



# north wales economic ambition board

## bwrdd uchelgais economaidd gogledd cymru

<b>REPORT FOR:</b>	North Wales Economic Ambition Board – Transport Sub-Board
<b>DATE:</b>	23 September 2019
<b>TITLE:</b>	<b>Constitutional Arrangements for the Transport Delivery Sub-Board</b>
<b>PURPOSE:</b>	To present an Operating Protocol for the Sub-Board.
<b>RECOMMENDATION:</b>	1. To approve the Protocol. 2. To identify a Lead Officer for the Board.
<b>AUTHOR:</b>	Iwan Evans – Monitoring Officer

### **Introduction**

Following the formal establishment of the Sub – Board the report sets out its arrangements and terms of reference. Its status as a formal sub-committee means that there are various statutory and constitutional arrangements which will apply. These include elements of Governance Agreement 1 and the terms which were adopted by the North Wales Economic Ambition Board (“EAB”) when resolving to establish the Sub-Board.

The aim of the Protocol is to explain these requirements and provide practical arrangements to take the Sub-Boards work forward.

The EAB has appointed Cllr Ian Roberts, Leader of Flintshire Council to be the liaison member for Transport.

### **RECOMMENDATIONS**

3. To approve the Protocol.
4. To identify a Lead Officer for the Board.

# **TRANSPORT DELIVERY SUB-BOARD**

## **Operating Protocol**

The Transport Delivery Sub-Board (“TDSB”) is a statutory Sub-Committee of the North Wales Economic Ambition Board (“EAB”). It has terms of reference and delegated powers from the EAB . Its detailed Terms of Reference and governance are set out in the Appendix.

### **1. Membership**

The members of the TDSB consist of the 6 Transport Portfolio Cabinet /Executive Members of the North Wales Councils. The Chair and Vice Chair will be appointed from amongst these members. There is provision for appointing deputies to attend in the absence of the lead member. The EAB will designate a Council Leader to act as a liaison member with the TDSB.

### **2. Officers**

Officers will attend the meeting to provide advice including the Statutory Officers, Monitoring and Finance. Other officers will attend meetings as required to present reports.. A Lead Officer will be designated to co-ordinate the TDSB work programme and agenda setting.

### **3. Meetings**

As a statutory Sub Committee the meetings and documents will be open to the press and public. There are therefore statutory requirements in relation to notice and publication of agendas and reports.

The press and public may be excluded on specific statutory grounds which include potential disclosure of information which is confidential material, relates to contractual negotiations or is commercially sensitive information. The decision on the status of the reports will be taken by the Monitoring Officer acting as Proper Officer on the statutory grounds and subject to a public interest test.

Agendas and reports for the meetings will be published no later than 5 clear days before the meeting.

Meetings will be held at appropriate venues in North Wales .

Ordinary meetings will commence at on the dates and times set out in an agreed meeting calendar. The TDSB may set its own calendar of meetings and if required there are provisions in the Standing Orders for Extraordinary meetings.

### **4. Draft Reports**

Draft reports to the EAB will be circulated to the relevant Heads of Department for approval as to content and recommendations.

## **5. Agenda and Reports**

Agendas and Reports to the TDSB will be in a standard format. They will be prepared and translated by their author office. There is no provision for oral reports and reports must be published with the agenda.

Reports and Appendices will be circulated to the Monitoring Officer and Finance Officer for inclusion of the Legal and Financial sections. Applications for exempt items will be made at this stage. Any subsequent amendment to the report recommended by the Executive group must be re-submitted to the Statutory Officers to review before publication in the TDSB Agenda.

This is the timetable for reporting

1. Draft report to Statutory Officers – no later than 10 working days before TDSB meeting date
2. Delivery of reports to contact point in host authority with statutory officer comments – Welsh and English version – on the day prior to publication of Agenda -7 working days prior to TDSB
3. Publication of Agenda – \*5 clear days prior to TDSB

In order to ensure that reports to the TDSB are properly prepared and published this timetable must be adhered to. Late reports will be deferred to the next suitable TDSB meeting.

(\* the statutory minimum is 3 clear days as reflected in GA1)

## **6. Publication and Publicity**

Agendas will be published electronically on the Gwynedd Council website. The link will be circulated to all members and relevant officers.

The link will be circulated to the press

The link will also be published on the EAB Twitter feed and Facebook

## **7. Voting and Decisions.**

Voting on decisions will be by a majority of the members. The Chair does not have a casting vote but matters where a decision is deadlocked the matter will be referred to the EAB for decision. .

## **8. Codes of Conduct and Conflicts of Interest**

Local authority members attending the TDSB will be governed by their Codes of Conduct and will declare and deal with personal interests in accordance with those requirements. The Monitoring Officer will advise on issues related to Codes of Conduct.

## **9. Language and Translation.**

All meetings of the TDSB will be conducted bilingually and all participants may speak through the medium of Welsh and/or English. Simultaneous translation will be provided by the host authority.

## **10. Minutes and Decision Notices**

As a statutory Sub- Committee, there is a legal requirement that all decisions are published in a formal decision notice which records the following information:

- (a) the decision including the date it was made;
- (b) the reasons for the decision;
- (c) declaration of interest and/or dispensation in relation to the matter
- (d) details of any consultations undertaken in accordance with the authority's constitution e.g. statutory officers

There is no formal requirement to produce minutes of the meeting however, decision notices are limited to recording the statutory details so minutes of the meeting will also be prepared.

Draft decision notices and minutes will be approved by the Lead Officer and Statutory Officers.

## **11. Accountable Body**

The role of the Accountable Body in relation to GA 1 is to provide the support services to facilitate the work of the TDSB includes not only the statutory officers but also the provision of legal financial and other technical advice. It also includes Committee support and translation services both for the preparation of agendas minutes and decision notices and other related documentation.