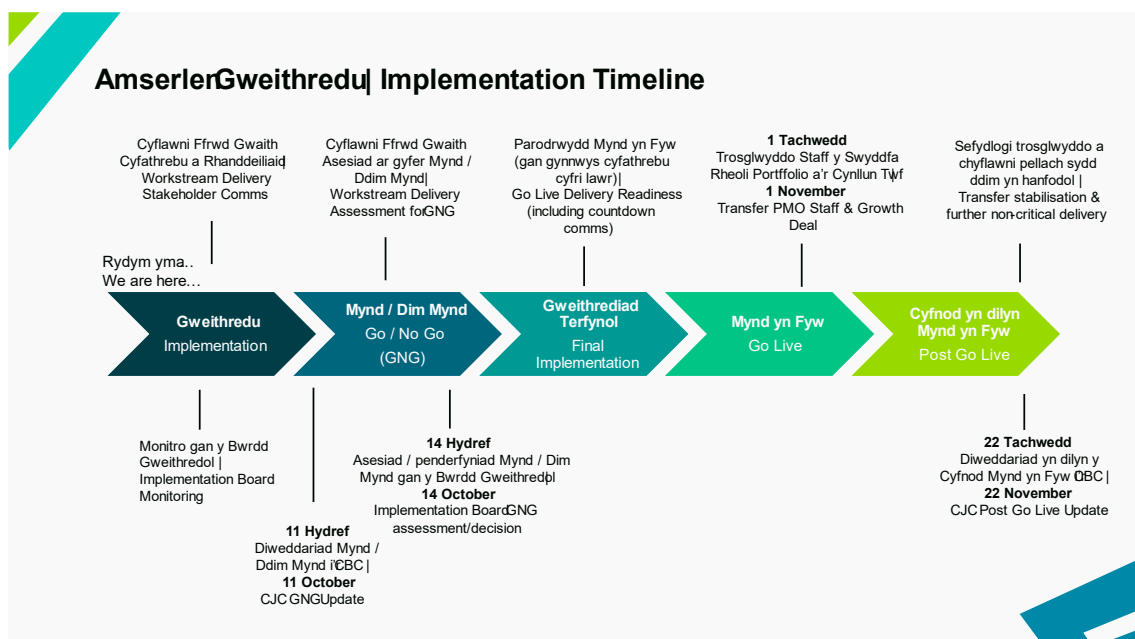
5.4. The CJC will, in due course (within this financial year) have to review its overall governance, who it co-opts and to which body. However, there are a number of factors to be considered in addressing co-option. These issues have to be looked at in the context of the wider powers and duties of the CJC and possible roles for other partners and stakeholders. The Statutory Guidance on CJC places an emphasis on “Involving Others”. The Guidance identifies a range of stakeholders across sectors who might be co-opted or support and participate in the CJC. However, this needs to be considered and developed holistically. For this reason, the proposed co-option arrangements in the structure are essentially aimed at facilitating the transfer of the Growth Deal and maintaining, as far as possible, the current model to be found in the EAB. But it will need to be revisited as part of the overall development of the governance of the CJC.

## 6. UPDATE ON PROGRESS TO ESTABLISH THE CJC

6.1. An officer on a contract basis has been appointed to undertake the CJC Implementation Programme Lead role. This commenced on 15<sup>th</sup> July to replace seconded resource from Welsh Government to undertake the role which concluded on 7<sup>th</sup> June.

6.2. An implementation programme board has been established with planning reviews aligned to each implementation workstream being conducted during July/August to identify and address delivery confidence/challenges. The programme board is focused on workstreams comprising legal and governance, Human Resources, IT and Digital, Finance, Systems and Resources and Communications all of which relate to the proposed transfer of the Growth Deal, its funding and the PMO.

6.3. The targeted transfer Go Live date is the 1<sup>st</sup> of November, which is dependent on receiving the required approvals for transfer. The implementation board also monitors and manages risks, issues, and dependencies (internal and external) associated with the transfer of functions and readiness for Go Live. A summary of the implementation timeline is included here.



- 6.4. A separate report is presented to provide progress updates on the Regional Transport Plan, the Investment Zone and the Welsh Language Standards. Timeline for Development of the Strategic Development Plan is under review. It is likely that external contract support will be required to support development of the North Wales Delivery Agreement. A further update will be presented to the CJC in future. Work is underway to plan the inaugural meeting of the Planning Sub-Committee in due course.
- 6.5. In order to effect the transfer there are key legal matters which are being developed:
- i. Agreement with the Governments on the transfer (novation) of the Growth Deal across to the CJC and the model for achieving this. The principle of the transfer has government support.
  - ii. The creation of Joint Working Agreement between the parties to GA2 and the Corporate Joint Committee. The agreement will be a successor to GA2 and in many respects will reflect the current arrangements. However, the different corporate status of the CJC will mean that aspects of the agreement will need to be approached differently. These reflect the fact that GA2 created a Joint Committee of the Constituent Councils with delegated powers whereas the CJC (notwithstanding its name) is a statutory corporation. The aim however is to reflect and seek to replicate the partnership arrangements within the “lift and shift” transfer model. The proposed governance arrangement set out above is intended to pave the way for this work to continue.
  - iii. The work on establishing a scrutiny framework for the CJC across all its functions is ongoing and it is intended that this work is progressed in parallel with the transfer project.

## **7. FINANCIAL IMPLICATIONS**

- 7.1. The purpose of this report is to provide an update on progress and to seek approval for the governance structure as set out in the report. Whilst there clearly will be costs associated with the governance of the CJC going forward, these have already been budgeted for, either as part of the budget of the CJC or the North Wales Economic Ambition Board. The decision sought does create new spending commitments.

## **8. LEGAL IMPLICATIONS**

- 8.1. The report sets out the legal and governance implications of the decision sought.

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### **APPENDICES:**

**Appendix 1:** Proposed Governance Structure

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### **STATUTORY OFFICERS RESPONSE:**

- i. **Monitoring Officer:**  
Joint author of the report

ii. **Statutory Finance Officer:**

“I am satisfied that the information contained in this report is an accurate reflection of the current situation in terms of the establishment of the Corporate Joint Committee and the next steps which are to be pursued.”

# CORPORATE JOINT COMMITTEE

## VOTING MEMBERSHIP

Six Local Authority Leaders  
Eryri National Park Authority

## CO-OPTED MEMBERS

To be determined by CJC

Growth Deal

Approve Projects into Growth Deal Portfolio

Approve allocation of funding and changes to funding

Monitor performance, delivery and risks

Approve Growth Deal FBC projects referred because of unusual risks

Co-optation of members to sub-committees

# ECONOMIC WELL-BEING SUB-COMMITTEE

## VOTING MEMBERSHIP

6 Local Authority Economy Portfolio Cabinet members

## CO-OPTED - NON VOTING

Colleges and Universities  
Chair Business Delivery Board  
Chair Regional Skills Partnership  
Eryri National Park Authority Representative

Private Sector Advisory Board (TBC)

Portfolio Board

Work within approved allocation of funding and Portfolio Business Case

Approve Outline Business Cases

Approve Full Business Cases

Approve Funding Agreements

# CJC CHIEF EXECUTIVE

Specific delegation of Economic Wellbeing Sub-Committee decisions permitted.  
Approval of defined variations to funding agreements

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**NORTH WALES CORPORATE JOINT COMMITTEE**

**6 September, 2024**

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**TITLE:** Constitutional Updates

**AUTHOR:** Iwan Evans, Monitoring Officer

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**1. PURPOSE OF THE REPORT**

1.1. To provide an update on the Constitution for the North Wales Corporate Joint Committee.

**2. DECISION SOUGHT**

2.1. To adopt:

- i. Sections 1 – 3
- ii. the scheme of delegation
- iii. financial procedure rules

2.2. To delegate to the Monitoring Officer the power to make the following minor variations to the Constitution:

- (a) legal or technical amendments that do not materially affect the Constitution;
- (b) changes required to be made to remove any inconsistency, ambiguity or typographical error;
- (c) wording so as to put into effect any decision of the CJC or its sub-committees or officer exercising delegated powers;
- (d) changes required to reflect any changes to job or role titles.

**3. REASON FOR THE DECISION**

3.1. The CJC must have a comprehensive and operational constitution in place in order that it can carry out its functions.

3.2. The CJC has a duty to prepare and publish a Constitution further to the Corporate Joint Committees (General)(Wales) Regulations 2022. This report sets out those further provisions of the Constitution that require adoption (see **Appendices**).

**4. BACKGROUND AND RELEVANT CONSIDERATIONS**

4.1. It is a statutory requirement for the CJC to have a Constitution, and the statutory guidance provides that that it “must contain a copy of the CJC’s standing orders, a copy of the CJC’s code of conduct and such information as the CJC considers appropriate. The Constitution will also wish to consider such matters as are set out in the CJC Regulations including for example the Schedule to the Establishment Regulations”.



4.2. With work progressing on embedding the functions of the CJC through the development of the governance around the delivery of its strategic planning and transportation functions, and with the imminent transfer of the structures and funding to support regional economic delivery it is important that the CJC has in place the necessary powers to support its decision making. A key aspect of this will be the powers around funding, procurement and expenditure and the need to ensure these decisions are taken at the right level within the staffing structure with the right control retained by the CJC to approve and monitor spend as set out in the scheme of delegation.

4.3. The table below was shared previously and is now updated to show progress:

Title	Progress made
1.PURPOSE,DEFINITIONS, MAINTAINING	In the report
2. ACCESS TO INFORMATION AND CONTRIBUTING TO THE WORK OF THE CJC	In the report
3. STANDING ORDERS	Adopted
4. SUB COMMITTEE STANDING ORDERS	Adopted
5. SUB COMMITTEES	Adopted
6. OFFICERS	In the report
7. CONTRACTS AND LEGAL MATTERS	Adopted
8. SCHEME OF DELEGATION	In the report
9. FINANCIAL ORDERS	In the report
10. PROCUREMENT STANDING ORDERS	Adopted
11. MEMBERS CODE OF CONDUCT	Adopted
12. MEMBER OFFICER PROTOCOL	To be prepared in consultation with the Standards Sub-Committee
13. WHISTLEBLOWING	To be prepared in consultation with the Standards Sub-Committee

4.4. The recommendation is to adopt:

i. **Parts 1 – 3 of the Constitution** (outlined in 1 & 2 in the table above). These are standard provisions for any Constitution and set the scene in regard to the purpose and powers available to the CJC:

**Section 1** - provides a general introduction to the Constitution, the role and functions of the CJC.

**Section 2** - outlines the definitions and interpretation of terms used within the Constitution.

**Section 3** - provides information of how Members and the public can get involved in the work of the CJC.

There is a separate Section outlining the **roles and powers of Chief officers** (referenced at 6 in the above table).

- ii. **The scheme of delegation.** Members will want assurance that decisions are taken at the right level and in exercising delegation powers under the scheme those matters that are considered complex or significant in terms of risk will be reported to the CJC for approval.

The scheme of delegation proposes that the CJC retain responsibility for approval of any capital program spend over £50k, with decisions under this figure a responsibility of the Chief Executive where budget provision is provided.

Where the CJC is in receipt of an award of funding such as capital funding or a loan following approval by the CJC it is proposed that this funding is delegated to the Chief Executive to process as a direct award of grant through individual project business cases. A quarterly report will be provided to the CJC setting out the projects, business case evaluation and spend.

The scheme of delegation sets out that when taking, or considering taking, delegated decisions all members of staff must have regard to whether they are making a decision involving significant expenditure to the CJC's budget. Significant expenditure has been defined as expenditure in excess of £50,000. If this is the case or if the decision has potential to affect the CJC's reputation, create significant risk to the CJC or impact reputationally or financially on service users, partner organisations or committees outside the CJC consideration is to be given as to whether these matters be determined by the CJC. All matters that involve an individual spend of £250,000 and above are decisions that are retained by the CJC.

For contractual matters the scheme of delegation reflects the current principles as set out in the Contract Procedure Rules and the financial thresholds of £5,000 and £50,000 are retained for officer delegated decisions. This ensures parity with existing Rules and provides for officers to authorise purchases up to £5,000 and those officers with delegated authority may purchase on the basis of three quotations subject to the Contract Procedure Rules works, goods and services between £5,000 and £50,000.

The Chief Executive retains decision making power on contracts over £50,000 to the proposed limit of £250,000 to enable decision making at an acceptable level in line with delegated levels seen in the local government family. The Contract Procedure Rules are currently being reviewed to accommodate the requirements of the Procurement Act 2023 and The Procurement (Wales) Regulations 2024 and any changes will need to be reported in due course to updated accordingly to reflect these changes. Similarly, as the CJC moves through the transitional stages and becomes more established Members may in due course wish to revisit the levels of delegation to ensure that decision making is not hindering timely delivery of its functions.

- iii. **Financial Procedure Rules** – these are CIPFA compliant and provide for a process for ensuring that transactional decisions follow a clear and comprehensive process, that is open to scrutiny and audit. The Rules are aligned to the adopted Contract Procedure Rules and reflect those adopted by Cyngor Gwynedd.

## 5. FINANCIAL IMPLICATIONS

- 5.1. None.

## 6. LEGAL IMPLICATIONS

6.1. Set out within the report.

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### APPENDICES:

- Appendix 1:** Sections 1 – 3  
**Appendix 2:** The Scheme of Delegation  
**Appendix 3:** Financial Procedure Rules
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### STATUTORY OFFICERS RESPONSE:

i. **Monitoring Officer:**

Report author.

ii. **Statutory Finance Officer:**

“I have had an opportunity to provide input into the preparation of this Constitution. I am satisfied that it is robust and fulfils its purpose, and I support the decision sought.”

## SECTION 1

### 1. INTRODUCTION

#### 1.1 Purpose and Content of the Constitution

The North Wales Corporate Joint Committee (the “CJC”) is a corporate body established by the North Wales Corporate Joint Committee Regulations 2021 – the “Establishment Regulations”.

1.1.2 The CJC has a duty to prepare and publish a Constitution (section 37(5) Local Government Act 2000)

1.1.3 The Contents pages at the beginning of this Constitution provide a guide on what is in the Constitution and where you can find it.

1.1.4 The Constitution describes how the CJC is made up, and its role, functions, membership and procedural rules.

1.1.5 In Section 3 (Getting Information and Getting Involved) we have provided information for members of the public and Members on how you can get information about the CJC. We hope that this will help people who have an interest in the work of the CJC, and how you can get involved.

1.1.6 You can get a better understanding of the role and functions of the CJC in sections [ ] of this Constitution, including the role of the CJC and its sub-committees in sections [ ]

Section [ ] provides information on the management and Officer structures of the CJC. Some Officers have a specific duty to ensure that the CJC operates within the law and uses resources wisely. Responsibility for functions at section [ ] says what and where the decisions are made within the CJC, and which Officers have authority to make which decisions.

1.1.7 Sections [ ] have the Codes of Conduct and Protocols which set the standard of behaviour of Officers and Members. All Officers and Members have agreed to comply with these Codes and protocols.

#### 1.2 How the CJC Operates

##### The “CJC”

1.2.1 All Members have agreed to follow a Code of Conduct, to ensure high standards in the way they undertake their duties. The Standards Committee is responsible for training and advising on the Code of Conduct.

1.2.2 The meeting dates of the CJC are published and it meets regularly. It may meet remotely (via an on-line link) or in person at a venue to be notified in advance of any meeting. Meetings of the CJC are normally open to the public unless information of a confidential or exempt nature is being discussed.

1.2.3 The CJC membership comprises of:

(i) the “Council members” of the CJC are the executive leaders of the 6 Constituent Councils:

- (a) Conwy County Borough Council
- (b) Denbighshire County Council
- (c) Flintshire County Borough Council
- (d) Gwynedd Council

- (e) Isle of Anglesey County Council
- (f) Wrexham County Borough Council

(ii) the Snowdonia National Park Authority member (“Snowdonia Member”), and  
(iii) any Co-opted Member

1.2.4 The Snowdonia Member will be appointed by the Snowdonia National Park Authority (the “National Park”) and must be one of the following office-holders:

- (a) The Chair of the National Park;
- (b) The Deputy Chair of the National Park ; or
- (c) The chairperson of a committee with responsibility for planning matters as may be established by the National Park.

1.2.5 Where a Council Member is not able to act as a member for any period, the Constituent Council of which that Council Member is a member may appoint another member of its executive to substitute the Council Member for that period. Where the Snowdonia Member is not able to act as a member for any period, the National Park may appoint one of the other office-holders listed above at paragraph 1.2.4 to substitute the Snowdonia Member for that period. The provisions of Regulation 7(2) of the “Establishment Regulations” apply.

1.2.6 Regulation 7(2) of the “Establishment Regulations” makes provision for the suspension of Council Members and/or the Snowdonia Member.

1.2.7 Each Council Member will act as a member of the CJC in relation to all of the CJC’s functions.

1.2.8 The Snowdonia Member will act as a member of the CJC in relation to the Strategic Development Plan Function and any function that is ancillary or incidental to that function.

1.2.9 The CJC may by written agreement co-opt one or more individuals as members of the CJC (“Co-opted Member”). Regulation 9 of the “Establishing Regulations” will apply in relation to such Co-opted Members who will act in accordance with their appointment.

## **SUB-COMMITTEES**

2.1 The CJC must establish a sub-committee known as the Governance and Audit Sub-committee to

- (a) review and scrutinise the CJC’s financial affairs;
- (b) make reports and recommendations in relation to the CJC’s financial affairs;
- (c) review and assess the risk management, internal control and corporate governance arrangements of the CJC;
- (d) make reports and recommendations to the CJC on the adequacy and effectiveness of those arrangements;
- (e) review and assess the CJC’s ability to handle complaints effectively
- (f) make reports and recommendations in relation to the ability of the CJC to handle complaints effectively
- (g) oversee the CJC’s internal and external audit arrangements;

(h) review any financial statements prepared by the CJC;

(i) exercise such other functions as the CJC may specify.

2.1.2 The CJC shall adopt the terms of reference of the Governance and Audit Sub-Committee before 1st June 2022 and those terms of reference may be amended by the CJC from time to time.

2.1.3. The CJC will appoint a Standards Committee in accordance with the terms of reference adopted by the CJC before 1st June 2022 and those terms of reference may be amended by the CJC from time to time.

2.1.4. The CJC may appoint a sub-committee to make recommendations to the CJC and will adopt terms of reference for the sub-committee and these may be amended by the CJC from time to time.

2.1.5. The CJC may establish one or more sub-committees for the purpose of discharging any of its functions, subject to Standing Orders, to carry out in respect of the area of each constituent council the function of developing and revising the Regional Transport Plan and transport policies, preparing and revising a Strategic Development plan, and the exercise of the economic well-being function, and anything to facilitate or which is incidental or conducive to the exercise of its functions. The CJC may establish such other Sub-Committees as it deems necessary to support its functions.

2.1.6. A sub-committee appointed by the CJC may include, or be wholly comprised of, persons who are not members of the CJC.

2.1.7 The functions of a sub-committee, the number of members of a sub-committee and the term of office of each member must be fixed by the CJC and the sub-committee may only exercise those functions as are delegated to it by the CJC.

2.1.8 The CJC shall, when establishing a sub-committee will establish the voting arrangements as part of the terms of reference for the sub-committee.

2.1.9 Standing Orders apply to a meeting of a sub- committee of the CJC as they apply to a meeting of the CJC.

2.1.10 Any delegation to a sub-committee will be subject to Standing Orders.

## **SECTION 2**

### **2. PURPOSE, DEFINITION INTERPRETATION AND AMENDMENT OF THE CONSTITUTION**

- 2.1 The purpose of the Constitution is to provide a framework for good governance to:
- 2.1.1 enable the CJC to provide clear leadership to the community in partnership with citizens, businesses and other organisations, including its constituent councils, national park authority and other public bodies;
  - 2.1.2 support the active involvement of citizens in the process of decision making;
  - 2.1.3 help Members represent their constituents more effectively;
  - 2.1.4 enable decisions to be taken efficiently and effectively;
  - 2.1.5 create a powerful and effective means of holding decision makers to public account;
  - 2.1.6 ensure that no one will scrutinise a decision in which they are directly involved;
  - 2.1.7 ensure that those responsible for decision making are clearly identifiable to local people and that they explain the reasons for decisions; and
  - 2.1.8 provide a means of improving the delivery of services to the community.

## **2.2 Definitions in the Constitution**

- 2.2.1 The Constitution of the CJC is this document.
- 2.2.2 Within the Constitution the following words and phrases have the meaning set out below:
- “Budget” the overall revenue and capital budget approved by the CJC (section 4);
- “Chief Executive” an Officer who must be appointed by law to carry out certain functions.
- “Chief Officer” the Chief Executive, the Monitoring Officer and the Chief Financial Officer (s.151 officer).
- “Annual Meeting” the Annual Meeting will take place in June each year.
- "Snowdonia Member" The person appointed by the Snowdonia National Park Authority as its representative on the CJC.
- “Clear Days” The number of days that the notice and summons of a meeting have to be published in advance of a meeting. The clear days do not include (a) the day the document is published and / or received; and (b) the day of the meeting; and (c) weekends and bank holidays.
- "Confidential Information" has the meaning set out in the Corporate Joint Committees (General) (No 2)(Wales) Regulations 2021 – See Section 16.
- "Constituent Council" one of the 6 Councils whose membership constitute the CJC (para. 1.2.3 (i))
- “Co-Opted Member” a person appointed by the CJC on such terms as it determines.
- “Corporate Joint Committee” The corporate body, established by The North Wales Corporate Joint Committee Regulations 2021 to exercise the following functions: (a) Economic well-being (section 76 of the Local Government and Elections (Wales) Act 2021) (b) developing transport policies and preparing regional transportation plans (Part 2 of the Transport Act 2000) and (c) the preparation of strategic development plans (Part 6 of the Planning and Compulsory Purchase Act 2004).

"Council Member" The Leader of one of the constituent Councils.

"Data Protection Legislation" the Data Protection Act 2018, the UK General Data Protection Regulation (UK GDPR) and all other laws relating to the use, protection and privacy of personal data.

"Establishing Regulations" The North Wales Corporate Joint Committee Regulations 2021.

"Exempt Information" meaning to be applied further to the Corporate Joint Committees (General) (No 2)(Wales) Regulations 2021 – See Section 16(7).

"Forward Work Programme" the Forward Work Programme is a document which lists all of the decisions that the CJC intends to take and when those matters will be discussed. This does not prevent urgent or unforeseen matters being considered.

"Independent (Lay) Member" a member of the Standards and Governance and Audit Committees who is not: (a) a member of the CJC; (b) an officer; or (c) the spouse of a CJC member or an officer, or any other officer of either authority.

"Local Government (Wales) Measure 2011" referred to as "The Measure". Legislation introduced, inter alia, to strengthen local democracy, deal with changes to executive arrangements, overview and scrutiny, county councils and Member payments.

"Member" includes CJC Member, Snowdonia Member and an Independent or Co-Opted Member.

"Monitoring Officer" The Monitoring Officer will be an officer appointed by the CJC, being an Officer who must be appointed by law to carry out certain functions.

"Officers" Means the Chief Executive, the Monitoring Officer, Section 151 Officer and any member of staff of the CJC.

"Petition Scheme" a scheme prepared and published pursuant to section 42 of the Local Government and Elections (Wales) Act 2021 (and reviewed from time to time) for the purpose of setting out: • how a petition may be submitted to the CJC • how and when the CJC will acknowledge receipt of a petition • the steps the CJC will take in response to a petition received by it • the circumstances (in any) in which the CJC may take no further action in response to a petition and • how any by when the CJC will make available its response to a petition to the person who submitted the petition and to the public.

"Proper Officer" The Monitoring Officer

"Public Interest" Means the test set out in section 16(6) & (7) of the Corporate Joint Committees (General) (No 2)(Wales) Regulations 2021

"Section 151 Officer" The Section 151 Officer will be appointed by the CJC, being an Officer who must be appointed by law to carry out certain functions.

"Strategic Development Plan Function" The function in preparing a strategic development plan (Part 6 of the Planning and Compulsory Purchase Act 2004)

"Sub-Committees" The Sub-Committees are: • Strategic Planning Sub-Committee • Strategic Transport Sub-Committee • Economic Well-Being • Governance and Audit Sub-Committee • Standards • Overview and Scrutiny. Note - references to Committee also includes Sub-Committee;

### **2.3 Interpretation of the Constitution**



2.3.1 We have tried to make the Constitution as clear and as easy to understand as possible. Inevitably, people will have different views about what certain passages mean.

2.3.2 During meetings, the person chairing the meeting may interpret the relevant procedure rules. During the meeting the Chair's interpretation is final.

2.3.3 In all other situations, the Monitoring Officer will determine the interpretation and application of the Constitution.

#### **2.4 Duty to Monitor and Review the Constitution**

2.4.1 The Monitoring Officer will monitor and review the operation of the Constitution to ensure that the aims and principles of the Constitution are given full effect.

2.4.2 The Section 151 Officer shall be responsible for keeping under review the Financial Regulations set out in [Section \[ \]](#) of the Constitution and shall make any necessary amendments and revisions as are required from time to time. They will make arrangements for any proposed changes to be considered by the Governance and Audit Committee which will in turn make recommendations to the CJC as to any amendments that may be necessary.

#### **2.5 Protocol for Monitoring and Review of Constitution by Monitoring Officer**

A key role for the Monitoring Officer is to make recommendations for ways in which the Constitution could be amended in order to better achieve the purposes set out in this section. In undertaking this task, the Monitoring Officer may:

2.5.1 observe meetings of different parts of the Member and Officer structure;

2.5.2 undertake an audit trail of a sample of decisions;

2.5.3 record and analyse issues raised with them by Members, Officers, the public and other relevant stakeholders; and,

2.5.4 compare practices in this CJC with those in comparable authorities, or national examples of best practice.

#### **2.6 Changes to the Constitution**

2.6.1 Changes to the Constitution will only be approved by the CJC after consideration by the Monitoring Officer.

2.6.2 If in the reasonable opinion of the Monitoring Officer, a change is: (a) a minor variation; or (b) required to be made to remove any inconsistency, ambiguity or typographical correction; or (c) required to be made so as to put into effect any decision of the CJC or its committees, in which case the Monitoring Officer may make such a change. Any such change made by the Monitoring Officer shall come into force with immediate effect. Such changes shall be reported to the next meeting of the CJC for information.

2.6.3 Any part of the Constitution may be amended by the Monitoring Officer where such amendment is required to be made so as to comply with any legislative provision. Such amendments shall take effect when the Monitoring Officer so decides or the legislation (where relevant) so provides. Such changes shall be reported to the next meeting of the CJC for information.

#### **2.7 Suspension of the Constitution**

2.7.1 Any of the procedure rules contained in the Constitution may be suspended to the extent permitted within these rules and the law.

2.7.2 A motion to suspend any Rules will not be moved without notice unless all Council Members are present. The extent and duration of suspension will be proportionate to the result to be achieved, taking account of the purposes of the Constitution set out in this Section.

## **2.8 Publication**

2.8.1 The Monitoring Officer will ensure that copies of this Constitution are available for inspection at offices of the CJC and on it's website.

2.8.2 The Monitoring Officer will provide a link to a copy of this Constitution to each Member of the CJC upon delivery to him/her of that individual's declaration of acceptance of office on the Member first being appointed on to the CJC and thereafter ensure that an up to date version is available for inspection and published on the CJC's website.

2.8.3 The Monitoring Officer will ensure that the Constitution is updated as necessary in accordance with paragraph 2.6.

## **SECTION 3**

### **3. GETTING INFORMATION AND GETTING INVOLVED**

### **3.1 Getting Information**

#### **3.1.1 Information Available to Members of the Public**

(a) When Meetings will take place. A programme of meetings is available by contacting the CJC direct or via the website.

(b) Forward Work Programme: From the Forward Work Programme, see what decisions will be taken by the CJC and what issues the Sub- Committees will be considering and when these matters will be discussed.

(c) Information Available Prior to a Meeting: 5 clear days before a meeting, the agenda, any non-confidential or exempt report likely to be discussed and background papers to that report shall be available for inspection at the offices of the CJC and on the website. If an item is added to the agenda later, the revised agenda will be open to inspection from the time when the item is added to the agenda and any non-confidential or exempt report will be made available to the public as soon as it is available and sent to Members.

(d) Confidential or exempt reports and all background papers to such reports will not be available for public inspection or placed on the website. Information which is confidential or exempt (as defined in Section [ ]) will not be disclosed to members of the public.

(e) Information Available After a Meeting: for a period of six years the agenda, non-confidential reports and the minutes of the meeting shall be available for inspection and / or on the website. The non-confidential background papers will not be published on the website but shall remain open for inspection for a period of four years.

(f) CJC's Accounts: Members of the public may inspect the CJC's accounts and make views known to the external auditor (sections 29 and 30 Public Audit (Wales) Act 2004). Under the Accounts and Audit (Wales) Regulations 2005, the accounts will be available for public inspection for twenty (20) working days after the date appointed by the auditor. Information which is confidential or exempt (as defined in paragraphs [ ]) will not be disclosed to members of the public at any time.

#### **3.1.2 Information Available to Members of the CJC**

(a) Members can see any information, which is available to a member of the public.

(b) In addition, a Member may see any information which he or she needs to know in order to fulfil his or her role as a Member of the CJC (otherwise known as "need to know"). A Member will not make public information which is confidential or exempt (as defined in Section [ ]) without the consent of the CJC or divulge information given in confidence to anyone other than a Member, or person(s) or organisation(s) entitled to know it.

(c) A Member must not prevent any person from gaining information to which that person is entitled by law but prior to providing that information the Member must first check the alleged lawful entitlement with the Monitoring Officer - Paragraph 5(b) of Part 2 of The Local Authorities (Model Code of Conduct) (Wales) Order 2008.

(d) A Member may not see any information or document where to do so would be in breach of any legislative provision such as the Data Protection Act 2018, any person's rights in respect of confidentiality, or commercial interests, any provision of this Constitution or any Government policy, rule or procedure.

(e) No Member is entitled to see any information relating to a matter in which he or she has a prejudicial interest.

### **3.1.3 Members of any Scrutiny Committees.**

A Member of a Scrutiny Committee considering a matter which relates to the CJC may also see any document containing material relating to the matter that is before the committee:

- (a) any business transacted at or meeting of the CJC;
- (b) any decision taken by an individual Officer of the CJC.

A Scrutiny Committee Member is not entitled to:

- (c) any document in draft form;
- (d) any part of a document which contains confidential or exempt information unless that information is relevant to an action or decision they are reviewing or scrutinising or intending to scrutinise and is included in the Committee's Forward Work Programme.
- (e) any part of a document if to do so would be in breach of any legislative provision such as the Data Protection Act 1998, any person's rights in respect of confidentiality, or commercial interests, any provision of this Constitution or Government policy, rule or procedure

NB. No Member is entitled to see any information relating to a matter in which he or she has a prejudicial interest.

### **3.1.4 Information Available to Officers**

The Monitoring Officer, the Section 151 Officer and the Chief Executive may see any papers or records held by any part of the CJC or its Officers. Other Officers may see any information held by the CJC provided:

- (a) they need to see the information to do their job; and
- (b) that information is processed lawfully in accordance with the Data Protection Act 2018.

## **3.2 Getting Involved – Members of the public**

3.2.1 The CJC must encourage local people to participate in the making of decisions by the CJC. See the CJC's public participation strategy for more information. Members of the public can get involved in the following ways:

- obtain a copy of the Constitution from the CJC's website, or on payment of a reasonable fee if a hard copy is required;
- attend meetings of the CJC and its Sub-Committees except where personal or confidential matters are being discussed;
- petition a CJC in accordance with the Petition's Scheme;
- find out, from the forward work programme, what business is to be considered by the CJC;

- see reports and background papers considered by the CJC and any of its Sub-Committees and the record of any decisions made by the CJC or its Sub-Committees, except where they contain personal, exempt or confidential information;
- make comments, compliments and complaints to the CJC about any matters that are the responsibility of the CJC. A complaint is one where someone feels that the CJC has failed to do something or done something badly or if they feel they have been unfairly treated by the CJC;
- complain to the Ombudsman if they think they have suffered injustice because the CJC has not followed its procedures properly. However, they are encouraged only to do this after using the CJC's own complaints process;
- complain to the Ombudsman if they have evidence which they think shows that a member or co-opted member of the CJC has not followed the Members' Code of Conduct; and
- inspect the CJC's accounts and make their views known to the external auditor.
- seek to get a matter included in an agenda by asking the Chair of the CJC or a Sub-Committee to add an item to the agenda

3.2.2 Members of the public must not be violent, abusive or threatening to members or officers (which shall include inappropriate use of social media) and must not wilfully harm things owned by the CJC or its officers

3.2.3 Members of the public should note that in the event that they are violent, abusive or threatening steps may be taken in line with the CJC's policies in respect of unreasonable behaviour

### **3.3 Getting Involved – Members**

Members can get involved by:

3.3.1. As a Member of the CJC, you have the same rights as members of the public. In addition to these rights you also have the following rights:

3.3.2 Members of the CJC are entitled to suggest an item of business and attend any formal meeting of the CJC or its sub-committees. Members of the CJC may attend and speak at any meetings where they are a Member of that body. Where they are not a Member of that body, their attendance and right to speak is at the discretion of the Chair of the body.

### **3.4 Making Comments/Complaints**

3.4.1 A member of the public may comment or complain about CJC services by: (A) contacting their regional Member; (B) contacting the Officer responsible for delivering the service or their manager; (C) using the CJC's complaints procedure; (D) contacting the Public Services Ombudsman for Wales at 1 Ffordd Yr Hen Gae, Pencoed, CF35 5LJ. Telephone: 0300 790 0203 or via the website [www.ombudsman-wales.org.uk](http://www.ombudsman-wales.org.uk).

3.4.2 Comments or complaints can be made about an Officer or Member by: (A) Officer - Contacting the Officer or the Officer's manager. (B) Members - If the complaint is against a Member then the complaint should be referred to the Monitoring Officer or the Public Services Ombudsman for Wales (contact details above).

3.4.3 If a Member wishes to complain about an: (i) Officer – the procedure set out in the [Protocol on Member/Officer Relations](#) may be used (Section [ ]). (ii) Member - the procedure set out in [ ] may be followed.

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## **11. OFFICERS**

11.1 The CJC may engage such staff (referred to as Officers or member of staff) as it considers necessary to carry out its functions.

11.1.1 The CJC will designate the following posts: Chief Executive; Monitoring Officer and Chief Finance Officer. In this Section reference to "Chief Officer" means a Chief Officer within the meaning of the Local Authorities (Standing Orders)(Wales) Regulations 2006.

### **11.2 Functions of the Chief Executive**

11.2.1 Discharge of Functions by the CJC. Regulation 3 of the Corporate Joint Committees (General)(No.2)(Wales) Regulations 2021 imposes a duty on the CJC to appoint a Chief Executive. The Chief Executive will report to the CJC on the manner in which the discharge of the CJC's functions is co-ordinated, the number and grade of staff required for the discharge of functions, the organisation of the CJC's staff and the appointment and proper management of the CJC's staff.

11.2.2 The Chief Executive must keep the following matters under review:

- (i) the manner in which the exercise by the CJC of its different functions is co-ordinated;
- (ii) the CJC's arrangements in relation to— (A) financial planning, (B) asset management, and (C) risk management;
- (iii) the number and grades of staff required by the CJC for the exercise of its functions;
- (iv) the organisation of the CJC's staff;
- (v) the appointment of the CJC's staff; and
- (vi) the arrangements for the management of the CJC's staff (including arrangements for training and development).

11.2.3 If the Chief Executive considers it appropriate to do so, they must make a report to the CJC setting out their approach to these matters. As soon as possible after preparing a report, the Chief Executive must arrange for a report to be sent to each Member of the CJC.

11.2.4 The Chief Executive may not be the Monitoring Officer

### **11.3 Functions of the Monitoring Officer**

11.3.1 These are set out in section 5 of the Local Government and Housing Act 1989 as amended.

11.3.2 The Monitoring Officer designated by the CJC under s.5 of the 1989 Act must provide support and advice to-

- (a) the CJC in relations to its meetings
- (b) any sub-committee of the CJC
- (c) each member of the CJC in carrying out their role
- (d) each person appointed to a sub-committee of the CJC in carrying out their role

11.3.3 The Monitoring Officer will maintain an up-to-date version of the Constitution.

11.3.4 Ensuring Lawfulness and Fairness of Decision Making. After consulting with the Chief Executive and Chief Finance Officer, the Monitoring Officer will report to the CJC in relation to any function if they consider that any proposal, decision or omission would give rise to unlawfulness or if any decision or omission has given rise to maladministration. Such a report will have the effect of stopping the proposal or decision being implemented until the report has been considered.

11.3.4 Supporting the Standards Sub-Committee. The Monitoring Officer will contribute to the promotion and maintenance of high standards of conduct through provision of support to the Standards Sub-Committee.

11.3.5 Receiving Reports. The Monitoring Officer will receive and act on reports made by the Public Services Ombudsman for Wales and decisions of the Adjudication Panel for Wales.

11.3.6 Conducting Investigations. The Monitoring Officer will conduct investigations into matters referred by the Public Services Ombudsman for Wales and make reports or recommendations in respect of them to the Standards Committee.

11.3.7 Advising whether decisions are within the Budget and Policy Framework. The Monitoring Officer will, in conjunction with the Chief Finance Officer, advise whether decisions of the CJC are in accordance with the Budget and Policy Framework.

11.3.8 Providing Advice. The Monitoring Officer will provide advice on the scope of powers and authority to take decisions, maladministration, financial impropriety, probity and Budget and Policy Framework issues to the Members.

11.3.9 Restrictions on Posts. The Monitoring Officer cannot be the Chief Finance Officer or the Chief Executive.

#### **11.4 Functions of the Chief Finance Officer**

11.4.1 These are set out in section 151 of the Local Government Act 1972.

11.4.2 Ensuring Lawfulness and Financial Prudence of Decision Making. After consulting with the Chief Executive and the Monitoring Officer, the Chief Finance Officer will report to the CJC and the CJC's external auditor if they consider that any proposal, decision or course of action will involve incurring unlawful expenditure, or is unlawful and is likely to cause a loss or deficiency or if the CJC is about to enter an item of account unlawfully.

11.4.3 Administration of Financial Affairs. The Chief Finance Officer will have responsibility for the administration of the financial affairs of the CJC.

11.4.4 Contributing to Corporate Management. The Chief Finance Officer will contribute to the corporate management of the CJC, in particular through the provision of professional financial advice.

11.4.5 Providing Advice. The Chief Finance Officer will provide advice on the scope of powers and authority to take decisions, maladministration, financial impropriety, probity and Budget and Policy Framework issues to all Members and will support and advise Members and Officers in their respective roles.

11.4.6 Give Financial Information. The Chief Finance Officer will provide financial information to the media, members of the public and the community.



11.4.7 Advising whether Decisions of the CJC are within the Budget and Policy Framework. The Chief Finance Officer will, in conjunction with the Monitoring Officer, advise whether decisions of the CJC are in accordance with the Budget and Policy Framework.

11.4.8 Restrictions on Posts (a) The Chief Finance Officer cannot be the Monitoring Officer (b) The Chief Finance Officer must be a member of one or more of the following professional bodies:

- (i) the Institute of Chartered Accountants in England and Wales;
- (ii) the Chartered Association of Certified Accountants;
- (iii) the Chartered Institute of Public Finance and Accountancy;
- (iv) the Chartered Institute of Management Accountants; or
- (v) any other body of accountants established in the United Kingdom and for the time being approved by the Welsh Ministers for this purpose.

### **11.5 Duty to Provide Sufficient Resources to the Chief Executive, Monitoring Officer and Chief Finance Officer.**

11.5.1 The CJC will provide the Chief Executive, the Monitoring Officer and the Chief Finance Officer with such staff, accommodation and other resources as are in their opinion sufficient to allow their duties to be performed.

11.5.2 Conduct. Officers will comply with the Officers' Code of Conduct and the Protocol on Officer/Member Relations set out in Sections [ ] this Constitution.

11.5.3 Employment. The recruitment, selection and dismissal of Officers will comply with the Officer Employment Rules set out below.

11.5. Remuneration of Chief Officers. The CJC will determine the level and any change in the level of the remuneration to be paid to Chief Officers. Remuneration is defined in accordance with Section 43(3) of the Localism Act 2011.

## **NW CJC CONSTITUTION - SCHEME OF DELEGATION**

### **General Principles**

1. The CJC may not delegate any of the following to any other person or subcommittee:

1.1 Its function in relation to approving or revision of policies under the relevant provisions of the Transport Act 2000 (“Transport Policy Function”);

1.2 Its function in relation to preparing a Strategic Development Plan under the relevant provisions of the Planning and Compulsory Purchase Act 2004 (the “Strategic Development Plan Function”);

1.3 The decision to agree the CJC budgets and the calculation of contributions of the Constituent Councils and the Snowdonia National Park Authority;

1.4 The decision to establish CJC sub-committees; and

1.5 Other specific decisions and responsibilities set out in the Establishment Regulations.

2. The CJC may arrange for the discharge of its function by:

2.1 A sub-committee;

2.2 A member of staff;

2.3 Any other corporate joint committee;

2.4 Any county or county borough council in Wales.

3. Subject always to para.1 above, the CJC delegates operational decisions on the discharge of its functions and anything that is required to facilitate or is conducive or incidental to the discharge of its functions as set out below.

### **Delegation to Staff Members**

4. This scheme delegates certain functions of the CJC to a member of staff and should be interpreted accordingly.

4.1 In this scheme a “member of staff” means the holder of any post named in this scheme as having delegated powers and duties, and who is engaged by the CJC to take responsibility for discharging the delegated powers and duties concerned, unless legislation provides that the relevant power or duty can only be carried out by a member of staff.

4.2 When taking, or considering taking, delegated decisions all members of staff must have regard to the following questions: (i) Does the decision involve significant expenditure to the CJC’s budget? (ii) Does the decision affect the CJC’s reputation? (iii) Does the decision carry a significant risk to the CJC? (iv) Does the decision

impact reputationally or financially on service users, partner organisations or committees outside the CJC.

4.3 In matters that fall within p.4.2 or for highly significant or sensitive matters, members of staff must consider whether a report should be taken to the CJC.

4.4 In addition to functions delegated to a member of staff under this scheme, the CJC may also decide to delegate certain functions and decisions. Any such delegation to a member of staff can be further delegated to another authorised member of staff unless the CJC has specifically reserved the function to a member of staff.

4.5 It shall always be open to a member of staff not to exercise delegated powers but to refer the matter to the CJC.

5. The Monitoring Officer shall maintain a record of all delegations to members of staff.

## **6 Limitations on delegation to a member of staff**

6.1 Any exercise of delegated powers shall be subject to:-

- (a) Any statutory restrictions
- (b) The CJC's Constitution, including Financial Procedure Rules and Contract Procedure Rules
- (c) The CJC's approved budget framework
- (d) Any other CJC policies
- (e) The Code of Conduct for Employees

6.2 Where a member of staff exercises delegated powers to award a contract or make a decision which incurs significant expenditure under this scheme of delegation they shall as soon as practicable after making the decision produce a written record including all relevant details, in accordance with any guidance given by the Monitoring Officer.

6.3 Significant expenditure for the purposes of p.6.2 is expenditure that is £50,000 and above.

6.4 A member of staff may exercise delegated powers to incur expenditure up to a maximum £49,999 where this is within the approved budget of the CJC for that financial year; and in accordance with the Constitution.

## **7. Further Provisions**

7.1 In all cases delegated authority includes management of the human and material resources made available for their functions within the limitations of this scheme and subject to any specific delegations to another member of staff.

7.2 In exercising delegated powers, members of staff shall consult with such other relevant members of staff as may be appropriate and shall have regard to any advice given.

7.3 Unless expressly provided to the contrary, this scheme includes the power for a member of staff further to delegate in writing all or any of the delegated functions to other members of staff (described by name or post) either fully or under the general supervision and control of the delegating member of staff.

## **8. Delegations to Chief Officers**

### **(1) Chief Executive**

1. To be the member of staff with responsibility for all proper officer functions further to reg.3 of the Corporate Joint Committees (General)(No.2)(Wales)Regulations 2021
2. To discharge the functions of appointment and dismissal of, and taking disciplinary action against, any officer, in accordance with the CJC's HR and financial procedures, except where such functions have been reserved to the Appointments Committee.
3. Subject to para.4.3 to engage any individual, person, firm, partnership or company (and determine the terms of the contract), where the estimated value of appointments for any one project proposal exceeds £50,000 and costs can be met from within approved budgets, but does not exceed £250,000.
4. That the Chief Executive has power to manage and administer all those funding agreements as approved, to include grants and loans, by the CJC or by any of its sub-committees.
5. To make decisions on:
  - (i) employee Terms and Conditions, (including procedures for dismissal), except those relating to the Chief Executive, Chief Officers and other statutory Officer posts;
  - (ii) changes to staff pay awards and annual increases
  - (iii) Changes to employee Terms and Conditions which are the subject of contention with the trade unions
  - (iv) applications for re-grading
6. Authority to consider and approve, as appropriate, in consultation with the Chief Financial Officer and in accordance with the provisions of the Local Government Pension Scheme and the CJC's approved policy and criteria, the early retirement of staff (aged 55 or over) in the following circumstances:
  - (1) in the interests of the efficiency of the service
  - (2) who request voluntary retirement
7. To approve new operational HR employment policies and changes to existing policies as required.

8. In cases of urgency, in consultation with the Monitoring Officer and the Chief Financial Officer, to determine any matter which is not specifically reserved to the Chief Executive

### **Monitoring Officer**

1. To be the member of staff with responsibility for all proper officer functions further to reg.8 of the Corporate Joint Committees (General)(No.2)(Wales)Regulations 2021, and to act as Solicitor to the CJC.

2. To appoint proper officers or authorise an officer of the CJC for any purpose where statute requires that the officer should be appointed or authorised for that specific purpose.

3. To institute, defend, settle or participate in any legal proceedings in any case where such action is necessary to give effect to decisions of the CJC or in any case where he or she considers that such action is necessary to protect the CJC's interests.

4. To recommend the institution of legal proceedings before courts or tribunals, and to authorise staff to appear on behalf of the CJC, provided always that this is in accordance with the functional responsibilities of the staff member concerned.

5. To engage Counsel to represent the CJC in any proceedings.

6. To appear personally or authorise others to appear on the CJC's behalf in court or tribunal proceedings.

7. To sign any document that is necessary for any legal agreement, procedure or proceedings on behalf of the CJC.

8. To affix the Common Seal of the CJC.

9. To make amendments to the Constitution in order to:

(a) enhance clarity and remove minor anomalies

(b) reflect legislative changes and matters of record.

10. In consultation with the Chief Executive to settle complaints made under the CJC's Complaints Policy where appropriate, which may include an apology, rectification, or in exceptional circumstances a monetary payment up to a maximum of £100; and to settle Ombudsman's recommendations under Section 21 of the Public Services Ombudsman (Wales) Act 2005, up to a maximum of £1,000.

11. To discharge the functions of the CJC in respect of cancellation of family absence pursuant to Regulation 34 of the Family Absence for Members of Local Authorities (Wales) Regulations 2013.

### **Chief Financial Officer**

1. To be the member of staff with responsibility for the proper administration of the CJC's financial affairs under Section 151 of the Local Government Act 1972.
2. To facilitate and manage the co-ordination of medium-term financial planning, annual budget planning, budget monitoring and the preparation of statutory and other accounts, associated grant claims and supporting records.
3. To manage the CJC's financial affairs and services, including all matters relating to the General Budget, Strategic Development Plan Budget, Treasury Management, Reserves and Provisions, Subsidiary Accounts, and all other funds established under statutory requirements.
4. To operate the CJC's bank accounts for the prudent management of financial affairs and to nominate authorised signatories.
5. To approve deductions from pay in suitable cases and as requested by staff.

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## FINANCIAL PROCEDURE RULES

### 1 INTRODUCTION

1.1 These rules provide the framework for managing the CJC's financial affairs. They apply to every member and officer of the CJC and anyone acting on its behalf, and failure to comply with Financial Procedure Rules may result in disciplinary action.

1.2 These rules shall be read and construed in conjunction with other parts of the CJC's Constitution and procedure rules and shall be deemed to be in addition to and not in substitution for or in derogation from such regulations.

1.3 These rules shall not affect the legal liability under statute or otherwise of any third party towards the CJC.

1.4 Other than in regulations 2.5 to 2.11 which specifically refer to the person appointed as the CJC's Chief Finance Officer ("Section 151 Officer"), where these regulations refer to "the Chief Finance Officer", this shall mean "the Chief Finance Officer or other finance officer nominated as the Chief Finance Officer's representative". Where these rules refer to "the Chief Executive" this shall mean the "Chief Executive, or other officer nominated as the Chief Executive's representative". Where these rules refer to a "Senior Manager" this shall mean the relevant posts denoted as such by the Chief Executive.

1.5 Unless otherwise stated, where these Rules refer to a "financial year", it is the period from 1st April in any one year to 31st March the following year.

### 2 FUNCTIONS AND RESPONSIBILITIES

#### Duties of the Corporate Joint Committee

2.1 The CJC has a duty towards the Council Tax payers of north Wales in terms of financial decisions and their outcomes. The CJC is responsible for approving expenditure estimates and the Budget, taking into account the comments of the Chief Finance Officer in his report on the robustness of the estimates and the adequacy the financial reserves under Section 25 of the Local Government Act 2003. The budgeting process includes approval of Prudential Indicators as required by the CIPFA Prudential Code for Capital Finance in Local Authorities. It is also responsible for approving and monitoring compliance with the CJC's overall management.

2.2 The CJC also carries out Executive Functions and sets expenditure priorities in accordance with the Budget. The CJC is responsible for organising, supervising and managing all funds and accounts of the CJC and all its services, and co-ordinate financial and accounting arrangements.

#### Duties of the Governance and Audit Committee

2.3 The Governance and Audit Committee will implement the statutory requirements placed upon it pursuant to the Local Government (Wales) Measure 2011. This includes monitoring and reviewing the propriety of budgets, financial strategy, accounting and financial management of the CJC and all its services through reviewing financial procedures, promotion of risk management, internal control and good governance and development of a culture that militates against fraud.

#### Duties of the Responsible Finance Officer

2.5 The Chief Finance Officer shall be the officer responsible for the administration of financial affairs as required by Section 151 of the Local Government Act 1972; and shall issue and amend from time to time detailed guidelines as required.

2.6 In addition to the responsibility under Section 151 of the Local Government Act 1972, the Chief Finance Officer also has statutory duties in relation to the financial administration and stewardship of the CJC. This statutory responsibility cannot be overridden. These further statutory duties arise from:-

- (a) The Local Government Finance Act 1988
- (b) The Local Government and Housing Act 1989
- (c) The Accounts and Audit (Wales) Regulations 2014
- (d) The Local Government Act 2003

2.7 The Chief Finance Officer is responsible for

- (a) the proper administration of the CJC's financial affairs;
- (b) setting and monitoring compliance with financial management standards;
- (c) reporting on the robustness of estimates, and also the adequacy of the proposed financial and controlled reserves for the purposes of making budgetary calculations.

2.8 In accordance with Section 114 of the Local Government Finance Act 1988, the Chief Finance Officer shall report to the CJC and external auditor if it appears to him that the CJC, a committee of the CJC, a joint committee on which the CJC is represented, or one of its officers:

- (a) has made, or is about to make, a decision which involves incurring unlawful expenditure;
- (b) has taken, or is about to take, an unlawful action which has resulted or would result in a loss or deficiency to the CJC;
- (c) is about to make an unlawful entry in the CJC's accounts.

2.9 In preparing such a report as required by Section 114 of the 1988 Act, the Chief Finance Officer shall:

- (a) consult with the Monitoring Officer on the issue of unlawfulness;
- (b) consult with the Chief Executive on the matter;
- (c) if there is a disagreement or doubt, ask the Monitoring Officer to obtain Opinion of Counsel.

2.10 Any such report is to be sent to all members of the CJC and the external auditor. Once a report is made, the CJC is required to hold a meeting within 21 days to consider it. The course of conduct which led to the report must not be pursued until the CJC has considered the report.

2.11 Also in accordance with Section 114 of the 1988 Act:

- (a) the Chief Finance Officer shall nominate a properly qualified member of staff to deputise should he be unable to perform the duties under Section 114 personally;
- (b) the CJC shall provide the Chief Finance Officer with sufficient resources to carry out the duties under Section 114 and Section 151 of the Local Government Finance Act.



2.12 No report will be presented to the CJC unless it has first been submitted to the Chief Finance Officer for comments on financial implications of recommendations. Before issuing financial information to outside bodies and individuals, officers or members shall consult with the Chief Finance Officer or his representative to ensure accuracy. The Chief Finance Officer must be consulted personally where any of his representatives deems that the information is commercially sensitive.

2.14 The Chief Finance Officer shall recommend such changes to the Financial Procedure Rules as he considers necessary and desirable for the proper administration of the finances of the CJC.

#### Duties of the Chief Executive

2.12 The Chief Executive is responsible for carrying out Executive Functions and prioritising expenditure in line with the Budget.

2.13 The Chief Executive shall ensure that sound principles of internal check are applied in the CJC to the satisfaction of the Chief Finance Officer. In particular:

(a) the duties of providing information regarding sums due to or from the CJC and of calculating, checking and recording these sums shall be separated as completely as possible from the duty of collecting or disbursing them;

(b) officers charged with the duty of examining and checking the accounts of cash transactions shall not themselves be engaged in any of these transactions.

2.18 The Chief Executive must satisfy the Chief Finance Officer that every proposal presented to the CJC or any Sub-Committee is lawful and that the costs can be addressed within the service's budget allocation or there is a report suggesting how the expenditure is to be funded.

### 3 TREATMENT OF YEAR-END BALANCES

3.2 No service or officer may plan to spend in excess of the sum authorised in the annual Revenue Budget plus any surplus (or less any deficit) brought forward.

3.3. The CJC shall determine the use to which carried-forward balances are applied, following consultation with the Chief Executive and Chief Finance Officer.

3.4 The Chief Finance Officer shall report to the CJC on the underspend / overspend which is attributable to each service.

3.5 In the event that any service has an accumulated deficit, the Chief Finance Officer after consulting with the Chief Executive may impose such restrictions on that service's expenditure and virements as he considers necessary to reduce this deficit.

### 4 ACCOUNTING POLICIES

4.1 The Chief Finance Officer shall be responsible for selecting accounting policies and ensuring that they are lawful and applied consistently. All accounting procedures and records of the CJC and its officers shall therefore be in a form approved by the Chief Finance Officer.

4.2 The Chief Finance Officer shall:

(a) arrange for the compilation of all accounts and accounting records under his or her direction;

- (b) be responsible for ensuring that the annual statement of accounts is prepared in accordance with the Code of Practice on Local Authority Accounting in the United Kingdom: A Statement of Recommended Practice (CIPFA/LASACC);
- (c) sign and date the statement of accounts, stating that it presents fairly the financial position of the CJC at the accounting date and its income and expenditure for the year ended 31st March;
- (d) make proper arrangements for the audit of the CJC's accounts in accordance with the Accounts and Audit Regulations;
- (e) prepare and publish the accounts of the CJC for each financial year, in accordance with the statutory timetable and with the requirement for the CJC to approve the statement of accounts before the due date.

4.3 The CJC is responsible for approving the annual statement of accounts as soon as possible following publication of the external auditor's report on the accounts, and either by the date provided for in statute or any alternative date provided by Welsh Government..

## 5 ACCOUNTING RECORDS AND RETURNS AND THE ANNUAL STATEMENT OF ACCOUNTS

5.1 Further to regulation 17A of the North Wales Corporate Joint Committee Regulations 2021 the CJC must establish and maintain a fund to be known as the North Wales CJC's general fund

5.2 The CJC's main financial records shall be maintained as stipulated by the Chief Finance Officer, whether accountancy and financial services are provided directly by CJC staff or by an external provider. The Chief Finance Officer is responsible for keeping oversight of all financial systems and records.

5.3 The Chief Finance Officer shall ensure, in so far as it is practicable, that the CJC's Accounting Records and Statements comply with proper accounting practices (statutory and non-statutory) applicable to the CJC.

5.4 The Chief Finance Officer shall be responsible for ensuring that the costs of Central Services are fairly and properly allocated to accounts and services of the CJC in accordance with CIPFA's Service Reporting Code of Practice.

## FINANCIAL PLANNING

### 6 BUDGETING

6.2 The Revenue Budget shall constitute the maximum authority to spend on any service or officer.

6.3 The revenue budget shall be devolved to each cost centre, and further devolved to a level of subjective analysis as deemed appropriate by the Chief Finance Officer.

6.4 Early in the planning cycle, the CJC shall consider the guidelines which service managers should adopt in preparing their service plans and the revenue consequences of these plans.

6.5 The Chief Finance Officer shall prescribe the detailed form of content of the revenue estimates.

6.6 The Chief Finance Officer, following consultation with the Chief Executive, shall arrange for the Financial Strategy (including the revenue budget) to be prepared and presented to the CJC.

6.7 The CJC, after considering the proposed budgets of each service, shall determine no later than 31<sup>st</sup> January in any year, on the following matters:

- (a) the level of revenue spending in the forthcoming financial year;
- (b) the distribution of revenue expenditure between services;
- (c) the level of balances which should be maintained;
- (d) the CJC levy in the ensuing financial year to be charged to each constituent authority;
- (e) the level of the contingency in the Revenue Budget to cover unexpected events or events which are expected but the magnitude of their effect is unknown.

6.8 In the event that resources are freed from the capital programme or if an external grant is receivable for a new scheme during the year, the CJC may approve the use of any resources available, including whether new schemes should be added to the capital programme as a result, subject to consultation with the Chief Executive and the Chief Finance Officer.

#### Budget Monitoring and Control

6.9 The Chief Executive and Senior Managers are authorised to incur expenditure in accordance with the estimates approved by the CJC and further to the scheme of delegation, as amended by any virement made under Financial Procedure Rule 3, or any supplementary estimates approved by the CJC.

6.10 Any virements shall be in accordance with Financial Procedure Rule 7.

6.11 Supplementary estimates approving expenditure from the CJC's balances not provided for in the Revenue Budget may be approved only by the CJC.

6.12 In urgent cases when the CJC will not meet in time to act in an emergency, the Chief Executive, in consultation with the Chief Finance Officer and the Chair and Vice Chair, shall have powers to exercise the rights of the CJC as specified above. The Chief Executive must report to the next meeting of the CJC when any action is taken under these powers.

6.13 Senior Managers shall ensure that all income and expenditure is properly recorded and accounted for against the correct budget head. Under no circumstances shall income or expenditure be coded to a budget head other than that to which it is properly chargeable.

6.14 The CJC shall establish an appropriate framework of budgetary management and control that ensures that :

- (a) budget management is exercised within annual budget limits;
- (b) each Senior Manager has available timely, relevant and accurate information receipts and payment on each budget which is sufficiently detailed to enable managers to fulfil their budgetary responsibilities;
- (c) expenditure is committed only against an approved budget head;
- (d) all officers responsible for committing expenditure comply with relevant guidance, and these financial procedure rules;

(e) each cost centre has a single named manager, determined by the relevant Senior Manager. As a general principle, budget responsibility should be aligned as closely as possible to the decision-making processes that commits expenditure;

(f) significant variances from approved budgets are investigated and reported by budget managers regularly.

6.15 The Chief Executive, in consultation with the Chief Finance Officer, shall ensure that both revenue and capital spending remain within each service's overall budget limit, and that individual budget heads are not overspent, by monitoring the budget and taking appropriate corrective action where significant variations from the approved budget are forecast. Senior Managers should consult with the relevant Finance Managers upon the systems and methods they adopt to ensure such control.

6.16 Senior Managers should ensure that each budget head/cost centre has a single named manager, determined by the relevant Senior Manager, who will be responsible for monitoring and investigating variances against budget and bringing these to the attention of the Senior Managers and the departmental finance/administration officer.

6.17 The Chief Finance Officer shall ensure that each Senior Manager has available timely information on receipts and payments on each budget, that is sufficiently detailed to enable managers to fulfil their budget monitoring responsibilities.

6.18 The Chief Finance Officer shall maintain an overview of the effectiveness of budgetary control arrangements within each service.

6.19 Senior Managers shall take action as necessary to avoid exceeding their budget allocation and ensure that Budget Managers understand their financial responsibilities. In relation to this, Senior Managers shall also ensure that service levels are monitored in conjunction with the budget and that necessary action is taken to align service outputs and budget.

6.20 Senior Managers shall report promptly on projected budget variations to the Chief Finance Officer and put forward a budget action plan to bring expenditure back into line with budget, either by corrective action, or, if this is not possible, by the identification of compensating savings elsewhere in their budget.

6.21 Where a Senior Manager is unable to keep expenditure and resources within existing approved budgets under his or her control, the Chief Finance Officer shall report that matter to the Chief Executive, who shall review a budget action plan, in relation to the CJC's priorities.

6.22 Following consideration of the matter by the Chief Executive, where a Senior Manager is unable to balance expenditure and resources within existing approved budgets under his or her control, and where the expenditure cannot be resourced from the CJC's overall budget, the Senior Manager shall report to the CJC requesting approval for the use of supplementary estimates, as outlined in Financial Procedure Rule 6.11.

6.23 The Chief Finance Officer must report to the CJC on its overall position on a regular basis. It is also expected that the Chief Finance Officer reports appropriately to the Governance and Audit Committee, to allow that Committee to obtain assurance that the risks associated with the CJC's revenue expenditure received appropriate attention, particularly in areas of significant overspend or underspend.

6.24 Nothing in the Financial Procedure Rules shall prevent expenditure being incurred which is essential to meet any immediate needs arising from an emergency, including any expenditure under Section 138 of the Local Government Act 1972. Any such expenditure must be reported to the CJC.

#### Capital programmes (assets)

6.26 As part of the budgeting cycle, the CJC shall consider the likely level of resources to be made available for capital schemes having considered affordability and sustainability in accordance with the provisions of the Prudential Code and the availability of grant funding.

6.27 The CJC shall approve the allocation of resources to individual schemes.

6.29 Each relevant Senior Manager shall submit expenditure profiles for each individual scheme.

6.30 The inclusion of a scheme in the Capital Programme shall constitute the necessary authority for the scheme to proceed.

6.31 (a) Each Senior Manager shall submit regular information to the Chief Finance Officer in accordance with guidelines to be formulated by him outlining the actual projected capital expenditure against the approved budget and the Chief Finance Officer will submit a quarterly update report to the CJC.

(b) Authority may also be given to add schemes to the capital programme where the inclusion of such a scheme is required in order to safeguard the CJC's financial or physical assets or where exceptional opportunities arise, where this approval is consistent with the procedures outlined in Rule 6.8 above.

6.32 Approval of the CJC to the inclusion of a capital scheme in the programme is given on the basis that the relevant service will finance any additional revenue costs, other than capital financing charges, from within their existing revenue budgets, unless the CJC has approved such specific additional revenue costs.

6.33 Any deficit in the funding for a scheme included in the Capital Programme shall be met by virement from within the revenue budget, but if the CJC is unable to meet such a commitment a full report shall be submitted to the CJC on the reasons for the overspend.

6.34 The CJC shall take appropriate action and may approve supplementary funds in situations where such action is necessary, subject to the annual limit noted in Financial Procedure Rule 6.11, and only after having considered a report by the Senior Manager on the matter. Any request for supplementary funds over the ceiling or any change in the approved limit must be referred to the CJC.

6.35 In circumstances where a virement is made from the revenue budget to the capital budget, the Chief Executive shall be authorised to include new schemes in the capital budget where the virement is made pursuant to the provisions of Financial Procedure Rule 7, subject to the constraints noted in that financial rule.

6.36 The Chief Finance Officer will monitor the generation of capital receipts and will provide monitoring information, compared to the assumption made in the CJC's approved capital programme for the generation of capital receipts, for inclusion in the capital monitoring reports to the CJC.

6.37 The Chief Executive will have the right to use capital receipts where the value of that use is not in excess of £50,000. Approval by the CJC will be required for such use where the amount is in excess of £50,000.

## 7 SCHEME OF VIREMENT

7.1 Virement can only be approved if:

- (a) the proposed expenditure is not contrary to CJC policy;
- (b) the future revenue burden on the service is not increased.

### Revenue Budget

7.2 (a) Virement between headings in a service's budget, either for one year or permanently, may be permitted from Revenue Budgets in accordance with the process set out in the following table:

Cumulative amount for the year	Approval of Virement
Up to £50,000	Chief Executive
£50,000 or above	CJC

- (b) The CJC may release specific sums from any central contingency fund.

### Capital Budget

7.3 Virement between Capital schemes already in the programme may only be approved by the CJC.

## 8 MAINTENANCE OF GENERAL RESERVES

8.1 The Chief Finance Officer shall advise the CJC on its strategy regarding reserves which shall include those general reserves that it should hold. The Chief Finance Officer shall be responsible for exercising the provisions of Sections 26 and 27 of the Local Government Act 2003.

8.2 The Chief Finance Officer shall consider annually the appropriateness of the levels of the general reserves and will present the draft strategy to the CJC as part of the budgeting process.

8.3 General reserves shall be maintained in accordance with the Code of Practice on Local Authority Accounting in the United Kingdom: A Statement of Recommended Practice (CIPFA/LASAAC) and agreed accounting policies.

8.4 Specific reserves may be established when the CJC earmarks a particular sum for a particular purpose and the sum is not spent in the year in question and may also be established in order to safeguard the CJC against potential financial risks which could arise, or for funds provided to the CJC by third parties.

8.5 The Chief Finance Officer will be responsible for ensuring that such reserves are utilised for the intended purpose. Any reserves not required for the intended purpose shall be returned to balances unless the CJC determines otherwise.

8.6 The Chief Finance Officer shall periodically review the level of specific reserves and before closing the final accounts he shall consider their adequacy.

8.7 Where, in relation to the previous financial year, it appears to the Chief Finance Officer that a specific reserve is or is likely to be inadequate, he must report to the CJC on the reasons for that situation and what action, if any, he considers appropriate to take to prevent such a situation arising in relation to the corresponding reserve for the financial year under consideration.

8.8 The use of any general reserves must be used in accordance with Rules 6.11 and 6.12.

## RISK MANAGEMENT AND CONTRTOL OF RESOURCES

### 9 RISK MANAGEMENT

9.1 It shall be the responsibility of the Chief Executive to ensure that risk management is brought to the attention of relevant staff in their service areas and that there are regular reviews of risk within their service areas and that risk management controls are developed. Every Senior Manager shall ensure that risk registers are prepared in a form agreed with the Chief Executive.

9.3 The Chief Finance Officer shall develop financial risk management controls in conjunction with the CJC's Senior Managers.

### 10 INSURANCE

10.1 The Chief Finance Officer shall effect all insurance cover which may include self-insurance. The Monitoring Officer in consultation with the Chief Finance Officer and any other officer shall negotiate all claims against the CJC not covered by insurance.

10.2 Senior Managers shall give prompt notification to the CJC's Insurance support service of all new risks, properties or vehicles, which require to be insured and of any alterations or other matters affecting existing insurances, to reflect the principle of utmost good faith.

10.3 Senior Managers shall forthwith notify the Chief Finance Officer and confirm in writing any loss, liability or damage or of any event likely to lead to a claim. No officer shall admit liability to a claimant, or make any statement which could be construed as such, concerning a matter which may be the subject of a claim.

10.4 All appropriate employees shall be included in a suitable fidelity guarantee insurance as required under Section 114 of the Local Government Act 1972. The Chief Finance Officer shall be responsible for notifying the insurers of any circumstances required under the terms of the policy, and for making any claims where the CJC has suffered loss.

10.5 The Chief Finance Officer shall at such periods as he may consider necessary, review all insurances in consultation with other Senior Managers as appropriate.

10.6 Senior Managers shall consult with the Chief Finance Officer and the Monitoring Officer with respect to the terms of any indemnity which the CJC is requested to give. Senior Managers shall consider and arrange adequate Professional Indemnity Insurance for the duties of staff within their services.

## 11 INTERNAL CONTROLS

11.1 Senior Managers shall establish effective internal controls, including sound arrangements for planning, appraising, authorising and controlling their operations in order to achieve continuous improvement, economy, efficiency and effectiveness and for achieving their financial performance targets.

11.2 The Internal Audit provider is responsible for advising on effective systems of internal control. Effective internal control systems should ensure compliance with all relevant statutes and regulations, and other relevant statements of best practice. They should also ensure that public funds are properly safeguarded and used economically, efficiently and in accordance with statutory authorities and other authorities that govern their use.

11.4 The CJC is required to provide a Statement of Internal Control in accordance with the Accounts and Audit (Wales) Regulations 2014. This statement will be incorporated within the Annual Governance Statement; as part of this statement, the Chief Executive and Chair of the CJC must comment on the effectiveness of the internal control environment of the whole Corporate Joint Committee, as a key indicator of good governance.

## 12 INTERNAL AUDIT

12.1 The Internal Audit function is operated in accordance with the contents of the relevant Service Level Agreement.

12.2 The Internal Audit function shall be conducted, as far as is practicable, in accordance with the Public Sector Internal Audit Standards.

12.3 The Internal Audit Strategy and remit will be included in the CJC's Internal Audit charter which is reviewed and approved by the Governance and Audit Committee.

12.5 The Chief Executive shall ensure that the Internal Audit Manager, or their authorised representative shall have authority to :-

- a) enter at all reasonable times on any CJC premises, land or contract sites;
- b) have access to all records, documents and correspondence relating to any financial and other transactions of the CJC;
- c) require and receive such explanations as are in their opinion necessary concerning any matter under examination;
- d) require any employee of the CJC to produce cash, stores or any other property under his control.

12.6 The Chief Finance Officer shall agree the medium-term and annual audit plans prepared by the Internal Audit Manager which takes account of the characteristics and relative risks of the activities involved. The plans shall be approved by the Governance and Audit Committee.

12.7 All relevant managers shall consider and respond promptly to agreed actions in audit reports. Senior Managers shall ensure that any agreed actions arising from audit findings are carried out in a timely and efficient fashion in accordance with the agreed action plan.

12.8 The Internal Audit Manager shall report regularly to the Governance and Audit Committee:

- a) On the results of Internal Audit work in the preceding period;



- b) On any substantial control weaknesses discovered or audited;
- c) On any audit recommendations that were not implemented within the agreed timetable, where a failure to act on those recommendations would prolong a substantial control weakness.
- d) Progress on completion of the Internal Audit Plan for the current year.

### 13 EXTERNAL AUDIT

13.1 Each of the CJC's activities are subject to audit under the Public Audit (Wales) Acts 2004 and 2013, the Government of Wales Acts 1998 and 2006, the Local Government (Wales) Measures 2009 and 2011 and the Local Government and Elections (Wales) Act 2021.

13.2 It is an expectation that external auditors act in accordance with the Auditor General's Audit Code of Practice. It is the duty of all officers of the CJC to avoid preventing the auditor from complying with the Code.

13.3 The Chief Executive is responsible for co-ordinating the CJC's relationship with the Audit Wales's Relationship Manager for the purposes of external audit and inspection. Officers are required to inform the Chief Executive if they believe that the external auditors are not acting in compliance with the Auditor General's Code of Audit Practice.

13.4 The Chief Finance Officer will develop co-operation and working relations with the Relationship Manager and the appointed Auditor, including giving and receiving relevant information, whether confidential or not, and :-

- a) ensure that external auditors are given access at all reasonable times to premises, personnel, documents and assets that the external auditors consider necessary for the purposes of their work;
- b) ensure there is effective liaison between external and internal audit;
- c) work with the external auditor and advise the CJC, Chief Executive and Senior Managers on their responsibilities in relation to external audit;
- d) ensure that all records and systems are up to date and available for inspection.

### 14 PREVENTING FRAUD AND CORRUPTION

14.1 The CJC shall adopt, maintain and promulgate an effective anti- fraud and anti-corruption policy and maintains a culture that will not tolerate fraud or corruption.

14.2 Managers shall deal swiftly and firmly, and in accordance with these Financial Procedure Rules and the CJC's Anti-Fraud, Anti-Bribery and Anti-Corruption Strategy, with those who defrauded or attempt to defraud the authority, accept or offer bribes or who are corrupt.

14.3 Officers of the CJC shall at all times ensure that any receipt of gifts or hospitality is done so in full compliance with the CJC's Code of Practice on the Receipt of Gifts and Hospitality. Officers shall also at all times, ensure compliance with the Staff Code of Conduct.

14.4 Members of the CJC shall at all times ensure compliance with the Code of Conduct for Members, and shall not accept gifts or hospitality from third parties except in so far as they fall within that allowed by the Code of Conduct.

14.5 The Chief Executive shall put in place appropriate whistle blowing procedures, including maintaining a Whistleblowing Policy, and ensure that these procedures are operated effectively and reviewed regularly.

14.6 Whenever any matter arises which involves, or is thought to involve, irregularities concerning cash, stores or any arrangements to claim an inappropriate payment from the CJC (including timesheets or travelling claims), or other property of the CJC, the Senior Manager or other officer making the discovery shall comply with the CJC's Anti-Fraud Strategy and forthwith notify the Chief Finance Officer and/or Internal Audit Manager, who shall take such steps as they consider necessary by way of investigation and report.

14.7 Provided that where, on consideration of such a report, the Monitoring Officer is of the opinion that there is a prime facie breach of the criminal law, at the discretion of the Chief Finance Officer, the matter shall be reported to the Police for further investigation. If an employee of the CJC is involved, disciplinary action shall be taken as a matter of urgency in accordance with the CJC's Disciplinary Procedures whether or not the matter is referred to the Police.

14.8 Whenever there is a loss of property (including loss by fire) or cash the Senior Manager or other officer making the discovery shall forthwith notify the CJC's Insurance and Risk Service who shall be responsible for making such claims as are appropriate on the CJC's Insurers.

## 15 ASSETS

### Security

15.1 The Chief Executive shall establish and maintain a terrier of all land and buildings owned by or leased to the CJC (including agreements for lease, tenancy agreements and licences) recording date of acquisition or appropriation, purpose for which held, holding service, location, extent and plan reference, purchase details, particulars of nature of interest and rents payable and particulars of tenancies and licences granted.

15.2 Each Senior Manager shall, in respect of land or buildings, for which he is responsible, ensure that they are properly used for the purposes for which they are held; that they are inspected no less frequently than annually and that adequate steps are taken to safeguard the CJC's title thereto.

15.3 Each Senior Manager is responsible for maintaining property security at all times for all buildings, stocks, stores, furniture, equipment, records, cash, etc., under his control and for security of access to computer systems under his control. He shall consult the Chief Finance Officer in any case where it appears that security is lacking or where special security arrangements are considered necessary.

15.6 Every officer shall make suitable arrangements for the protection of information under their control, whether on computer systems or otherwise, including the security of passwords.

15.7 The Chief Finance Officer shall be responsible for maintaining proper security and protection of information on the CJC's IT support systems and shall arrange for review of each transfer of data from and to subsidiary systems before and after such transfers in order to ensure the integrity of the data.

### Inventories

15.14 Inventories by location shall be maintained by all departments and therein shall be recorded an adequate description of furniture, fittings and equipment (including ICT equipment. The extent to which the property of the CJC shall be so recorded, and the form in which the inventories shall be kept, shall be determined by the Chief Finance Officer in consultation with the Senior Manager concerned.

15.15 The CJC's property shall not be removed otherwise than in accordance with the ordinary course of the CJC's business or used otherwise than for the CJC's purposes except in accordance with specified directions issued by the Senior Manager concerned.

15.16 Disposals of surplus property, other than land and buildings, shall be carried out in accordance with any guidance provided by the Chief Executive and/or Chief Finance Officer.

#### Intellectual Property

15.26 Senior Managers shall make sure that controls are in place to ensure that employees do not carry out private work during periods when they are working for the CJC and that employees are aware of an employer's rights with regard to intellectual property.

15.27 No senior employee shall, during the course of his employment, undertake work other than work for or on behalf of the CJC, without the approval of the Senior Manager, in accordance with the Staff Code of Conduct.

15.28 If at any time during his employment an employee makes or discovers or participates in the making or discovery of any Intellectual Property relating to or capable of being used by the CJC the employee shall forthwith give full details of the intellectual Property to the relevant Senior Manager.

## 16 TREASURY MANAGEMENT

### Treasury Management and Banking

16.1 All arrangements concerning the CJC's banking accounts, and the issue of cheques and of bank transfer instructions, shall be made by or under arrangements approved by the Chief Finance Officer. Bank accounts shall stand in the name of North Wales Corporate Joint Committee and not in the name of any officer either by name or designation.. Bank transfers of any sort may be authorised only under arrangements made by the Chief Finance Officer.

16.2 The Chief Finance Officer and, subject to his supervision, every other person operating a bank account on behalf of the CJC, shall make safe and efficient arrangements on its behalf for the prompt examination of paid cheques and independent reconciliation of cash book with bank statements.

### Investments and Borrowing

16.3 The Chief Finance Officer shall be responsible for borrowing, temporary investment, reborrowing and repayment of monies, subject to any constraint imposed by government legislation and CIPFA's Code of Practice for Treasury Management in Local Authorities, within limits set by the CJC in the Treasury Management Strategy Statement, the Minimum Revenue Provision Strategy and the Annual Investment Strategy, the CJC's Prudent Indicators and the Treasury Management Schedules. The Chief Finance Officer shall report on these activities to the Governance and Audit Committee.

16.5 Investments made in the name of nominees under arrangements made with fund managers shall be earmarked to designated accounts which uniquely identify the CJC's beneficial interest..

16.6 No officer shall enter into any leases or other arrangement to pay for goods or services over a period of time without the approval of the Chief Finance Officer.

## 17 STAFFING

17.1 The Chief Executive shall provide overall management to staff. The CJC shall agree an appropriate evaluation or other systems for determining the remuneration of a job.

17.2 The Chief Finance Officer shall ensure that budget provision exists for all existing and new employees and Senior Managers must consult with the Chief Finance Officer on any amendments to the staffing establishment through a structure amendment form.

17.3 Senior Managers shall ensure that appropriate arrangements operate within their services in order to notify the Chief Finance Officer as soon as possible and in the form prescribed by him, of all matters affecting the payment of such emoluments and in particular :

- (a) appointments, resignations, dismissals, suspensions, secondments and transfers;
- (b) absences from duty for sickness or other reason, apart from approved leave;
- (c) changes in remuneration, other than normal increments and pay awards and agreements of general application;
- (d) information necessary to maintain records of service for pension, income tax, national insurance and the like.

17.4 The Chief Finance Officer shall act as an advisor to the Senior Managers on areas such as National Insurance and pension contributions, as appropriate.

17.5 The Chief Finance Officer shall ensure that the staffing budget is an accurate forecast of staffing levels and is equated to an appropriate revenue budget provision (including on-costs and overheads).

## FINANCIAL SYSTEMS AND PROCEDURES

### 19 GENERAL

#### PURPOSE:

19.1 The Chief Finance Officer shall assume responsibility for the operation of the accounting systems which are in place to support the CJC, the form of accounts and the supporting financial records. Senior Managers are responsible for the proper operation of financial processes in their own services.

19.2 Any change to agreed procedures by Senior Managers to meet their own specific service needs should be agreed with the Chief Finance Officer.

#### INCOME AND EXPENDITURE

### 20 Income

20.1 Each officer who receives money on behalf of the CJC shall give such acknowledgement thereof and keep such records as may from time to time be approved by the Chief Finance Officer, including an accurate and chronological account of all receipts and deposits.

20.8 The collection of all amounts due to the CJC shall be under the control of the Chief Finance Officer and all accounts shall be rendered through him unless otherwise agreed by him.

20.9 In respect of grants due to the CJC, the appropriate Senior Manager shall ensure that grant claims are submitted promptly in accordance with the paying organisation's timetable so as to optimise cash flow. The Chief Finance Officer shall be responsible for certifying the financial accuracy of any claim and in this respect, Senior Managers must ensure that appropriate arrangements are in place to ensure that the CJC's Financial Ledger includes timely and accurate details of all relevant expenditure.

20.10 No debit in respect of an amount due to the CJC once established shall be discharged otherwise than by payment, by the issue of an official credit note or as provided for in financial regulation 20.13. Neither post-dated cheques or third party cheques shall be accepted in payment of debt. Any cash deposits of more than £10,000, or series of cash deposits from the same payer where the total amount exceeds £10,000 must be reported immediately to the Chief Finance Officer, who shall make such arrangements as are required by the Money Laundering Regulations 2003.

20.11 The Chief Executive shall notify the Chief Finance Officer as early as possible of all monies due to the CJC under contracts, leases, tenancy agreements, agreements for sales of property and any other agreements involving the receipt of money by the CJC. Any sums due to be paid directly into the CJC's bank accounts by third parties should be notified to the Chief Finance Officer in advance of receipt.

20.13 Sums due to the CJC shall not be written off except :

(a) with the authority of the Chief Finance Officer in the case of individual debts totalling up to £5,000, and in the case of debts where the debtor has been made bankrupt, or a limited company has been liquidated by a court judgement;

(b) with the authority of the Chief Finance Officer and the Chair in the case of debts except those referred to in (a).

20.14 The Chief Finance Officer may prescribe that, generally or particularly, specified goods or services shall not be supplied on credit terms or shall be supplied only on pre-payment or concurrent payment.

Ordering and Paying for work, goods and services

Ordering

20.15 Orders in a form approved by the Chief Finance Officer shall be issued by all services for all works, goods and services required, except for professional services, supplies of public utility services, rent, rates and petty cash disbursements. Such orders shall be authorised by the Senior Manager or other senior officer authorised by him who shall satisfy himself at the time of issuing the order that authority exists for the expenditure and that it can be met from the approved estimates.

20.16 Where alternative electronic ordering procedures are used, the relevant Senior Manager shall ensure that appropriate controls exist, and that the use of such procedures are approved by the Chief Finance Officer.

20.17 Where, as a matter of urgency, works, goods or services are ordered orally a written official confirmatory order shall be issued on the same day or the following working day. Officers authorised by the Chief Executive to sign orders on her behalf shall be agreed with the Senior Manager and the

names sent to the Chief Finance Officer together with specimen signatures and initials and shall be amended on the occasion of any change in personnel.

20.18 Each order shall conform to the directions of the CJC with respect to central purchasing and standardisation of supplies and materials.

20.19 A copy of each order shall, if so required, be supplied to the Chief Finance Officer.

20.20 Where the estimated value of an order is between £5,000 and £50,000 (before VAT), and is not from central purchasing suppliers, three quotations should be obtained. Any relevant order, for whatever amount, shall be subject to the Contract Procedure Rules, which form part of the CJC's Constitution.

20.21 Each Senior Manager, in respect of those works, goods and services which are purchased on a regular basis, shall at regular intervals of not more than twelve months test prices by obtaining at least three written quotes in accordance with Contract Standing Orders, provided that this requirement shall not apply where the annual purchase value of any work, goods or service is less than £5,000.

#### Payments

20.22 All payments out of the accounts of the CJC shall be made by the Chief Finance Officer who shall issue such instructions in this respect as he deems necessary. Except as provided in 20.23 below all accounts for payment shall be certified for payment by the appropriate Senior Manager or other senior officer specifically authorised by him who shall certify that the account is properly payable by the CJC, such certification shall be in such form as may be approved by the Chief Finance Officer.

20.23 Where alternative electronic payment processes are used, the relevant Senior Manager shall ensure that appropriate controls exist, and that the use of such processes are approved by the Chief Finance Officer.

20.24 The names of officers authorised to certify such accounts shall be sent to the Chief Finance Officer by the Chief Executive, together with specimen manuscript signatures and initials and shall be amended on the occasion of any change.

20.25 The certification of an account shall mean :

- (a) that the goods have been duly received, examined and approved in accordance with the specification, and are satisfactory, and that the prices are in accordance with the contract or order; and that the corresponding copies of official orders have been marked to show that the goods have been passed for payment;
- (b) that the work done or service rendered has been satisfactorily carried out and that where applicable, the materials used were of the requisite standard, and that the charges are correct;
- (c) that the account is arithmetically accurate (unless by arrangement the Chief Finance Officer is responsible in any particular case);
- (d) that the appropriate entries have been made in inventories, stock records, as required.
- (e) that the account has not previously been passed for payment and is a proper liability of the CJC.

20.26 Such certification shall be deemed by the Chief Finance Officer to form a warranty by the certifier that the payment has met the above conditions and that he may therefore pay the amount in question.

20.28 Services shall indicate on each account by the use of codes prepared by the Chief Finance Officer or otherwise, the expenditure heading to which the account should be charged.

20.29 Where an invoice is a VAT invoice, no amendments shall be made to it. Incorrect VAT invoices, must be returned to the supplier for amendment. For non VAT invoices, amendments shall be made in ink and initialled by the officer making it, stating reasons briefly where they are not self evident.

20.30 Each Senior Manager shall as soon as possible and not later than a date in each year specified to him, notify the Chief Finance Officer of all outstanding expenditure relating to the previous financial year in such form as he may require.

20.31 The Chief Finance Officer shall be authorised to make all payments which are properly authenticated, are intra-vires and which comply with the Standing Orders and the Financial Procedure Rules of the CJC.

20.32 Each Senior Manager shall ensure compliance with such instructions as the Chief Finance Officer shall from time to time issue in respect of payments which fall within the terms of HM Revenues and Customs Construction Industry Tax Deduction Scheme.

#### Credit Cards and Payment Cards

20.33 No credit or charge cards of any description to be used for any Council purpose shall be held or used by any officer except by prior agreement of the Chief Finance Officer on application by the appropriate Senior Manager. Where purchase by credit card or charge card is permitted, the officer making use of the facility must provide adequate supporting documentation for each purchase, including a valid VAT invoice/receipt where VAT is chargeable. No private purchases using such a credit or charge card will be permitted.

#### Payments to Employees and Members

20.34 The payment of all salaries, wages, pensions compensation and other emoluments to all employees or pensioners of the CJC shall be made by the Chief Finance Officer or under arrangements approved and controlled by him. The Chief Finance Officer shall put into effect all nationally approved agreements on conditions of service as they are received.

20.35 Appointments of all employees shall be made in accordance with the regulations of the CJC and the approved establishments, grades and rates of pay.

20.36 All time records or other pay documents shall be in a form prescribed or approved by the Chief Finance Officer and shall be certified by or on behalf of the appropriate Senior Manager. The names of officers authorised to sign such records shall be sent to the Chief Finance Officer by each Senior Manager, together with specimen signatures, and shall be amended on the occasion of any change.

20.37 Payments of travelling allowances or other expenses to members, including co-opted members of the CJC or its committees who are entitled to claim and receive travelling or other allowances will be certified by the Chief Executive or other officer designated by him before being paid by the Chief Finance Officer.

20.38 All claims by officers for payment of car allowances, subsistence allowances, travelling and incidental expenses shall be in a form and according to a timetable approved by the Chief Finance

Officer for various categories of officer, shall be reviewed by the relevant Senior Manager, his deputy or other officer specifically authorised by as required.

20.40 The Chief Finance Officer shall be authorised to make all payments which are properly authenticated are intra-vires and which comply with the Standing Orders and Financial Procedure Rules of the CJC.

## 21 TAXATION

21.1 The Chief Finance Officer shall advise Senior Managers, in the light of guidance issued by appropriate bodies and relevant legislation as it applies, on all taxation issues that affect the CJC.

21.2 The Chief Finance Officer shall maintain the CJC's tax records, making all tax payments, receiving tax credits and submitting tax returns by their due date as appropriate.

21.3 The Chief Finance Officer shall:

- (a) Account to HMRC for all tax deducted from employees' emoluments under the PAYE arrangements.
- (b) Complete a monthly return of VAT inputs and outputs to HMRC.
- (c) The Chief Finance Officer shall be responsible for accounting to the appropriate agency for all other forms of taxation payable to or by the CJC and for supplying to such agencies such other information as they may validly require.
- (d) Provide details to the HMRC regarding the construction industry tax deduction scheme.
- (e) Maintain up-to-date guidance for Senior Managers on their responsibilities with regard to any taxation matters, and to individual Council employees on taxation issues.

21.4 Senior Managers shall keep appropriate records and supply details as requested by the Chief Finance Officer in order to comply with taxation regulations.

21.5 Senior Managers shall:

- (a) Ensure that any purchase which is taxable under VAT legislation, whether or not the purchase price includes an element of VAT, shall be paid for only on receipt by the Chief Finance Officer of an invoice complying with VAT regulations or a written guarantee that an authenticated VAT receipt will be issued on payment.
- (b) Ensure that the correct VAT liability is attached to all income due and that all VAT recoverable on purchases construction industry tax deduction requirements.
- (c) Ensure that where construction and maintenance works are undertaken, the contractor fulfils the necessary construction industry tax deduction requirements.
- (d) Ensure that all persons employed by the CJC are added to the CJC's payroll and tax deducted from any payments, except where the individuals are bona-fide self-employed or are employed by a recognised staff agency.

## EXTERNAL ARRANGEMENTS

### 23 PARTNERSHIPS



23.1 The CJC shall approve delegations, including frameworks and agreements for partnerships and joint ventures. The CJC is the focus for forming partnerships and joint ventures with other local public private, voluntary and community sector organisations to address local needs.

23.2 The CJC can delegate functions – including those relating to partnerships – to officers. These are set out in the scheme of delegation that forms part of the CJC's Constitution.

23.3 The representative of the CJC on any partnership or joint venture shall promote and maintain the same high standards of conduct that apply throughout the CJC.

23.4 In entering a partnership agreement, the CJC must consider the overall corporate governance arrangements and legal issues.

23.5 The Chief Finance Officer is responsible for ensuring that the accounting arrangements that are to be adopted on behalf of partnership and joint ventures are acceptable.

## 24 GRANTS AND OTHER EXTERNAL FUNDING

24.1 The Chief Finance Officer shall ensure that all funding notified by external bodies is received and properly recorded in the CJC's accounts and that any audit requirements are met.

24.2 Senior Managers must ensure that no project that is to be financed by external funding commences until appropriate approval has been received and that the source of the external funding has been confirmed.

24.3 Senior Managers shall:

(a) Ensure that key conditions of funding and any statutory requirements are complied with and that the responsibilities of the accountable body, whether North Wales Corporate Joint Committee or a third party, are clearly understood.

(b) Act in accordance with Rule 6.8 when addressing the budgetary and obligations of the possible fund.

(c) Ensure that any match-funding requirements are given due consideration and that future revenue budgets reflect these requirements, before entering into long-term agreements.

(d) Ensure that all claims for funds are made by the due date.

(e) Ensure that proposals are costed properly and that the approval of the CJC is obtained before any negotiations are concluded to work for third parties.

(f) Ensure that, as far as possible, the CJC is aware of any potential significant risk.

(g) Ensure that such contracts do not impact adversely upon the services provided for the CJC.

(h) Provide appropriate information to the Chief Finance Officer to enable a note to be entered into the statement of accounts as required.

24.4. There should be no presumption that the CJC will incur additional costs, such as severance costs, resulting from the grant or other external funding ends. Except in exceptional cases, it is expected that these costs will be borne of the external financing or the budget of the relevant department if that is not possible. Any request for the use of general reserves are subject to Rules 6.11 and 6.12.

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**NORTH WALES CORPORATE JOINT COMMITTEE**

**6 September, 2024**

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**TITLE:** Flintshire and Wrexham Investment Zone

**AUTHOR:** Alwen Williams, Interim Chief Executive

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**1. PURPOSE OF THE REPORT**

- 1.1. The purpose of this report is to provide an update on the progress of a new Investment Zone in Flintshire and Wrexham focused on Advanced Manufacturing. The Investment Zone is focused on investments in Flintshire and Wrexham but is expected to have wider beneficial impacts across North Wales.

**2. DECISION SOUGHT**

- 2.1. To support the further development of the Investment Zone, two decisions are requested:
- To authorise the Interim Chief Executive to continue to work collaboratively with Welsh Government, UK Government, Flintshire and Wrexham Councils and local stakeholders to prepare the remaining Gateway documents in draft form, under the direction and advice of the proposed Investment Zone's Senior Responsible Officer, the CJC's Interim Chief Executive. Appointment of the SRO will be formalised in Gateway 3 which will be presented to the CJC in due course.
  - To support, in principle, the proposed Governance Model which sets out the proposed form of the decision-making structures for the Investment Zone.
  - To submit the proposed Gateway documentation for approval, by the CJC at its November meeting, prior to the formal submission to UK and Welsh Governments.

**3. REASON FOR THE DECISION**

- 3.1. The process for developing Investment Zones is collaborative in nature and relies on the sharing of documentation for review across local stakeholders, Welsh Government and UK Government (MHCLG). The CJC is the accountable body for the proposed Investment Zone and will need to be endorsing the Gateway submissions. The intention is to share draft Gateway documents as they are prepared for feedback and agreement.

**4. THE CJC AND THE INVESTMENT ZONE**

- 4.1. In proposing Flintshire Wrexham Investment Zone both the UK and Welsh Governments identified the CJC as being the regional partner body for the proposals. Consequently, the CJC corporately will be the accountable body for the Investment Zone. This means that, at key stages, the CJC will be responsible for sign-off against delivery and outputs. For example, the final sign-off of the Gateway submissions will need a CJC decision. The CJC will apply for and

receive the annual funding letter and the CJC's Section 151 Officer will sign off the Accountable Body's six-monthly report on outputs spend and progress.

- 4.2. One of the aims of this report was to highlight the nature of the role, duties, and responsibilities which the CJC assumes in the investment Zone development and delivery. As the report sets out, it is a role in which partnership at the local level is intrinsic and key. Nevertheless, the CJC it is not what might be termed a purely administrative role, it is also a corporate responsibility for the CJC as an organisation.
- 4.3. The CJC will have decisions to make in the development of the Investment Zone. What this report seeks to do is to prepare for those decisions, raise awareness of the process but also set forward a collaborative and partnership approach to the governance which will inform and shape the project and inform the CJC in its decisions.

## 5. THE GATEWAYS

- 5.1. **Gateway 1: Vision** - is agreed and sets out the area's vision and ambition to grow the manufacturing sector and increase the productivity, innovation, investment, and number of quality manufacturing jobs.
- 5.2. **Gateway 2: Sector and Geography** - sets out the economic context an understanding of the manufacturing sector such that we can demonstrate our understanding of the key interventions Government investment could make to help accelerate investment, innovation, skills development, and jobs growth. This gateway also requires the Investment Zone to confirm the locations of any Tax Sites and Retained Rates Investment Areas that represent the greatest opportunity to support growth of manufacturing premises. Finally, gateway 2 also considers planning and research. Wrexham University is the Investment Zone's Knowledge Partner with Bangor University involved as a key innovation partner.
- 5.3. To support our appraisal of the project interventions and tax sites available across Wrexham and Flintshire an open 'Call for Projects and Sites' was launched and run between 15-26 July. Proposals were submitted by means of a standard proforma with over 45 project ideas and 21 proposed Tax Sites and Retained Rates Investment Areas received.
- 5.4. **Project proposals** - the 45 project ideas totalled c£250million of investment required from the proposed Investment Zone funding and represented c.£1bn of private match funding. Ongoing discussions with local partners indicate further opportunities not yet presented which will come forward over the forthcoming weeks and months. This will further strengthen the case for an Investment Zone focused on growth of a globally significant advanced manufacturing sector. Data received through the open call for projects indicate that the Investment Zone could create c5,000 new jobs and therefore increasing manufacturing employment by c.20% over the ten years Investment Zone term.
- 5.5. **Tax Sites and Retained Rates Investment Areas** - a total of 21 sites were promoted and 7 were shortlisted (4 in Flintshire and 3 in Wrexham). The shortlisted sites all conform with local planning policy. Meetings will be held on the 4th and 5th of September to help determine the locations to be proposed as Tax Sites. The two sites with the largest opportunity for retained business rates will be designated for business rates retention. Flintshire and Wrexham Council's will be able to re-invest fifty percent of income from business rate growth received from these designation areas for the ten-year term of the Investment Zone. This income can be directed at supporting economic growth across the Investment Zone and to support borrowing for investment in key projects.

- 5.6. **Gateway 3: Governance** – sets out the governance and Accountable Body aspects of the Investment Zone. These are to be managed by the CJC via the Economic Wellbeing Sub-Committee. A new Investment Zone partnership board will be established in 'Shadow' form to support the establishment of the programme and become operational once the Investment Zone Memorandum of Understanding (MoU) is signed. The private sector led Steering Group that supported the development of Gateway 1 is being kept informed of progress. The proposed Governance Model is included in **Appendix 1**.
- 5.7. **Gateway 4: Interventions** - provides details regarding the financial allocations to the interventions (projects) and the expected outputs of the Investment Zone programme.
- 5.8. **Gateway 5: Delivery Plan** - summarises the delivery arrangements for the Investment Zone.
- 5.9. Work is underway on Gateway 2 and 3 and drafts are being prepared for consultation in early September following the appraisal of Tax Sites. Gateway 4 and 5 will be developed in October.

## 6. BACKGROUND AND RELEVANT CONSIDERATIONS

- 6.1. UK Government is expected to confirm the Investment Zone funding and programme in the Autumn Statement on the 30th of October, 2024. UK Government, Welsh Government, CJC and Flintshire and Wrexham Councils meet weekly to drive forward the development of the Investment Zone.
- 6.2. The intention is to bring the Investment Zone proposition to the November CJC meeting for approval. If agreed, the submission will be considered by UK and Welsh Governments in December and January such that an MoU can be prepared for approval by the CJC in March. In parallel, an Annual Delivery Plan will be prepared and agreed with both UK and Welsh Governments to allow the payment of year 1 funds in April 2025 and the programme to start.
- 6.3. Further consideration will be necessary to set out the recruitment and team resources necessary for the programme to start. Further planning on this will take place once the Government decision on the programme is clear.

## 7. FINANCIAL IMPLICATIONS

- 7.1. There is provision for £100,000 within the CJC's 2024/25 budget for development of the Investment Zone's proposal. This funding can be retrospectively claimed from the Investment Zone's administrative budget allocation once it is agreed and operational. Until there is greater clarity from UK Government on Investment Zones, Flintshire and Wrexham Councils have agreed to underwrite the costs of progressing the development of the Investment Zone proposal to the value of £50,000. AMION Consulting have been appointed to support the CJC and partners on the preparation of the proposal and its submission. The funding secured will enable the preparation of the draft documents to the end of October and additional funding has been requested from Welsh Government to support the remaining co-development and programme.

## 8. LEGAL IMPLICATIONS

- 8.1. The expectation is for the CJC to enter into an MoU with UK and Welsh Governments. The CJC will also employ or enter into service contracts with local authority partners and consultants to support the delivery of the Investment Zone. In delivering the programme, the CJC will oversee the management of a project assurance process and enter into Grant Funding Agreements with

university, skills, local authorities and local businesses. Subsidy Control considerations need further evaluation but are expected to be covered by a programme wide Subsidy Control Scheme.

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## APPENDICES:

**Appendix 1:** Proposed Governance Structure Model

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## STATUTORY OFFICERS RESPONSE:

**i. Monitoring Officer:**

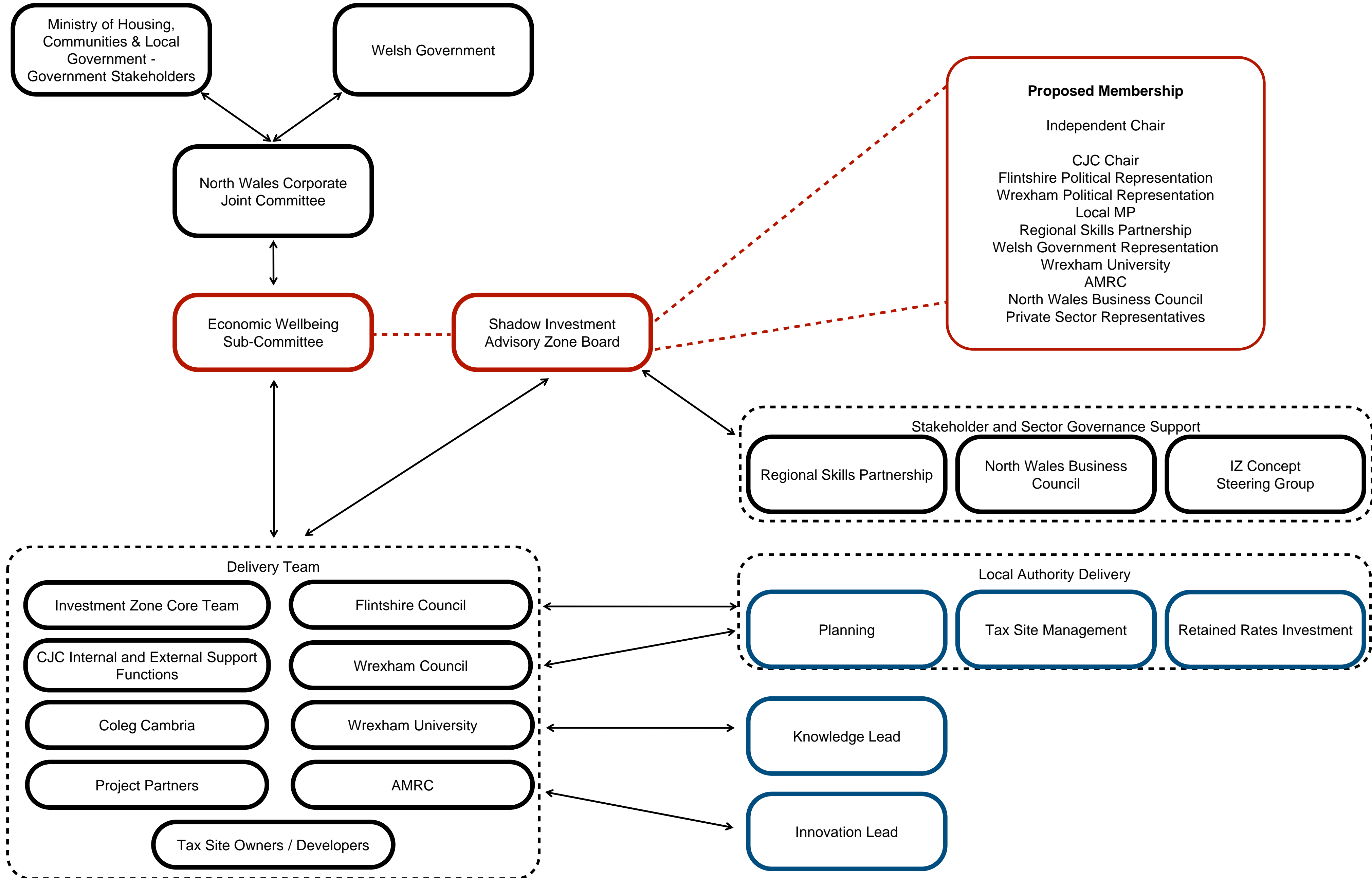
“The intention of the report is to set out the role of the CJC in the development and delivery of the Investment Zone. It is important that members of the CJC are aware of the nature of the CJC’s functions and duties in relation to this project. The CJC will need to approve the Gateways and in particular in Gateway 3 approve and adopt a governance structure which will support and facilitate the partnership delivery and shaping of the project. It also needs to ensure that it can fulfil the function of delivery of the accountable body as required.”

**ii. Statutory Finance Officer:**

“The introduction of the Investment Zones is a significant development for the CJC, with potentially substantial resource implications. Finance officers attend the weekly meetings as described in paragraph 4.1 in order to advise as appropriate, and to ensure that information and knowledge on the developments is maintained. As a result, I have no objections to the decision sought from a financial perspective, and I will continue to advise the CJC as matters progress.

The issues noted in Part 5 above have been considered in the Projected Expenditure report which is a separate item on the meeting agenda, and there are no inconsistencies between the two reports.”

# Investment Zone: Proposed Governance Model



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NORTH WALES CORPORATE JOINT COMMITTEE

6 September, 2024

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**TITLE:** North Wales Corporate Joint Committee projected expenditure 2024/25

**AUTHOR:** Dewi A. Morgan, Head of Finance (CJC's Statutory Finance Officer)  
Sian Pugh, Assistant Head of Finance

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**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 2024/25.
- 1.2. In order to work effectively, the joint committee must be aware of its financial position against its approved annual budget.

**2. DECISION SOUGHT**

- 2.1. To note and accept the Corporate Joint Committee's projected expenditure for 2024/25 as submitted in **Appendix 1**.

**3. REASON FOR THE DECISION**

- 3.1. To note a projected underspend of £203,923 against the budget in 2024/25 which is mainly due to an underspend on the staffing budget.

**4. BACKGROUND AND RELEVANT CONSIDERATIONS**

- 4.1. At its meeting on 26 January, 2024 the Corporate Joint Committee approved its budget for 2024/25.
- 4.2. The budget will continue to be monitored and reviewed throughout the 2024/25 financial year, and the third quarter report will be submitted to the Corporate Joint Committee in January 2025.

**5. FINANCIAL IMPLICATIONS**

**5.1. 2024/25 Projected Expenditure per Heading**

- 5.1.1 **Appendix 1** provides a detailed breakdown of the expenditure projections per heading against its annual budget.
- 5.1.2 It is anticipated that the net out-turn position at the end of the 2024/25 financial year will be an underspend of £203,923.

## **Employees**

- 5.1.3 An underspend of £289,614 is projected against the employees heading for 2024/25.
- 5.1.4 The employee budget includes an interim Chief Executive (2 days a week), Personal Assistant (1 day a week), Manager (Statutory Functions), Project Manager (1 day a week), three Planning posts and one Transport post. The estimated forecasted expenditure to March 2025 includes the costs of an interim Chief Executive (2 days a week), Personal Assistant (1 day a week), secondment costs of the Implementation Programme Manager from Welsh Government, one planning post (estimated commencement start date of October 2024) as well as costs for a part-time Language Officer post.
- 5.1.5 The allowance cost of the lay members is based on three meetings being held for the Governance and Audit Committee and one meeting of the Standards Committee.

## **Travelling**

- 5.1.6 The estimated cost of the essential travel allowance and staff subsistence costs until March 2025 is £1,500, which gives an underspend of £4,500 on the travelling heading in 2024/25.

## **Supplies and services**

- 5.1.7 Although a net overspend of £54,590 is projected against the supplies and services heading for 2024/25, £80,517 of this overspend relates to the consultancy costs which are funded from the 2023/24 Transport Grant, and the income is shown as a surplus under the grant income. There is an underspend of £18,800 on the insurance costs and the remaining net underspend of £7,127 is spread across the remaining headings.

## **Support Services**

- 5.1.8 An underspend of £20,044 is projected against the support services heading for 2024/25. The underspend on the corporate support heading is due to a reduced number of formal meetings during 2024/25. The underspend on the legal heading will be used to fund part of the overspend on the legal costs from external consultants shown under set-up costs.

## **Set-up costs**

- 5.1.9 The £82,662 expenditure on legal include the costs for an external law firm as well as two legal consultants who have been commissioned to provide specialised advice and support on the establishment of the CJC.
- 5.1.10 The £103,500 on external consultants relates to project management costs associated with the CJC implementation.
- 5.1.11 It is hoped that the £100,000 expenditure on the Investment Zones will be funded from the administration allowance of the Government's Investment Zone grant, but without formal confirmation, both Wrexham and Flintshire County Councils have between them underwritten £50,000 of this expenditure with the remaining £50,000 funded from the CJC reserve.



## 5.2. Constituent Authority Contributions

5.2.1 The levy on the constituent authorities for 2024/25 were approved by the CJC in its meeting on 26 January, 2024.

## 6. LEGAL IMPLICATIONS

6.1. The Interim CJC Chief Executive as well as the Monitoring Officer have contributed to this review.

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### APPENDICES:

**Appendix 1:** North Wales Corporate Joint Committee 2024/25 Revenue Budget  
- August 2024 Review

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### STATUTORY OFFICERS RESPONSE:

i. **Monitoring Officer:**

“No observations to add in relation to propriety.”

ii. **Statutory Finance Officer:**

Report author.

North Wales Corporate Joint Committee's 2024/25 revenue budget - August 2024 Review

Appendix 1

Expenditure	Budget				Total Budget	Expenditure forecast				Total Expenditure	Forecast Overspend / (Underspend)
	Strategic Planning	Transport	Investment Zones	Corporate Joint Committee		Strategic Planning	Transport	Investment Zones	Corporate Joint Committee		
(£)	(£)	(£)	(£)	(£)	(£)	(£)	(£)	(£)	(£)	(£)	
<b>Employees</b>											
Employee expenditure (Pay, N.I. & Superannuation)	222,440	111,540	0	95,380	429,360	33,541	17,130	0	90,565	141,236	(288,124)
Lay members allowance	0	0	0	4,880	4,880	0	0	0	3,390	3,390	(1,490)
<b>Employees Total</b>	<b>222,440</b>	<b>111,540</b>	<b>0</b>	<b>100,260</b>	<b>434,240</b>	<b>33,541</b>	<b>17,130</b>	<b>0</b>	<b>93,955</b>	<b>144,626</b>	<b>(289,614)</b>
<b>Travel</b>											
Travel and subsistence	3,000	2,000	0	1,000	6,000	500	0	0	1,000	1,500	(4,500)
<b>Travel Total</b>	<b>3,000</b>	<b>2,000</b>	<b>0</b>	<b>1,000</b>	<b>6,000</b>	<b>500</b>	<b>0</b>	<b>0</b>	<b>1,000</b>	<b>1,500</b>	<b>(4,500)</b>
<b>Supplies and services</b>											
Tools and equipment	4,500	3,000	0	0	7,500	1,500	100	0	1,705	3,305	(4,195)
Miscellaneous supplies	1,000	1,000	0	1,000	3,000	500	500	0	500	1,500	(1,500)
Engagement and meetings	770	770	0	3,830	5,370	770	770	0	1,915	3,455	(1,915)
Audit Wales' fees	0	0	0	21,100	21,100	0	0	0	21,100	21,100	0
External consultants	132,500	132,670	0	10,000	275,170	132,500	213,670	0	10,000	356,170	81,000
Insurance	15,000	15,000	0	30,000	60,000	5,600	5,600	0	30,000	41,200	(18,800)
<b>Supplies and services Total</b>	<b>153,770</b>	<b>152,440</b>	<b>0</b>	<b>65,930</b>	<b>372,140</b>	<b>140,870</b>	<b>220,640</b>	<b>0</b>	<b>65,220</b>	<b>426,730</b>	<b>54,590</b>
<b>Support Services</b>											
Finance Services Support	0	0	0	28,210	28,210	0	0	0	28,210	28,210	0
Legal (includes Monitoring Officer)	7,500	7,500	0	15,000	30,000	902	902	0	16,242	18,046	(11,954)
Corporate Support	8,330	7,730	0	19,620	35,680	6,700	6,100	0	16,330	29,130	(6,550)
Information Technology	2,310	1,540	0	3,120	6,970	770	0	0	4,660	5,430	(1,540)
<b>Support Services Total</b>	<b>18,140</b>	<b>16,770</b>	<b>0</b>	<b>65,950</b>	<b>100,860</b>	<b>8,372</b>	<b>7,002</b>	<b>0</b>	<b>65,442</b>	<b>80,816</b>	<b>(20,044)</b>
<b>Set-up costs</b>											
Legal	0	0	0	50,000	50,000	0	0	0	82,662	82,662	32,662
External consultants	0	0	0	0	0	0	0	0	103,500	103,500	103,500
Investment Zones	0	0	100,000	0	100,000	0	0	100,000	0	100,000	0
<b>Set-up costs Total</b>	<b>0</b>	<b>0</b>	<b>100,000</b>	<b>50,000</b>	<b>150,000</b>	<b>0</b>	<b>0</b>	<b>100,000</b>	<b>186,162</b>	<b>286,162</b>	<b>136,162</b>
<b>Total Expenditure Budget</b>	<b>397,350</b>	<b>282,750</b>	<b>100,000</b>	<b>283,140</b>	<b>1,063,240</b>	<b>183,283</b>	<b>244,772</b>	<b>100,000</b>	<b>411,779</b>	<b>939,834</b>	<b>(123,406)</b>
Welsh Government - Regional Transport Plan Grant	0	(100,000)	0	0	(100,000)	0	(180,517)	0	0	(180,517)	(80,517)
Investment Zone	0	0	0	0	0	0	0	(50,000)	0	(50,000)	(50,000)
Contribution from reserve	(26,100)	0	(100,000)	(72,320)	(198,420)	(26,100)	0	(50,000)	(72,320)	(148,420)	50,000
<b>Total Net Expenditure Budget</b>	<b>371,250</b>	<b>182,750</b>	<b>0</b>	<b>210,820</b>	<b>764,820</b>	<b>157,183</b>	<b>64,255</b>	<b>0</b>	<b>339,459</b>	<b>560,897</b>	<b>(203,923)</b>

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NORTH WALES CORPORATE JOINT COMMITTEE

6 September, 2024

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**TITLE:** Regional Transport Plan: Progress update and recommendations

**AUTHOR:** Alwen Williams, Interim Chief Executive

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**1. PURPOSE OF THE REPORT**

- 1.1. The purpose of this report is to present a further update on the work to develop the Regional Transport Plan (RTP) which includes the establishment of the necessary governance structures to enable the CJC to execute its statutory duty.

**2. DECISION SOUGHT**

- 2.1. To note that, in accordance with CJC approval given on 21st June, 2024 the following lead Members have been appointed as co-opted members of the Transport Sub-Committee:

- Cllr. Goronwy Edwards (Conwy County Borough Council)
- Cllr. Barry Mellor (Denbighshire County Council)
- Cllr. Dave Hughes (Flintshire County Council)
- Cllr. Dafydd Meurig (Cyngor Gwynedd)
- Cllr. Dafydd Rhys Thomas (Isle of Anglesey County Council)
- Cllr. David A Bithell (Wrexham County Borough Council)

- 2.2. To note the update included in **Appendix 1** which includes a copy of the draft:

- North Wales Regional Transport Plan Vision statement
- SMART objectives
- Cross-cutting themes

- 2.3. The next phase of work to develop the RTP will be guided by the Transport Sub-committee and will include recommendations on the above and following components required to progress the RTP:

- Detailed project plan (building on the RTPs Implementation Plan)
- Integrated Well-being Appraisal (Statutory Assessments) Scoping Report
- Stakeholder Engagement Plan
- Draft list of policies, programmes, and projects
- Preparation for public consultation

- 2.4. The inaugural meeting of the CJC's Transport Sub-Committee will take place on the 1st October. A comprehensive timetable and forward plan will be presented at this meeting. The Sub-Committee is responsible for key policy development and preparation of the RTP, which delivers a co-ordinated joined-up and integrated strategic transportation service in North Wales. The Sub-Committee will report its recommendations regularly to the CJC on:

- steps taken to develop the Regional Transport Plan;
- timetable and progress towards its submission to Welsh Ministers for approval;
- development of policy aligned to the Wales Transport Strategy and the Regional Transport Delivery Plan for implementation by the local transport authorities;
- monitoring and review of the Regional Transport Plan and other strategic regional functions as set out in its terms of reference.

### **3. REASON FOR THE DECISION**

- 3.1. The North Wales CJC is required to produce a Regional Transport Plan (RTP) and Regional Transport Delivery Plan (RTDP) in accordance with the Welsh Government guidance by the 31<sup>st</sup> March, 2025. To achieve this, the Transport Sub-Committee should consider the developing components of the draft RTP and guide the work towards final approval including agreeing the required steps and documentation for public consultation.
- 3.2. Work is progressing with the support of consultants, ARUP, who have created a roadmap in relation to critical delivery stages (**Appendix 2**), which will be developed to ensure that matters are appropriately addressed through the Sub-Committee and brought to the CJC in a timely manner for approval of key matters.

### **4. BACKGROUND AND RELEVANT CONSIDERATIONS**

- 4.1. As set out in the Local Government and Elections (Wales) Act 2021 and the Corporate Joint Committee (Transport Functions) (Wales) Regulations 2021, one of the statutory functions of a Corporate Joint Committee is to develop a Regional Transport Plan. Arup was appointed by Ambition North Wales on behalf of the North Wales Corporate Joint Committee in March 2024 to provide consultancy support to develop the RTP.
- 4.2. The draft Case for Change for the Regional Transport Plan, including the vision and objectives, was presented to the CJC on 22<sup>nd</sup> March, 2024. These objectives have since been refined and strengthened to four specific, measurable, achievable, realistic and timebound (SMART) objectives with five cross cutting themes which are considered critical for helping to achieve the vision and objectives.
- 4.3. On 21<sup>st</sup> June, 2024 the CJC confirmed the appointment of the co-opted members to the Transport Sub-Committee, and no changes have been advised in the interim period.

### **5. FINANCIAL IMPLICATIONS**

- 5.1. The development of the RTP is one of the core duties of the CJC, for which a budget is in place.

### **6. LEGAL IMPLICATIONS**

- 6.1. The legal implications in relation to governance are captured in the body of the report.

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**APPENDICES:**

**Appendix 1:** Regional Transport Plan (RTP) Update

**Appendix 2:** Roadmap in relation to critical delivery stages

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**STATUTORY OFFICERS RESPONSE:**

**i. Monitoring Officer:**

“The report has been the subject of advice from the Legal Service. I have no observations to add in relation to propriety.”

**ii. Statutory Finance Officer:**

“Nothing to add from the perspective of financial propriety.”

## APPENDIX 1

### REGIONAL TRANSPORT PLAN (RTP) UPDATE

The Local Government and Elections (Wales) Act 2021 includes provision for the creation of Corporate Joint Committees (CJCs) which are formed to promote regional collaboration through a consistent and democratically controlled framework. CJCs are required to comply with all public body duties and are assigned statutory responsibility for the preparation of Regional Transport Plans (RTPs)<sup>1</sup> which must set out transport policies to implement the Llwybr Newydd: the Wales Transport Strategy 2021<sup>2</sup>, providing a long-term vision for the next 25 years. The CJC for North Wales includes representatives from six local authority areas of the Isle of Anglesey, Wrexham, Conwy, Flintshire, Denbighshire, and Gwynedd, and the Eryri National Park Authority.

#### Proposed Vision, Objectives and Cross Cutting Themes

The draft North Wales Regional Transport Plan's Vision Statement is:

*North Wales will have a safe, sustainable, affordable, resilient, and effective integrated transport network that supports economic growth, prosperity, and well-being.*

The North Wales RTP Case for Change initially set out 15 draft objectives that help underpin that vision. These were presented to the CJC on 22<sup>nd</sup> March, 2024. Since then, further work with local authority stakeholders, Welsh Government colleagues and Transport for Wales recommended considerations and amendment to the objectives. Four SMART objectives are now proposed, these establish targets and help ensure alignment between the RTP and the Llwybr Newydd priorities and consideration towards the well-being goals as is required by the RTP guidance.

The revised draft SMART objectives will be presented to the Transport Sub-Committee at their inaugural meeting on the 1<sup>st</sup> October 2024. They are:

- 1. Improve digital connectivity and local services:** We will enable 30% or more of people in North Wales to work remotely by 2030 through better land use planning and improved digital connectivity, which should reduce the overall need to travel and enable shorter trips better suited to sustainable modes.
- 2. Improved accessibility and transport choice:** We will develop infrastructure and services that provide people with a choice about how they travel for each journey and support sustainable economic growth through improved access to key settlements, employment, educational sites and tourist attractions. The accessibility of each key trip attractor should be improved, supporting the national mode share target of 45% of journeys to be undertaken by walking, cycling and public transport by 2040.

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<sup>1</sup> CJCs also have responsibility for the preparation of Strategic Development Plans

<sup>2</sup> Llwybr Newydd: the Wales transport strategy 2021 – online at: <https://www.gov.wales/llwybr-newydd-wales-transport-strategy-2021>

3. **Enable decarbonisation through transition to a zero-emission fleet:** We will develop supporting infrastructure and support incentives to enable at least 50% of motor vehicles and all public buses operating in North Wales to be zero emission by 2035.
4. **Enable Sustainable Economic Growth:** We will develop a resilient, safe, well-maintained, and efficient transport network that delivers sustainable economic growth by improving accessibility to existing and planned employment areas. At least 50% of households in North Wales will have an increased range of travel within one hour by public transport, supporting access to key employment sites and regional centres.

In addition to the RTP objectives, and based on initial feedback and discussion between Arup and Local Authority Members and Officers responsible for Transport and Planning and Transport for Wales, the following cross-cutting themes are considered critical for helping to achieve the vision and objectives:

**Social value** – recognising that transport benefits extend beyond a narrow consideration of quantified journey time improvements. Recognising the social and well-being impacts and benefits that transport systems bring to communities is important, particularly for rural and socially isolated communities.

**Equity** – equity or parity of transport options means ensuring that everyone in North Wales has fair access to transport options. It recognises that different people have different needs, particularly those belonging to disadvantaged groups, or those in rural communities.

**Community-led** – empowering local communities and advocacy groups to participate and take ownership of promotion and development of transport solutions, as well as operating community-based services.

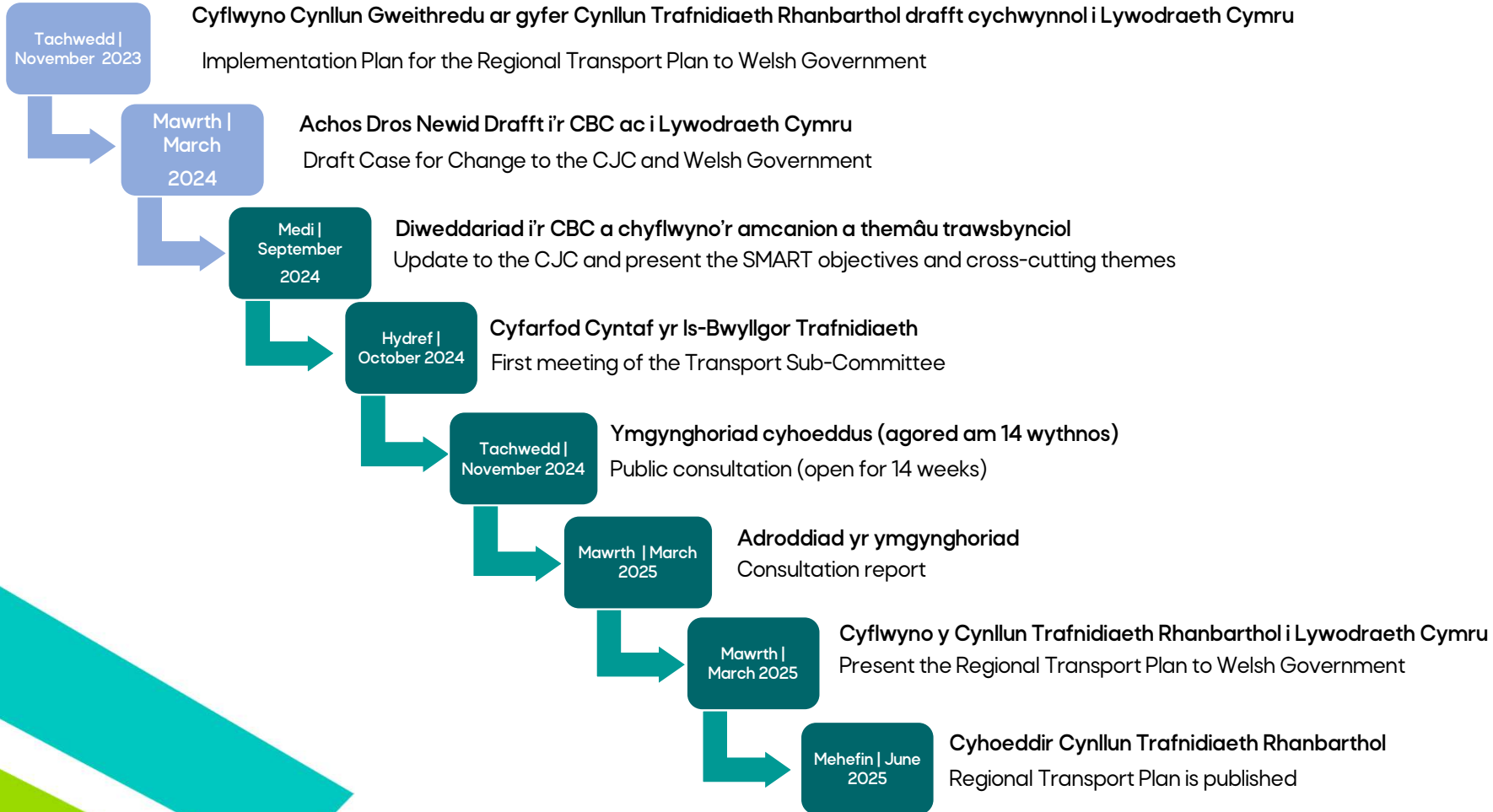
**Integration** – recognising that modal shift requires a holistic, integrated approach to journey planning, working across different modes and sectors to make it easier for people to travel door-to-door using sustainable transport modes.

**Affordability** – acknowledging the challenges of delivery in the current financial and commercial context for the public sector and UK economy.

Once considered by the Transport Sub-Committee, the Vision, SMART objectives, and cross-cutting themes will be presented to the CJC for approval to be comprised within the draft RTP for North Wales.

# Cynllun Trafnidiaeth Rhanbarthol | Regional Transport Plan

## Dyddiadau allweddol | Key dates





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NORTH WALES CORPORATE JOINT COMMITTEE

6 September, 2024

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**TITLE:** Welsh Language Standards: Compliance Notice

**AUTHOR:** Alwen Williams, Interim Chief Executive

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**1. PURPOSE OF THE REPORT**

- 1.1. The purpose of this report is to present the North Wales Corporate Joint Committee's final Welsh Language Compliance Notice – section 44 Welsh Language (Wales) measure 2011. The compliance notice was issued by the Welsh Language Commissioner on 16th August, 2024 with an imposition date of 28th February, 2025 by which full compliance in accordance with the standards are required. A copy of the Commissioner's letter and the standards are provided in *Appendix 1* and *Appendix 2* of this report.

**2. DECISION SOUGHT**

- 2.1. To accept Welsh Language Standards that have been set for the North Wales Corporate Joint Committee (CJC) (*Appendix 2*).
- 2.2. To request that the interim Chief Executive develop a proposal that sets out the options and costs to commission officer resource required for implementation, monitoring and reporting on the Welsh Language standards.

**3. REASON FOR THE DECISION**

- 3.1. Corporate Joint Committees (CJC) are public bodies established by Regulations made under Part 5 of the Local Government and Elections (Wales) Act 2021. They are liable to comply with applicable and relevant Welsh Language Standards in the areas of service delivery, policy making, operations, promotion and record keeping.
- 3.2. Appropriate options for resources need to be identified to ensure that the CJC can operate in a way that is compliant with the standards as set. Options to be considered could include the procurement of officer resource to be shared across CJC if appropriate and feasible to do so. Consideration should also be given to the procurement of this service from any of the constituent Councils who may have capacity to offer this by means of a Service Level Agreement to the CJC.

**4. BACKGROUND AND RELEVANT CONSIDERATIONS**

- 4.1. The Welsh Language (Wales) Measure 2011 is the legislation that created Welsh language standards. The standards promote and facilitate the use of the Welsh language and ensure that the Welsh language is not treated less favourably than the English language in Wales. The Measure also makes Welsh an official language in Wales.

- 4.2. Corporate Joint Committees are subject to the Welsh Language Standards in the same way as its constituent councils and other public service organisations in Wales. The Corporate Joint Committees ([Amendment of Schedule 6 to the Welsh Language \(Wales\) Measure 2011](#)) Regulations 2021 amended the Welsh Language (Wales) Measure 2011, adding CJs to the list bodies and categories of bodies that must comply with the standards as set by the Welsh Language Commissioner.
- 4.3. The standards ensure appropriate consistency and clear expectations on how CJs must provide services in Welsh to partners, stakeholders, and the public as well as how they must promote the use of the language through its services.
- 4.4. The Welsh Language Commissioner started the statutory consultation process under section 47 of the Welsh Language Measure by issuing the draft compliance notice on 25th March, commencing a consultation period within which evidence could be provided to highlight if one or more of the standards included within the draft compliance notice is viewed by the CJC as unreasonable and/or disproportionate. This consultation period concluded on the 26th of July 2024. Members will recall that the CJC considered the consultation at its meeting on the 21st of June and raised no specific issues with the proposal. Under Section 54 of the Welsh Language Measure an organisation given a Compliance Notice may appeal against its contents and requirement. The CJC is advised that the Compliance Notice in its current form can be accepted, and we can move forward to comply with its requirements within the prescribed time scales.
- 4.5. Standards [145 and 146](#), included in the draft compliance notice, have been removed from the final compliance notice. These standards are not to be imposed on any of the four regional CJs. These standards require a 5-year strategy that sets out how the organisation will promote and facilitate the use of the Welsh language more widely in the geographic area represented by the organisation. The geographical area of the CJC includes an area served by six local authorities and Eryri national park who have already adopted promotion strategies and have already set a target for maintaining/increasing Welsh speakers in their areas. Imposing these standards on the CJC would duplicate much of the work already being done by the local authorities and Eryri national park. A more comprehensive rationale is presented in **Appendix 1**.

## 5. FINANCIAL IMPLICATIONS

- 5.1. Costs associated with the Welsh Language Standards will relate to officer time required to ensure that the Corporate Joint Committees standards are met. It is not anticipated that a full-time officer will be required. Likely scope of work and cost will be presented in a future report, but indicative costs for a full-time officer, dependant on role seniority, could range between £39,000 and £50,000 per annum. Feasibility and practicality of sharing resource and costs with other CJs will be considered, alongside other options.

## 6. LEGAL IMPLICATIONS

- 6.1. As noted in paragraph 3.1, compliance with the Welsh Language standards is a legal requirement of the CJC as a public body. The final compliance notice has set an imposition date of the 28 February, 2025 by which time the CJC will be required to demonstrate its compliance.

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**APPENDICES:**

- Appendix 1:** Letter from the Welsh language Commissioner (plus Appendix)
- Appendix 2:** Welsh Language Standards – Final Compliance Notice 44 The North Wales Corporate Joint Committee
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**STATUTORY OFFICERS RESPONSE:**

**i. Monitoring Officer:**

“The setting of a Welsh Language Standard for the CJC creates legal duties for the organisation which will have to be complied with. However, it is there to establish a set of standards and expectations as to the use and promotion of Welsh by the organisation which it can take forward. The dialogue and consultation which led up to this step should mean that initial implementation and subsequent compliance is achievable.”

**ii. Statutory Finance Officer:**

“The costs of implementing the decision sought will relate to staff time and will be funded from the current budget.”



Alwen Williams  
Interim Chief Executive  
North Wales Joint Corporate Committee

Via e-mail: [alwenwilliams@uchelgaisgogledd.cymru](mailto:alwenwilliams@uchelgaisgogledd.cymru)

16/08/2024

Dear Chief Executive

## WELSH LANGUAGE STANDARDS – COMPLIANCE NOTICE

In accordance with section 44 of the Welsh Language (Wales) Measure 2011, I attach your organisation's compliance notice.

The compliance notice notes which standards within the Welsh Language Standards (No. 1) 2015 Regulations you must comply with and by when. A copy of the notice will be published on my website.

As you will be aware, a consultation period was carried out on the draft compliance notice between 25 March 2024, and 26 July 2024. The changes made to the compliance notice following the consultation are outlined in appendix 1, along with some additional notes to further explain the requirements.

I have given full consideration to any evidence you have submitted in response to the consultation when deciding what duties are reasonable and proportionate to place on you.

A compliance notice is in force from the day when the Commissioner gives the notice, which is 16/08/2024. A compliance notice remains in force unless, and until, it is revoked.

You should refer to the Welsh Language Standards (No. 1) 2015 Regulations by clicking on this [link](#). In addition, there are practical guidelines in the code of practice I have published [here](#).

In accordance with section 54(2) of the Measure, you may challenge the requirement to comply with a standard by application to the Commissioner. You should refer to the [Welsh Language Commissioner's Challenges and Appeals Procedure](#) for further information.

Comisiynydd y Gymraeg  
Siambrau'r Farchnad  
5-7 Heol Eglwys Fair  
Caerdydd CF10 1AT

0345 6033 221  
post@comisiynyddygyymraeg.cymru  
Croesewir gohebiaeth yn y Gymraeg a'r Saesneg

[comisiynyddygyymraeg.cymru](http://comisiynyddygyymraeg.cymru)

Welsh Language Commissioner  
Market Chambers  
5-7 St Mary Street  
Cardiff CF10 1AT

0345 6033 221  
post@welshlanguagecommissioner.wales  
Correspondence welcomed in Welsh and English

[welshlanguagecommissioner.wales](http://welshlanguagecommissioner.wales)



Comisiynydd y  
Gymraeg  
Welsh Language  
Commissioner

You are welcome to contact Dylan Jones (dylan.jones@cyg-wlc.cymru) if you have any queries regarding the content of your compliance notice, or if you wish to discuss further.

I would like to thank you and your officers for your cooperation during the process so far.

Yours sincerely,

**Efa Gruffudd Jones**  
Welsh Language Commissioner

## Appendix 1

Organisation name: The North Wales Corporate Joint Committee

<b>Drafft compliance notice</b>	<b>Final compliance notice</b>
<p>Standards 145 &amp; 146 Imposition date: 12 months</p>	<p>Standards not to be imposed.</p> <p>These standards are not to be imposed on any of the four CJC's for the following reasons:</p> <p>The geographical area of the CJC includes an area served by 6 local authorities and a national park who have already adopted promotion strategies and have already set a target for increasing Welsh speakers in their areas.</p> <p>Imposing these standards on the CJC would duplicate much of the work already being done by the local authorities.</p> <p>There is a risk that any target set by the CJC would be an artificial one and would conflict with local authority targets.</p> <p>The full extent of the joint committees' responsibilities is currently unknown. It is unclear whether the role and responsibilities of the joint committees extends to issues that would enable them to address issues that contribute to the creation of Welsh speakers, and towards promoting and facilitating the use of Welsh. It will be possible to re-visit this issue in the future if there appeared to be a role for the joint committees in that regard.</p>



## COMPLIANCE NOTICE – SECTION 44 WELSH LANGUAGE (WALES) MEASURE 2011

The North Wales Corporate Joint Committee – Issue Date: 16/08/2024

Standard Number	Class of Standard	Standard	Imposition Date
1	Service Delivery	If you receive correspondence from a person in Welsh you must reply in Welsh (if an answer is required), unless the person has indicated that there is no need to reply in Welsh.	28/02/2025
4	Service Delivery	When you send the same correspondence to several persons, you must send a Welsh language version of the correspondence at the same time as you send any English language version.	28/02/2025
5	Service Delivery	If you don't know whether a person wishes to receive correspondence from you in Welsh, when you correspond with that person you must provide a Welsh language version of the correspondence.	28/02/2025
6	Service Delivery	If you produce a Welsh language version and a corresponding English language version of correspondence, you must not treat the Welsh language version less favourably than the English language version (for example, if the English version is signed, or if contact details are provided on the English version, then the Welsh version must be treated in the same way).	28/02/2025

7	Service Delivery	You must state - (a) in correspondence, and (b) in publications and official notices that invite persons to respond to you or to correspond with you that you welcome receiving correspondence in Welsh, that you will respond to any correspondence in Welsh, and that corresponding in Welsh will not lead to delay.	28/02/2025
8	Service Delivery	When a person contacts you on your main telephone number (or numbers), or on any helpline numbers or call centre numbers, you must greet the person in Welsh.	28/02/2025
9	Service Delivery	When a person contacts you on your main telephone number (or numbers), or on any helpline numbers or call centre numbers, you must inform the person that a Welsh language service is available.	28/02/2025
10	Service Delivery	When a person contacts you on your main telephone number (or numbers), or on any helpline numbers or call centre numbers, you must deal with the call in Welsh in its entirety if that is the person's wish (where necessary by transferring the call to a member of staff who is able to deal with the call in Welsh).	28/02/2025
12	Service Delivery	When you advertise telephone numbers, helpline numbers or call centre services, you must not treat the Welsh language less favourably than the English language.	28/02/2025
13	Service Delivery	If you offer a Welsh language service on your main telephone number (or numbers), on any helpline numbers or call centre numbers, the telephone number for the Welsh language service must be the same as for the corresponding English language service.	28/02/2025
14	Service Delivery	When you publish your main telephone number, or any helpline numbers or call centre service numbers, you must state (in Welsh) that you welcome calls in Welsh.	28/02/2025



15	Service Delivery	If you have performance indicators for dealing with telephone calls, you must ensure that those performance indicators do not treat telephone calls made in Welsh any less favourably than calls made in English.	28/02/2025
16	Service Delivery	Your main telephone call answering service (or services) must inform persons calling, in Welsh, that they can leave a message in Welsh.	28/02/2025
17	Service Delivery	When there is no Welsh language service available on your main telephone number (or numbers), or any helpline numbers or call centre numbers, you must inform persons calling, in Welsh (by way of an automated message or otherwise), when a Welsh language service will be available.	28/02/2025
18	Service Delivery	If a person contacts one of your departments on a direct line telephone numbers (including on staff members' direct line numbers), and that person wishes to receive a service in Welsh, you must provide that service in Welsh in its entirety (if necessary by transferring the call to a member of staff who is able to deal with the call in Welsh).	28/02/2025
20	Service Delivery	When a person contacts you on a direct line number (whether on a department's direct line number or on the direct line number of a member of staff), you must ensure that, when greeting the person, the Welsh language is not treated less favourably than the English language.	28/02/2025
21	Service Delivery	When you telephone an individual ("A") for the first time you must ask A whether A wishes to receive telephone calls from you in Welsh, and if A responds to say that A wishes to receive telephone calls in Welsh you must keep a record of that wish, and conduct telephone calls made to A from then onwards in Welsh.	28/02/2025

22	Service Delivery	Any automated telephone systems that you have must provide the complete automated service in Welsh.	28/02/2025
23	Service Delivery	If you invite one person only ("P") to a meeting you must offer to conduct the meeting in Welsh; and if P informs you that P wishes for the meeting to be conducted in Welsh, you must conduct the meeting in Welsh (without the assistance of a simultaneous or consecutive translation service).	28/02/2025
25	Service Delivery	If you invite an individual ("A") to a meeting, and the meeting relates to the well-being of A, you must – (a) Ask A whether A wishes for the meeting to be conducted in Welsh, and (b) If A informs you that A wishes for the meeting to be conducted in Welsh, conduct the meeting in Welsh (without the use of a simultaneous or consecutive translation service).	28/02/2025
27	Service Delivery	If you invite more than one person to a meeting (which does not relate to the well-being of one or more of the individuals invited), you must ask each person whether they wish to use the Welsh language at the meeting.	28/02/2025
27A	Service Delivery	If you have invited more than one person to a meeting (which does not relate to the well-being of one or more of the individuals invited), and at least 10% (but less than 100%) of the persons invited have informed you that they wish to use the Welsh language at the meeting, you must arrange for a simultaneous translation service from Welsh to English to be available at the meeting.	28/02/2025
27CH	Service Delivery	If you have invited more than one person to a meeting (which does not relate to the well-being of one or more of the individuals invited), and all of the persons invited have informed you that they wish to use the Welsh language at the meeting, you must conduct the meeting in	28/02/2025

		Welsh (without the assistance of a simultaneous or consecutive translation service).	
28	Service Delivery	If you invite more than one person to a meeting, and that meeting relates to the well-being of one or more of the individuals invited, you must – (a) ask the individual or each of those individuals whether he or she wishes for the meeting to be conducted in Welsh, and (b) if that individual, or if each of those individuals, informs you that he or she wishes for the meeting to be conducted in Welsh, conduct the meeting in Welsh (without the assistance of a simultaneous or consecutive translation service).	28/02/2025
30	Service Delivery	If you arrange a meeting that is open to the public you must state on any material advertising it, and on any invitation to it, that anyone attending is welcome to use the Welsh language at the meeting.	28/02/2025
31	Service Delivery	When you send invitations to a meeting that you arrange which is open to the public, you must send the invitations in Welsh.	28/02/2025
32	Service Delivery	If you invite persons to speak at a meeting that you arrange which is open to the public you must - (a) ask each person invited to speak whether he or she wishes to use the Welsh language, and (b) if that person (or at least one of those persons) has informed you that he or she wishes to use the Welsh language at the meeting, provide a simultaneous translation service from Welsh to English for that purpose (unless you conduct the meeting in Welsh without a translation service).	28/02/2025
33	Service Delivery	If you arrange a meeting that is open to the public, you must ensure that a simultaneous translation service from Welsh to English is available at the meeting, and you must orally inform those present in	28/02/2025

		Welsh - (a) that they are welcome to use the Welsh language, and (b) that a simultaneous translation service is available.	
34	Service Delivery	If you display any written material at a meeting that you arrange which is open to the public, you must ensure that that material is displayed in Welsh, and you must not treat any Welsh language text less favourably than the English language text.	28/02/2025
35	Service Delivery	If you organise a public event, or fund at least 50% of a public event, you must ensure that, in promoting the event, the Welsh language is treated no less favourably than the English language (for example, in the way the event is advertised or publicised).	28/02/2025
36	Service Delivery	If you organise a public event, or fund at least 50% of a public event, you must ensure that the Welsh language is treated no less favourably than the English language at the event (for example, in relation to services offered to persons attending the event, in relation to signs displayed at the event and in relation to audio announcements made at the event).	28/02/2025
37	Service Delivery	Any publicity or advertising material that you produce must be produced in Welsh, and if you produce the advertising material in Welsh and in English, you must not treat the Welsh language version less favourably than you treat the English language version.	28/02/2025
38	Service Delivery	Any material that you display in public must be displayed in Welsh, and you must not treat any Welsh language version of the material less favourably than the English language version.	28/02/2025
40	Service Delivery	Any documents that you produce for public use must be produced in Welsh.	28/02/2025
47	Service Delivery	If you produce a document for public use, and no other standard has required you to produce the document in Welsh, you must produce it	28/02/2025

		in Welsh - (a) if the subject matter of the document suggests that it should be produced in Welsh, or (b) if the anticipated audience, and their expectations, suggests that the document should be produced in Welsh.	
48	Service Delivery	If you produce a document in Welsh and in English (whether separate versions or not), you must not treat any Welsh language version less favourably than you treat the English language version.	28/02/2025
49	Service Delivery	If you produce a Welsh language version and a separate English language version of a document, you must ensure that the English language version clearly states that the document is also available in Welsh.	28/02/2025
50	Service Delivery	Any form that you produce for public use must be produced in Welsh.	28/02/2025
50A	Service Delivery	If you produce a Welsh language version and a separate English language version of a form, you must ensure that the English language version clearly states that the form is also available in Welsh.	28/02/2025
50B	Service Delivery	If you produce a form in Welsh and in English (whether separate versions or not), you must ensure that the Welsh language version is treated no less favourably than the English language version, and you must not differentiate between the Welsh and English versions in relation to any requirements that are relevant to the form (for example in relation to any deadline for submitting the form, or in relation to the time allowed to respond to the content of the form).	28/02/2025
51	Service Delivery	If you pre-enter information on a Welsh language version of a form (for example, before sending it to a member of the public in order for him or her to check the content or to fill in the remainder of the form), you must ensure that the information that you pre-enter is in Welsh.	28/02/2025

52	Service Delivery	You must ensure that - (a) the text of each page of your website is available in Welsh, (b) every Welsh language page on your website is fully functional, and (c) the Welsh language is not treated less favourably than the English language on your website.	28/02/2025
55	Service Delivery	If you have a Welsh language web page that corresponds to an English language web page, you must state clearly on the English language web page that the page is also available in Welsh, and you must provide a direct link to the Welsh page on the corresponding English page.	28/02/2025
56	Service Delivery	You must provide the interface and menus on every page of your website in Welsh.	28/02/2025
57	Service Delivery	All apps that you publish must function fully in Welsh, and the Welsh language must be treated no less favourably than the English language in relation to that app.	28/02/2025
58	Service Delivery	When you use social media you must not treat the Welsh language less favourably than the English language.	28/02/2025
59	Service Delivery	If a person contacts you by social media in Welsh, you must reply in Welsh (if an answer is required).	28/02/2025
60	Service Delivery	You must ensure that any self service machines that you have function fully in Welsh, and the Welsh language must be treated no less favourably than the English language in relation to that machine.	28/02/2025
61	Service Delivery	When you erect a new sign or renew a sign (including temporary signs), any text displayed on the sign must be displayed in Welsh (whether on the same sign as you display corresponding English language text or on a separate sign); and if the same text is	28/02/2025

		displayed in Welsh and in English, you must not treat the Welsh language text less favourably than the English language text.	
62	Service Delivery	When you erect a new sign or renew a sign (including temporary signs) which conveys the same information in Welsh and in English, the Welsh language text must be positioned so that it is likely to be read first.	28/02/2025
63	Service Delivery	You must ensure that the Welsh language text on signs is accurate in terms of meaning and expression.	28/02/2025
64	Service Delivery	Any reception service you make available in English must also be available in Welsh, and any person who requires a Welsh language reception service must not be treated less favourably than a person who requires an English language reception service.	28/02/2025
67	Service Delivery	You must display a sign in your reception which states (in Welsh) that persons are welcome to use the Welsh language at the reception.	28/02/2025
68	Service Delivery	You must ensure that staff at the reception who are able to provide a Welsh language reception service wear a badge to convey that.	28/02/2025
69	Service Delivery	Any official notice that you publish or display must be published or displayed in Welsh, and you must not treat any Welsh language version of a notice less favourably than an English language version.	28/02/2025
70	Service Delivery	When you publish or display an official notice that contains Welsh language text as well as English language text, the Welsh language text must be positioned so that it is likely to be read first.	28/02/2025
71	Service Delivery	Any documents that you publish which relate to applications for a grant, must be published in Welsh, and you must not treat a Welsh language version of such documents less favourably than an English language version.	28/02/2025

72	Service Delivery	When you invite applications for a grant, you must state in the invitation that applications may be submitted in Welsh and that any application submitted in Welsh will be treated no less favourably than an application submitted in English.	28/02/2025
72A	Service Delivery	You must not treat applications for a grant submitted in Welsh less favourably than applications submitted in English (including, amongst other matters, in relation to the closing date for receiving applications and in relation to the time-scale for informing applicants of decisions).	28/02/2025
73	Service Delivery	If you receive an application for a grant in Welsh and it is necessary to interview an applicant as part of your assessment of the application, you must offer to conduct that interview in Welsh and, if the applicant so wishes, you must conduct the interview in Welsh (without the assistance of a simultaneous or consecutive translation service).	28/02/2025
75	Service Delivery	When you inform an applicant of your decision in relation to an application for a grant, you must do so in Welsh if the application was submitted in Welsh.	28/02/2025
76	Service Delivery	Any invitations to tender for a contract that you publish must be published in Welsh, and you must not treat a Welsh language version of any invitation less favourably than an English language version.	28/02/2025
77	Service Delivery	When you publish invitations to tender for a contract, you must state in the invitation that tenders may be submitted in Welsh, and that a tender submitted in Welsh will be treated no less favourably than a tender submitted in English.	28/02/2025
77A	Service Delivery	You must not treat a tender for a contract submitted in Welsh less favourably than a tender submitted in English (including, amongst other matters, in relation to the closing date for receiving tenders, and in relation to the time-scale for informing tenderers of decisions).	28/02/2025



78	Service Delivery	If you receive a tender in Welsh and it is necessary to interview a tenderer as part of your assessment of the tender, you must offer to conduct that interview in Welsh and, if the tenderer so wishes, you must conduct the interview in Welsh (without the assistance of a simultaneous or consecutive translation service).	28/02/2025
80	Service Delivery	When you inform a tenderer of your decision in relation to a tender, you must do so in Welsh if the tender was submitted in Welsh.	28/02/2025
81	Service Delivery	You must promote any Welsh language service that you provide, and advertise that service in Welsh.	28/02/2025
82	Service Delivery	If you provide a service in Welsh that corresponds to a service you provide in English, any publicity or document that you produce, or website that you publish, which refers to the English service must also state that a corresponding service is available in Welsh.	28/02/2025
83	Service Delivery	When you form, revise or present your corporate identity, you must not treat the Welsh language less favourably than the English language.	28/02/2025
84	Service Delivery	If you offer an education course that is open to the public, you must offer it in Welsh.	28/02/2025
87	Service Delivery	When you announce a message over a public address system, you must make that announcement in Welsh and, if the announcement is made in Welsh and in English, the announcement must be made in Welsh first.	28/02/2025
88	Policy Making	When you formulate a new policy, or review or revise an existing policy, you must consider what effects, if any (whether positive or adverse), the policy decision would have on - (a) opportunities for persons to use the Welsh language, and	28/02/2025

		(b) treating the Welsh language no less favourably than the English language.	
89	Policy Making	When you formulate a new policy, or review or revise an existing policy, you must consider how the policy could be formulated (or how an existing policy could be changed) so that the policy decision would have positive effects, or increased positive effects, on - (a) opportunities for persons to use the Welsh language, and (b) treating the Welsh language no less favourably than the English language.	28/02/2025
90	Policy Making	When you formulate a new policy, or review or revise an existing policy, you must consider how the policy could be formulated (or how an existing policy could be changed) so that the policy decision would not have adverse effects, or so that it would have decreased adverse effects, on - (a) opportunities for persons to use the Welsh language, and (b) treating the Welsh language no less favourably than the English language.	28/02/2025
91	Policy Making	When you publish a consultation document which relates to a policy decision, the document must consider, and seek views on, the effects (whether positive or adverse) that the policy decision under consideration would have on - (a) opportunities for persons to use the Welsh language, and (b) treating the Welsh language no less favourably than the English language.	28/02/2025
92	Policy Making	When you publish a consultation document which relates to a policy decision the document must consider, and seek views on, how the policy under consideration could be formulated or revised so that it would have positive effects, or increased positive effects, on	28/02/2025

		(a) opportunities for persons to use the Welsh language, and (b) treating the Welsh language no less favourably than the English language.	
93	Policy Making	When you publish a consultation document which relates to a policy decision the document must consider, and seek views on, how the policy under consideration could be formulated or revised so that it would not have adverse effects, or so that it would have decreased adverse effects, on - (a) opportunities for persons to use the Welsh language, and (b) treating the Welsh language no less favourably than the English language.	28/02/2025
94	Policy Making	You must produce and publish a policy on awarding grants (or, where appropriate, amend an existing policy) which requires you to take the following matters into account when you make decisions in relation to the awarding of a grant - (a) what effects, if any (and whether positive or negative), the awarding of a grant would have on - (i) opportunities for persons to use the Welsh language, and (ii) treating the Welsh language no less favourably than the English language; (b) how the decision could be taken or implemented (for example, by imposing conditions of grant) so that it would have positive effects, or increased positive effects, on - (i) opportunities for persons to use the Welsh language, and (ii) treating the Welsh language no less favourably than the English language; (c) how the decision could be taken or implemented (for example, by imposing conditions of grant) so that it would not have adverse	28/02/2025

		<p>effects, or so that it would have decreased adverse effects on -</p> <p>(i) opportunities for persons to use the Welsh language, and</p> <p>(ii) treating the Welsh language no less favourably than the English language;</p> <p>(ch) whether you need to ask the applicant for any additional information in order to assist you in assessing the effects of awarding a grant on -</p> <p>(i) opportunities for persons to use the Welsh language, and</p> <p>(ii) treating the Welsh language no less favourably than the English language.</p>	
95	Policy Making	<p>When you commission or undertake research that is intended to assist you to make a policy decision, you must ensure that the research considers what effects, if any (and whether positive or adverse), the policy decision under consideration would have on -</p> <p>(a) opportunities for persons to use the Welsh language, and</p> <p>(b) treating the Welsh language no less favourably than the English language.</p>	28/02/2025
96	Policy Making	<p>When you commission or undertake research that is intended to assist you to make a policy decision, you must ensure that the research considers how the policy decision under consideration could be made so that it would have a positive effects, or so that it would have increased positive effects, on -</p> <p>(a) opportunities for persons to use the Welsh language, and</p> <p>(b) treating the Welsh language no less favourably than the English language.</p>	28/02/2025
97	Policy Making	<p>When you commission or undertake research that is intended to assist you to make a policy decision, you must ensure that the research considers how the policy decision under consideration could</p>	28/02/2025

		be made so that it would not have adverse effects, or so that it would have decreased adverse effects, on - (a) opportunities for persons to use the Welsh language, and (b) treating the Welsh language no less favourably than the English language.	
98	Operational	You must develop a policy on using Welsh internally for the purpose of promoting and facilitating the use of the language, and you must publish that policy on your intranet.	28/02/2025
99	Operational	When you offer a new post to an individual, you must ask that individual whether he or she wishes for the contract of employment or contract for services to be provided in Welsh; and if that is the individual's wish you must provide the contract in Welsh.	28/02/2025
100	Operational	You must - (a) ask each employee whether he or she wishes to receive any paper correspondence that relates to his or her employment, and which is addressed to him or her personally, in Welsh, and (b) if an employee so wishes, provide any such correspondence to that employee in Welsh.	28/02/2025
101	Operational	You must ask each employee whether he or she wishes to receive any documents that outline his or her training needs or requirements in Welsh; and if that is the employee's wish you must provide any such documents to him or to her in Welsh.	28/02/2025
102	Operational	You must ask each employee whether he or she wishes to receive any documents that outline his or her performance objectives in Welsh; and if that is the employee's wish you must provide any such documents to him or to her in Welsh.	28/02/2025
103	Operational	You must ask each employee whether he or she wishes to receive any documents that outline or record his or her career plan in Welsh;	28/02/2025

		and if that is the employee's wish you must provide any such documents to him or to her in Welsh.	
104	Operational	You must ask each employee whether he or she wishes to receive any forms that record and authorise - (a) annual leave, (b) absences from work, and (c) flexible working hours, in Welsh; and if that is an employee's wish, you must provide any such forms to him or to her in Welsh.	28/02/2025
105	Operational	If you publish a policy relating to behaviour in the workplace, you must publish it in Welsh.	28/02/2025
106	Operational	If you publish a policy relating to health and well-being at work, you must publish it in Welsh.	28/02/2025
107	Operational	If you publish a policy relating to salaries or workplace benefits, you must publish it in Welsh.	28/02/2025
108	Operational	If you publish a policy relating to performance management, you must publish it in Welsh.	28/02/2025
109	Operational	If you publish a policy about absence from work, you must publish it in Welsh.	28/02/2025
110	Operational	If you publish a policy relating to working conditions, you must publish it in Welsh.	28/02/2025
111	Operational	If you publish a policy regarding work patterns, you must publish it in Welsh.	28/02/2025
112	Operational	You must allow each member of staff - (a) to make complaints to you in Welsh, and (b) to respond in Welsh to any complaint made about him or about her.	28/02/2025

112A	Operational	You must state in any document that you have that sets out your procedures for making complaints that each member of staff may - (a) make a complaint to you in Welsh, and (b) respond to a complaint made about him or about her in Welsh; and you must also inform each member of staff of that right.	28/02/2025
113	Operational	If you receive a complaint from a member of staff or a complaint about a member of staff, and a meeting is required with that member of staff, you must - (a) offer to conduct the meeting in Welsh, and (b) if the member of staff wishes for the meeting to be conducted in Welsh, conduct the meeting in Welsh (without the assistance of a simultaneous or consecutive translation service).	28/02/2025
115	Operational	When you inform a member of staff of a decision you have reached in relation to a complaint made by him or by her, or in relation to a complaint made about him or about her, you must do so in Welsh if that member of staff - (a) made the complaint in Welsh, (b) responded in Welsh to a complaint about him or about her, (c) asked for a meeting about the complaint to be conducted in Welsh, or (ch) asked to use the Welsh language at a meeting about the complaint.	28/02/2025
116	Operational	You must allow all members of staff to respond in Welsh to allegations made against them in any internal disciplinary process.	28/02/2025
116A	Operational	You must - (a) state in any document that you have which sets out your arrangements for disciplining staff that any member of staff may respond in Welsh to any allegations made against him or against her,	28/02/2025

		and (b) if you commence a disciplinary procedure in relation to a member of staff, inform that member of staff of that right.	
117	Operational	If you organise a meeting with a member of staff regarding a disciplinary matter that relates to his or her conduct you must - (a) offer to conduct the meeting in Welsh; and (b) if the member of staff wishes for the meeting to be conducted in Welsh, conduct the meeting in Welsh (without the assistance of a simultaneous or consecutive translation service).	28/02/2025
119	Operational	When you inform a member of staff of a decision you have reached following a disciplinary process, you must do so in Welsh if that member of staff - (a) responded to allegations made against him or her in Welsh, (b) asked for a meeting regarding the disciplinary process to be conducted in Welsh, or (c) asked to use the Welsh language at a meeting regarding the disciplinary process.	28/02/2025
120	Operational	You must provide staff with computer software for checking spelling and grammar in Welsh, and provide Welsh language interfaces for software (where an interface exists).	28/02/2025
121	Operational	You must ensure that - (a) the text of each page of your intranet is available in Welsh, (b) every Welsh language page on your intranet is fully functional, and (c) the Welsh language is treated no less favourably than the English language on your intranet.	28/02/2025
124	Operational	If you have a Welsh language page on your intranet that corresponds to an English language page, you must state clearly on the English	28/02/2025



		language page that the page is also available in Welsh, and must provide a direct link to the Welsh language page on the corresponding English language page.	
126	Operational	You must provide the interface and menus on your intranet pages in Welsh.	28/02/2025
127	Operational	You must assess the Welsh languages skills of your employees.	28/02/2025
128	Operational	You must provide training in Welsh in the following areas, if you provide such training in English - (a) recruitment and interviewing; (b) performance management; (c) complaints and disciplinary procedures; (ch) induction; (d) dealing with the public; and (dd) health and safety.	28/02/2025
129	Operational	You must provide training (in Welsh) on using Welsh effectively in - (a) meetings; (b) interviews; and (c) complaints and disciplinary procedures.	28/02/2025
130	Operational	You must provide opportunities during working hours - (a) for your employees to receive basic Welsh language lessons, and (b) for employees who manage others to receive training on using the Welsh language in their role as managers.	28/02/2025
131	Operational	You must provide opportunities for employees who have completed basic Welsh language training to receive further training free of charge, to develop their language skills.	28/02/2025
132	Operational	You must provide training courses so that your employees can develop - (a) awareness of the Welsh language (including awareness of its	28/02/2025

		<p>history and its role in Welsh culture);</p> <p>(b) an understanding of the duty to operate in accordance with the Welsh language standards;</p> <p>(c) an understanding of how the Welsh language can be used in the workplace.</p>	
133	Operational	When you provide information to new employees (for example by means of an induction process), you must provide information for the purpose of raising their awareness of the Welsh language.	28/02/2025
134	Operational	You must provide text or a logo for your staff to include in e-mail signatures which will enable them to indicate whether they speak Welsh fluently or whether they are learning the language.	28/02/2025
135	Operational	You must provide wording for your employees which will enable them to include a Welsh language version of their contact details in e-mail messages, and to provide a Welsh language version of any message which informs others that they are unavailable to respond to e-mail messages.	28/02/2025
136	Operational	<p>When you assess the requirements for a new or vacant post, you must assess the need for Welsh language skills, and categorise it as a post where one or more of the following apply -</p> <p>(a) Welsh language skills are essential;</p> <p>(b) Welsh language skills need to be learnt when appointed to the post;</p> <p>(c) Welsh language skills are desirable; or</p> <p>(ch) Welsh language skills are not necessary.</p>	28/02/2025
136A	Operational	<p>If you have categorised a post as one where Welsh language skills are essential, desirable or need to be learnt you must -</p> <p>(a) specify that when advertising the post, and</p> <p>(b) advertise the post in Welsh.</p>	28/02/2025

137	Operational	When you advertise a post, you must state that applications may be submitted in Welsh, and that an application submitted in Welsh will not be treated less favourably than an application submitted in English.	28/02/2025
137A	Operational	If you publish - (a) application forms for posts; (b) material that explains your procedure for applying for posts; (c) information about your interview process, or about other assessment methods when applying for posts; (ch) job descriptions; you must publish them in Welsh; and you must ensure that the Welsh language versions of the documents are treated no less favourably than any English language versions of those documents.	28/02/2025
137B	Operational	You must not treat an application for a post made in Welsh less favourably than you treat an application made in English (including, amongst other matters, in relation to the closing date you set for receiving applications and in relation to any time-scale for informing individuals of decisions).	28/02/2025
138	Operational	You must ensure that your application forms for posts provide a space for individuals to indicate that they wish to use the Welsh language at an interview or at any other method of assessment in Welsh and if an individual so wishes, you must conduct any interview or other method of assessment in Welsh (without the assistance of a simultaneous or consecutive translation service).	28/02/2025
140	Operational	When you inform an individual of your decision in relation to an application for a post, you must do so in Welsh if the application was made in Welsh.	28/02/2025

141	Operational	When you erect a new sign or renew a sign in your workplace (including temporary signs), any text displayed on the sign must be displayed in Welsh (whether on the same sign as the corresponding English language text or on a separate sign), and if the same text is displayed in Welsh and in English, you must not treat the Welsh language text less favourably than the English language text.	28/02/2025
142	Operational	When you erect a new sign or renew a sign in your workplace (including temporary signs) which conveys the same information in Welsh and in English, the Welsh language text must be positioned so that it is likely to be read first.	28/02/2025
143	Operational	You must ensure that the Welsh language text on signs displayed in your workplace is accurate in terms of meaning and expression.	28/02/2025
144	Operational	When you make announcements in the workplace using audio equipment, that announcement must be made in Welsh, and if the announcement is made in Welsh and in English, the announcement must be made in Welsh first.	28/02/2025
147	Record Keeping	You must keep a record, in relation to each financial year, of the number of complaints you receive relating to your compliance with standards.	28/02/2025
148	Record Keeping	You must keep a copy of any written complaint that you receive that relates to your compliance with the standards with which you are under a duty to comply.	28/02/2025
149	Record Keeping	You must keep a copy of any written complaint that you receive that relates to the Welsh language (whether or not that complaint relates to the standards with which you are under a duty to comply).	28/02/2025
150	Record Keeping	You must keep a record of the steps that you have taken in order to ensure compliance with the policy making standards with which you are under a duty to comply.	28/02/2025

151	Record Keeping	You must keep a record (following assessments of your employees' Welsh language skills made in accordance with standard 127), of the number of employees who have Welsh language skills at the end of each financial year and, where you have that information, you must keep a record of the skill level of those employees.	28/02/2025
152	Record Keeping	You must keep a record, for each financial year of - (a) the number of members of staff who attended training courses offered by you in Welsh (in accordance with standard 128), and (b) if a Welsh version of a course was offered by you in accordance with standard 128, the percentage of the total number of staff attending the course who attended that version.	28/02/2025
153	Record Keeping	You must keep a copy of every assessment that you carry out (in accordance with standard 136) in respect of the Welsh language skills that may be needed in relation to a new or vacant post.	28/02/2025
154	Record Keeping	You must keep a record, in relation to each financial year of the number of new and vacant posts which were categorised (in accordance with standard 136) as posts where - (a) Welsh language skills are essential; (b) Welsh language skills need to be learnt when appointed to the post; (c) Welsh language skills are desirable; or (ch) Welsh language skills are not necessary.	28/02/2025
155	Supplementary - Service Delivery	You must ensure that a document which records the service delivery standards with which you are under a duty to comply, and the extent to which you are under a duty to comply with those standards, is available - (a) on your website, and (b) in each of your offices that are open to the public.	28/02/2025

156	Supplementary - Service Delivery	<p>You must -</p> <p>(a) ensure that you have a complaints procedure that deals with the following matters -</p> <p>(i) how you intend to deal with complaints relating to your compliance with the service delivery standards with which you are under a duty to comply, and</p> <p>(ii) how you will provide training for your staff in relation to dealing with those complaints,</p> <p>(b) publish a document that records that procedure on your website, and</p> <p>(c) ensure that a copy of that document is available in each of your offices that are open to the public.</p>	28/02/2025
157	Supplementary - Service Delivery	<p>You must -</p> <p>(a) ensure that you have arrangements for</p> <p>(i) overseeing the way you comply with the service delivery standards with which you are under a duty to comply,</p> <p>(ii) promoting the services that you offer in accordance with those standards, and</p> <p>(iii) facilitating the use of those services,</p> <p>(b) publish a document that records those arrangements on your website, and</p> <p>(c) ensure that a copy of that document is available in each of your offices that are open to the public.</p>	28/02/2025
158	Supplementary - Service Delivery	<p>(1) You must produce a report (an "annual report"), in Welsh, in relation to each financial year, which deals with the way in which you have complied with the service delivery standards with which you were under a duty to comply during that year.</p> <p>(2) The annual report must include the number of complaints that you</p>	28/02/2025

		<p>received during that year which related to your compliance with the service delivery standards with which you were under a duty to comply.</p> <p>(3) You must publish the annual report no later than 30 June following the financial year to which the report relates.</p> <p>(4) You must publicise the fact that you have published an annual report.</p> <p>(5) You must ensure that a current copy of your annual report is available -</p> <p>(a) on your website, and</p> <p>(b) in each of your offices that are open to the public.</p>	
159	Supplementary - Service Delivery	You must publish a document on your website which explains how you intend to comply with the service delivery standards with which you are under a duty to comply.	28/02/2025
160	Supplementary - Service Delivery	You must provide any information requested by the Welsh Language Commissioner which relates to your compliance with the service delivery standards with which you are under a duty to comply.	28/02/2025
161	Supplementary - Policy Making	<p>You must ensure that a document which records the policy making standards with which you are under a duty to comply, and the extent to which you are under a duty to comply with those standards, is available -</p> <p>(a) on your website, and</p> <p>(b) in each of your offices that are open to the public.</p>	28/02/2025
162	Supplementary - Policy Making	<p>You must -</p> <p>(a) ensure that you have a complaints procedure that deals with the following matters -</p> <p>(i) how you intend to deal with complaints relating to your compliance with the policy making standards with which you are under a duty to</p>	28/02/2025

		<p>comply, and</p> <p>(ii) how you will provide training for your staff in relation to dealing with those complaints,</p> <p>(b) publish a document that records that procedure on your website, and</p> <p>(c) ensure that a copy of that document is available in each of your offices that are open to the public.</p>	
163	Supplementary - Policy Making	<p>You must -</p> <p>(a) ensure that you have arrangements for overseeing the way you comply with the policy making standards with which you are under a duty to comply,</p> <p>(b) publish a document that records those arrangements on your website, and</p> <p>(c) ensure that a copy of that document is available in each of your offices that are open to the public.</p>	28/02/2025
164	Supplementary - Policy Making	<p>(1) You must produce a report (an "annual report"), in Welsh, in relation to each financial year, which deals with the way in which you have complied with the policy making standards with which you were under a duty to comply during that year.</p> <p>(2) The annual report must include the number of complaints you received during the year which related to your compliance with the policy making standards with which you were under a duty to comply.</p> <p>(3) You must publish the annual report no later than 30 June following the financial year to which the report relates.</p> <p>(4) You must publicise the fact that you have published an annual report.</p> <p>(5) You must ensure that a current copy of your annual report is available -</p>	28/02/2025

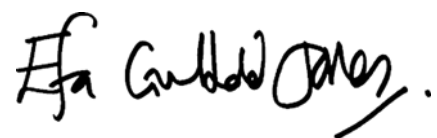


		(a) on your website, and (b) in each of your offices that are open to the public.	
165	Supplementary - Policy Making	You must publish a document on your website which explains how you intend to comply with the policy making standards with which you are under a duty to comply.	28/02/2025
166	Supplementary - Policy Making	You must provide any information requested by the Welsh Language Commissioner which relates to compliance with the policy making standards with which you are under a duty to comply.	28/02/2025
167	Supplementary - Operational	You must ensure that a document which records the operational standards with which you are under a duty to comply, and the extent to which you are under a duty to comply with those standards, is available - (a) on your website, and (b) in each of your offices that are open to the public.	28/02/2025
168	Supplementary - Operational	You must - (a) ensure that you have a complaints procedure that deals with the following matters - (i) how you intend to deal with complaints relating to your compliance with the operational standards with which you are under a duty to comply, and (ii) how you will provide training for your staff in relation to dealing with those complaints, and (b) publish a document that records that procedure on your intranet.	28/02/2025
169	Supplementary - Operational	You must - (a) ensure that you have arrangements for (i) overseeing the way you comply with the operational standards with which you are under a duty to comply, (ii) promoting the services that you offer in accordance with those	28/02/2025

		standards, and (iii) facilitate the use of those services, and (b) publish document that records that procedure on your intranet.	
170	Supplementary - Operational	(1) You must produce a report (an "annual report"), in Welsh, in relation to each financial year, which deals with the way in which you have complied with the operational standards with which you were under a duty to comply during that year. (2) The annual report must include the following information (where relevant, to the extent you are under a duty to comply with the standards referred to) - (a) the number of employees who have Welsh language skills at the end of the year in question (on the basis of the records you kept in accordance with standard 151); (b) the number of members of staff who attended training courses you offered in Welsh during the year (on the basis of the records you kept in accordance with standard 152); (c) if a Welsh version of a course was offered by you during that year, the percentage of the total number of staff attending the course who attended the Welsh version (on the basis of the records you kept in accordance with standard 152); (ch) the number of new and vacant posts that you advertised during the year which were categorised as posts where - (i) Welsh language skills were essential, (ii) Welsh language skills needed to be learnt when appointed to the post, (iii) Welsh language skills were desirable, or (iv) Welsh language skills were not necessary, (on the basis of the records you kept in accordance with standard 154);	28/02/2025

		<p>(d) the number of complaints that you received during that year which related to your compliance with the operational standards with which you were under a duty to comply.</p> <p>(3) You must publish the annual report no later than 30 June following the financial year to which the report relates.</p> <p>(4) You must publicise the fact that you have published an annual report.</p> <p>(5) You must ensure that a current copy of your annual report is available -</p> <p>(a) on your website, and</p> <p>(b) in each of your offices that are open to the public.</p>	
171	Supplementary - Operational	You must publish a document on your website which explains how you intend to comply with the operational standards with which you are under a duty to comply.	28/02/2025
172	Supplementary - Operational	You must provide any information requested by the Welsh Language Commissioner which relates to compliance with which you are under a duty to comply.	28/02/2025
173	Supplementary - Promotion	You must ensure that a document which records the promotion standards with which you are under a duty to comply, and the extent to which you are under a duty to comply with those standards, is available -	28/02/2025
		<p>(a) on your website, and</p> <p>(b) in each of your offices that are open to the public.</p>	
174	Supplementary - Promotion	You must provide any information requested by the Welsh Language Commissioner which relates to compliance with the promotion standards with which you are under a duty to comply.	28/02/2025
175	Supplementary - Record Keeping	You must ensure that a document which records the record keeping standards with which you are under a duty to comply, and the extent	28/02/2025

		to which you are under a duty to comply with those standards, is available - (a) on your website, and (b) in each of your offices that are open to the public.	
176	Supplementary - Record Keeping	You must provide any records you kept in accordance with the record keeping standards with which you are under a duty to comply to the Welsh Language Commissioner, if the Commissioner asks for those records.	28/02/2025



**Efa Gruffudd Jones**  
Welsh Language Commissioner

Date: 16/08/2024

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NORTH WALES CORPORATE JOINT COMMITTEE

6 September, 2024

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**TITLE:** Independent Remuneration Panel for Wales (IRPW)  
– review of remuneration for lay member of Corporate Joint Committees

**AUTHOR:** Iwan Evans, Monitoring Officer

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**1. PURPOSE OF THE REPORT**

1.1. This report is to update Members on the Determination of the Independent Remuneration Panel for Wales in relation to the remuneration of lay members of the Corporate Joint Committee.

**2. DECISION SOUGHT**

2.1. To note the Determination of the Independent Remuneration Panel for Wales (IRPW).

2.2. To adopt an hourly rate for the payment of claims by lay members.

**3. REASON FOR THE DECISION**

3.1. As the CJC becomes more established it will be appointing co-opted members who are not Members of any constituent Council. These members are entirely independent from the business of regional and local government, and as lay members bring experiences and skills that benefit the work of the CJC. To support the right diversity and expertise in attracting lay co-optees the IRPW have undertaken a consultation exercise to review the position on remuneration.

**4. BACKGROUND AND RELEVANT CONSIDERATIONS**

4.1. The IRPW has statutory powers to set the level of remuneration for Members elected and appointed onto the CJC. The Panel reviewed the position on remuneration arrangements for CJs in its Annual 2022/3 report. As CJs were in their infancy it made no determination in relation to salaries, but did reiterate in its report that for all Members there is the opportunity to claim towards a contribution to incurred costs of care, travel and subsistence.

4.2. However the IRPW recognise that CJs are maturing with co-optees being appointed to sub-committees and the Governance & Audit Committee, and following a period of consultation have determined that lay members be remunerated as follows: “Lay members of a CJC will be paid on the same basis as co-opted members (lay) with voting rights of other bodies within the local government family” (the Supplementary Report of the Independent Remuneration Panel for Wales is at **Appendix 1**).

4.3. The right to claim remuneration became effective from the date of publication (2 August), with the payment rates as follows:

- Lay chairs of committees = hourly rate £33.50; up to 4 hours £134; 4 hours and over £268
- Ordinary lay members with voting rights = hourly rate £29.75; up to 4 hours £119; 4 hours and over £238

4.4. It is the role of Democratic Services to set in advance whether a meeting is programmed for a full or half day. When the meeting is set for a full day, the fee will be paid on this basis even if the meeting finishes within four hours. It can be readily seen that this approach creates unfair and inefficient consequences. It is considered that it would be fairer and more effective if an hourly rate option is adopted which would include preparation and travel.

## 5. FINANCIAL IMPLICATIONS

5.1. Set out in the report.

## 6. LEGAL IMPLICATIONS

6.1. The report covers all legal implications.

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### APPENDICES:

**Appendix 1** Independent Remuneration Panel for Wales - Supplementary Report

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### STATUTORY OFFICERS RESPONSE:

i. **Monitoring Officer:**

Report author.

ii. **Statutory Finance Officer:**

“As the report explains clearly, the remuneration of lay members is set by the Independent Remuneration Panel for Wales. In recognising the potential anomalies highlighted in paragraph 4.4, I have no objections to adopting the decision sought including the use of an hourly rate where appropriate.”



# Independent Remuneration Panel for Wales

## Supplementary Report

Review of remuneration for lay members of  
corporate joint committees (CJCs)

July 2024

# Independent Remuneration Panel for Wales: review of remuneration for lay members of corporate joint committees (CJCs)

## 1. Introduction

1.1 The Independent Remuneration Panel for Wales (“the Panel”) is responsible for determining the remuneration framework for payments to elected and appointed members of principal councils, national park authorities, fire and rescue authorities and CJCs in Wales. These relevant authorities form part of the local government family.

1.2 Democracy is strengthened when the membership of relevant authorities adequately reflects the demographic and cultural make-up of the communities they serve. The Panel’s determinations are therefore rooted in the principle of fair remuneration as this is a key element in encouraging and enabling people to participate in local democracy.

## 2. Background to the role of CJCs

2.1 CJCs were set up following [The Local Government and Elections \(Wales\) Act 2021](#) (“2021 Act”) which provides a framework for regional collaboration through a more coherent, consistent, and democratically controlled mechanism called Corporate Joint Committees.

2.2 Section 142 of the Local Government Measure (Wales) 2011 sets out the functions of the Panel in relation to payments to members of a ‘relevant authority’. What constitutes a ‘relevant authority’ is set out in section 144 of the Measure. Regulation 4(1)(c)(i) of the Corporate Joint Committees (General) (No. 2) (Wales) Regulations 2021/1349 added CJCs into the description of ‘relevant authority’ in section 144(2) of the Local Government (Wales) Measure 2011, bringing them into the remit of the Panel from 3 December 2021.

2.3 A CJC is a separate corporate body which can employ staff, hold assets and budgets, and undertake functions. There are currently 4 CJCs in Wales:

- North Wales Corporate Joint Committee (Principal Councils for Gwynedd, Denbighshire, Ynys Môn, Wrexham, Conwy, Flintshire and Eryri National Park Authority).
- Mid Wales Corporate Joint Committee (Principal Councils for Powys, Ceredigion, and Bannau Brycheiniog National Park Authority).
- South East Wales Corporate Joint Committee (Principal Councils for Cardiff, Vale of Glamorgan, Monmouthshire, Rhondda Cynon Taff, Newport, Merthyr Tydfil, Caerphilly, Torfaen, Blaenau Gwent, and Bridgend).



- South West Wales Corporate Joint Committee (Principal Councils for Carmarthenshire, Pembrokeshire, Neath Port Talbot, Swansea, and Pembrokeshire Coast National Park Authority).

2.4 CJs have significant duties to prepare a Strategic Development Plan and a Regional Transport Plan. The CJs are also able to exercise an Economic well-being power - that is the power to do anything that will enhance or promote the economic well-being of its area. This seeks to align economic development, transport and land use planning approaches to enable regions to develop successful regional economies and encourage local growth.

2.5 How a CJC delivers its functions and operates is largely the decision of its members. This flexibility enables CJs to differ between geographical areas to meet the specific needs and ambitions of their region.

### 3. Membership and structure

3.1 The 2021 Act requires the leaders of each constituent principal council to be the members of their respective CJs. The leaders, in undertaking their CJC roles, make decisions on behalf of the councils they are elected to represent. National Parks Authorities are members of their regional CJC(s) for the purpose of preparing the Strategic Development Plan.

3.2 CJs are also expected to engage and involve organisations or bodies within their region in their work by, for example, the co-option of representatives of universities and local health boards. Who is co-opted and on what terms (including whether co-opted members have voting rights) is for CJC's to decide.

3.3 CJs are able to establish sub-committees to support their work, administration and governance. [Statutory guidance on CJs](#) sets out an expectation that CJs will set up sub-committees for each of the key functional areas they exercise but does not stipulate how. For example, a CJC might decide that sub committees are led by a member or portfolio holder from within the constituent councils' executive and attended by portfolio members from the other councils in the region. They may also appoint lay members with voting rights.

3.4 CJC's are required to have a Governance and Audit Committee with [one third of the membership being independent lay members](#).

3.5 Although a lay member's legal status is different to that of a co-opted member of other relevant authorities, they each have voting rights and share similar roles and responsibilities. They are independent and are not a member or representative of a council or a co-opted body.

### 4. Current remuneration

4.1 The Panel considered the remuneration arrangements for CJs in its [Annual Report 2022 to 2023](#). CJs were in their early stages with their only

members the leaders of the 'home' authorities. The Panel concluded an additional salary would not be paid in respect of their CJC role but agreed remuneration would be reviewed as CJs developed.

4.2 The Panel did, however, make a determination about payment of contribution to costs of care and travel and subsistence to all members of CJs and this was included in that Annual Report.

## **5. What has changed?**

5.1 In November 2023, [Audit Wales published a report on CJs](#). CJs are now more established. Governance and Audit, and other sub-committees, have been set up and lay members appointed.

## **6. Consistency of approach across the local government family**

6.1 The current fees for members co-opted to principal councils, fire and rescue authorities and national park authorities are set out in the [Panel's Determinations for 2024](#). In contrast, the Panel has yet set a fee for lay members of CJs.

6.2 The Panel recognises lay members of CJs make a valuable contribution to local democracy in Wales. It believes they should be fairly remunerated.

6.3 The Panel considers it important that payments and allowances to elected and appointed members of all relevant authorities within the local government family are fair and consistent.

6.4 It is the Panel's view that the current situation is anomalous. The Panel sought views about aligning the approach taken to remunerating lay members of CJs with the remuneration of co-opted members across the relevant authorities within the local government family.

## **7. Consultation**

7.1 The Panel published a draft supplementary report for consultation over a four week period. The draft supplementary report asked if lay members of a CJC should be paid in the same way as co-opted members of other relevant authorities.

7.2 The Panel expresses its appreciation to those who took the time to send their views and comments.

7.3 The responses were almost all supportive of the approach set out in the report.

Consequently, the Panel has decided to issue the final report without amendment and determines that:

**Determination 1**

Lay members of a Corporate Joint Committee (CJC) will be paid on the same basis as co-opted members (lay) with voting rights of other bodies within the local government family.

The amounts are set out below.

	<b>Hourly rate payment</b>	<b>Up to 4 hours payment rate</b>	<b>4 hours and over payment rate</b>
Lay chairs of committees	£33.50	£134	£268
Ordinary lay members with voting rights	£29.75	£119	£238

The report will be effective from the date published.