

Public Document Pack



County Hall
Rhadyr
Usk
NP15 1GA

Wednesday, 13 September 2023

Notice of meeting

County Council

**Thursday, 21st September, 2023 at 2.00 pm,
Council Chamber, County Hall, The Rhadyr, Usk, NP15 1GA**

AGENDA

Prayers will be said prior to the Council meeting at 1.45pm. All members are welcome to join the Chair for prayers should they wish to do.

Item No	Item	Pages
1.	Apologies for Absence	
2.	Declarations of Interest	
3.	Chair's Announcement and Receipt of Petitions	1 - 2
3.1.	E-Petition - Save Our Green Open Areas https://democracy.monmouthshire.gov.uk/mgEPetitionDisplay.aspx?ID=14&RPID=23812375&HPID=23812375	
4.	To confirm the minutes of the meeting held on 20th July 2023	3 - 6
5.	To confirm the minutes of the Extraordinary meeting held on 31st August 2023	7 - 8
6.	GOVERNANCE AND AUDIT COMMITTEE ANNUAL REPORT 2022/23	9 - 16
7.	STANDARDS COMMITTEE ANNUAL REPORT 2022/23	17 - 20
8.	REPORT ON JOINT SCRUTINY ARRANGEMENTS FOR CORPORATE JOINT COMMITTEES	21 - 30
9.	Motions to Council	
9.1.	Submitted by County Councillor Peter Strong This Council commits to Monmouthshire becoming a county of sanctuary,	

welcoming and supporting those fleeing war and persecution. As part of this pledge we will strive to become an accredited member of the UK City of Sanctuary Network. We will build on work already undertaken by the authority to support refugees from Afghanistan, Syria and Ukraine and work with partners across the community to develop an action plan to support refugees and asylum seekers, promoting and celebrating the contribution they make to our communities.

9.2. Submitted by County Councillor Alistair Neill

This Council requires the cabinet lead for Social Care and Accessible Health Services to bring forward a project plan that fully explores the potential to create a Health and Wellbeing Hub that maintains the provision of up to 2 days per week of essential local primary care GP services for the 3,100 registered residents in Gilwern and its surrounding communities. This plan would become a template for any further private GP closures in our county.

9.3. Submitted by County Councillor Richard John

This Council:

- Endorses all the recommendations of the expert external review into the My Day, My Life service
- Notes the Council is continuing to evaluate options for long-term provision for adults with learning disabilities, and requires a project plan to be brought forward within six weeks, setting out its preferred approach
- Directs the administration to prepare for the reopening of Tudor Street day centre in the interim

9.4. Submitted by County Councillor Frances Taylor

That this Council recognises the duty to find suitable sites for Gypsy and Traveller pitch provision and;

1, Endorses the conclusion of the People Scrutiny Committee on 19th July where cross group members rejected the proposals to consult on the five pieces of council owned land and recommended that the council return to the drawing board.

Members agreed not to recommend any of the pieces of land to cabinet to formally consult upon based upon concerns about the process, erroneous and incomplete information and the lack of suitability of any of the sites under consideration.

2, Agree that none of the sites shortlisted for consideration by the Cabinet is suitable, including the sites at Langley Close, Magor and Dancing Hill, Undy.

3, In line with the findings of the scrutiny committee, agree to reject the sites in Magor and Undy as unsuitable for development as Gypsy and Traveller Pitches.

10. Members Questions

10.1. From County Councillor Emma Bryn to County Councillor Catrin Maby, Cabinet Member for Climate Change and the Environment

We were delighted to hear the announcement of plans to repair the Wye

Bridge in January, as the surface of this bridge has been in a state of disrepair for several years.

But with news that the repairs are now to be postponed until next year, I wonder if the Cabinet Member can confirm that the funds will remain to be available and will still be adequate to cover the work required to repair the bridge fully and to a high standard.

Also, many residents and businesses who rely on access over the bridge were very concerned on hearing that the bridge could potentially be completely closed for vehicular access for up to 5 whole weeks. Uncertainty on the duration of the closure caused anxiety to many residents and businesses who depend on access for work, health and provisions. Could we please have a clearer idea of how long the bridge will be closed and what mitigation is being put into place to alleviate some of the consequences of this closure **before** a future date is announced, including information on planned public service modifications during this time, and temporary parking facilities on either side of the bridge.

We would welcome a public meeting in Wyesham in the next few months to communicate with residents the mitigations we are able to put in place and to better understand the needs of this community.

10.2. From County Councillor Jane Lucas to County Councillor Catrin Maby, Cabinet Member for Climate Change and the Environment

Would the Cabinet Member provide an update on its plans to repair the Wye Bridge in Monmouth?

10.3. From County Councillor Richard John to County Councillor Paul Griffiths, Cabinet Member for Planning and Economic Development

Would the Cabinet Member provide an update on the RLDP

10.4. From County Councillor Christopher Edwards to County Councillor Catrin Maby, Cabinet Member for Climate Change and the Environment

Could the cabinet member inform council of what lessons have been learnt from the traffic management plan that was put in place in my ward of St Kingsmark, Chepstow for the weekend of live music run by Chepstow Concerts that covered 3-days of major events in June/July of this year.

10.5. From County Councillor Simon Howarth to County Councillor Ian Chandler, Cabinet Member for Social Care, Safeguarding and Accessible Health Services

Would the cabinet member accept that failings have taken place in taking forward a solution to delivery health care with the Ilanelly community and surrounding areas .

Will he give assurances that he will with senior officers give his upmost attention with the health board, also most importantly look for a resolution in delivery a care plan for the area and surrounding community

10.6. From County Councillor Tony Kear to County Councillor Catrin Maby, Cabinet Member for Climate Change and the Environment

Can the Cabinet Member provide an update on the timetable for the proposed county-wide review of car parking?

11.

Date of Next Meeting - 26th October 2023

Paul Matthews

Chief Executive / Prif Weithredwr

**MONMOUTHSHIRE COUNTY COUNCIL
CYNGOR SIR FYNWY**

THE CONSTITUTION OF THE COMMITTEE IS AS FOLLOWS:

County Councillor Rachel Buckler	Devauden;	Welsh Conservative Party
County Councillor Laura Wright	Grofield;	Welsh Labour/Llafur Cymru
County Councillor Tony Kear	Llanbadoc & Usk;	Welsh Conservative Party
County Councillor Catrin Maby	Drybridge;	Welsh Labour/Llafur Cymru
County Councillor Jan Butler	Goetre Fawr;	Welsh Conservative Party
County Councillor Ian Chandler	Llantilio Crossenny;	Green Party
County Councillor Sara Burch	Cantref;	Labour and Co-Operative Party
County Councillor Alistair Neill	Gobion Fawr;	Welsh Conservative Party
County Councillor Su McConnel	Croesonen;	Welsh Labour/Llafur Cymru
County Councillor Mary Ann Brocklesby	Llanelly Hill;	Labour and Co-Operative Party
County Councillor Fay Bromfield	Llangybi Fawr;	Welsh Conservative Party
County Councillor Jane Lucas	Osbaston;	Welsh Conservative Party
County Councillor Emma Bryn	Wyesham;	Independent Group
County Councillor Peter Strong	Rogiet;	Welsh Labour/Llafur Cymru
County Councillor Meirion Howells	Llanbadoc & Usk;	Independent
County Councillor Paul Griffiths	Chepstow Castle & Larkfield;	Welsh Labour/Llafur Cymru
County Councillor Jackie Strong	Caldicot Cross;	Welsh Labour/Llafur Cymru
County Councillor Rachel Catherine Garrick	Caldicot Castle;	Labour and Co-Operative Party
County Councillor Maria Stevens	Severn;	Welsh Labour/Llafur Cymru
County Councillor Steven Garratt	Overmonnow;	Welsh Labour/Llafur Cymru
County Councillor Angela Sandles	Magor East with Undy;	Labour and Co-Operative Party
County Councillor Ben Callard	Llanfoist & Govilon;	Welsh Labour/Llafur Cymru
County Councillor John Crook	Magor East with Undy;	Welsh Labour/Llafur Cymru
County Councillor Tomos Dafydd Davies	Llanfoist & Govilon;	Welsh Conservative Party
County Councillor Dale Rooke	Chepstow Castle & Larkfield;	Welsh Labour/Llafur Cymru
County Councillor Catherine Fookes	Town;	Welsh Labour/Llafur Cymru
County Councillor Sue Riley	Bulwark and Thornwell;	Welsh Labour/Llafur Cymru
County Councillor Jayne McKenna	Mitchel Troy and Trellech United;	Welsh Conservative Party
County Councillor Jill Bond	West End;	Welsh Labour/Llafur Cymru
County Councillor Louise Brown	Shirenewton;	Welsh Conservative Party
County Councillor Lisa Dymock	Portskewett;	Welsh Conservative Party
County Councillor Tony Easson	Dewstow;	Welsh Labour/Llafur Cymru
County Councillor Christopher Edwards	St. Kingsmark;	Welsh Conservative Party
County Councillor Martyn Groucutt	Lansdown;	Welsh Labour/Llafur Cymru
County Councillor Simon Howarth	Llanelly Hill;	Independent Group
County Councillor Richard John	Mitchel Troy and Trellech United;	Welsh Conservative Party
County Councillor David Jones	Crucorney;	Independent Group
County Councillor Penny Jones	Raglan;	Welsh Conservative Party
County Councillor Malcolm Lane	Mardy;	Welsh Conservative Party
County Councillor Phil Murphy	Caerwent;	Welsh Conservative Party
County Councillor Paul Pavia	Mount Pleasant;	Welsh Conservative Party
County Councillor Maureen Powell	Pen Y Fal;	Welsh Conservative Party
County Councillor Frances Taylor	Magor West;	Independent Group

County Councillor Tudor Thomas
County Councillor Armand Watts
County Councillor Ann Webb

Park;
Bulwark and Thornwell;
St Arvans;

Welsh Labour/Llafur Cymru
Welsh Labour/Llafur Cymru
Welsh Conservative Party

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Watch this meeting online

This meeting can be viewed online either live or following the meeting by visiting www.monmouthshire.gov.uk or by visiting our Youtube page by searching MonmouthshireCC.

Welsh Language

Mae'r Cyngor yn croesawu cyfraniadau gan aelodau'r cyhoedd trwy gyfrwng y Gymraeg neu'r Saesneg. Gofynnwn yn barchus i chi roi rhybudd digonol i ni er mwyn darparu ar gyfer eich anghenion. The Council welcomes contributions from members of the public through the medium of Welsh or English. We respectfully ask that you provide us with adequate notice to accommodate your needs.

Aims and Values of Monmouthshire County Council

Our purpose

Building Sustainable and Resilient Communities

Objectives we are working towards

- Giving people the best possible start in life
- A thriving and connected county
- Maximise the Potential of the natural and built environment
- Lifelong well-being
- A future focused council

Our Values

Openness. We are open and honest. People have the chance to get involved in decisions that affect them, tell us what matters and do things for themselves/their communities. If we cannot do something to help, we'll say so; if it will take a while to get the answer we'll explain why; if we can't answer immediately we'll try to connect you to the people who can help – building trust and engagement is a key foundation.

Fairness. We provide fair chances, to help people and communities thrive. If something does not seem fair, we will listen and help explain why. We will always try to treat everyone fairly and consistently. We cannot always make everyone happy, but will commit to listening and explaining why we did what we did.

Flexibility. We will continue to change and be flexible to enable delivery of the most effective and efficient services. This means a genuine commitment to working with everyone to embrace new ways of working.

Teamwork. We will work with you and our partners to support and inspire everyone to get involved so we can achieve great things together. We don't see ourselves as the 'fixers' or problem-solvers, but we will make the best of the ideas, assets and resources available to make sure we do the things that most positively impact our people and places.

Kindness: We will show kindness to all those we work with putting the importance of relationships and the connections we have with one another at the heart of all interactions.

Chair's Report 19th July – 9th September

Wednesday 19 th July 5 – 7 p.m.	Private Viewing – Wye Tour Galley Chepstow Museum
Thursday 20 th July	RBL Freedom of Borough Scroll Presentation, Reception County Hall, Usk
Monday 31 st July 11 a.m. – 2 p.m.	Young Carers Event Caldicot Castle
Tuesday 1 st August 11 a.m.	Citizenship Ceremony Registrar's Office, Usk
Wednesday 2 nd August 12 – 2 p.m.	Long Service Recognition Awards Chair's Office, Usk
Saturday 26 th August	Pride in Usk Owain Glyndwr Park, Usk
Tuesday 5 th September 11 a.m.	Citizenship Ceremony Registrar's Office, Usk
Saturday 9 th September	Judging at the Usk Show 2023 Usk Showground

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Public Document Pack Agenda Item 4

MONMOUTHSHIRE COUNTY COUNCIL

**Minutes of the meeting of County Council held
at Council Chamber - Council Chamber on Thursday, 20th July, 2023 at 2.00 pm**

PRESENT: County Councillor Meirion Howells (Chairman)
County Councillor Su McConnel (Vice Chairman)

County Councillors: Rachel Buckler, Laura Wright, Tony Kear, Catrin Maby, Jan Butler, Ian Chandler, Sara Burch, Alistair Neill, Mary Ann Brocklesby, Fay Bromfield, Peter Strong, Paul Griffiths, Jackie Strong, Rachel Garrick, Maria Stevens, Angela Sandles, Ben Callard, John Crook, Tomos Davies, Dale Rooke, Catherine Fookes, Sue Riley, Jayne McKenna, Jill Bond, Louise Brown, Lisa Dymock, Tony Easson, Martyn Groucutt, Simon Howarth, Richard John, Penny Jones, Malcolm Lane, Phil Murphy, Paul Pavia, Maureen Powell, Frances Taylor, Tudor Thomas, Armand Watts and Ann Webb

OFFICERS IN ATTENDANCE:

Matt Phillips	Chief Officer People and Governance and Monitoring Officer
Paul Matthews	Chief Executive
Peter Davies	Deputy Chief Executive and Chief Officer, Resources
Jane Rodgers	Chief Officer for Social Care, Safeguarding and Health
Will McLean	Chief Officer for Children and Young People
Amy Gullick	Local Democracy Officer
Frances O'Brien	Chief Officer, Communities and Place
Matthew Gatehouse	Head of Policy, Performance and Scrutiny
Ian Saunders	Chief Operating Officer, MonLife
Wendy Barnard	Democratic Services Officer

APOLOGIES:

County Councillors Jane Lucas, Emma Bryn, Steven Garratt, Christopher Edwards and David Jones and Jane McKenna for joining the meeting later.

1. Declarations of interest

Item 7a: County Councillor Richard John declared a personal interest pursuant to the Members Code of Conduct as he holds a part time role as public affairs consultant and a client is the Railway Industry Association.

2. Chair's Announcement

The Announcement was noted.

The Chair led tributes to Chief Officer, People and Governance, Matt Phillips, who leaves the authority today. The congratulated him on his new role and wished him well for his future career.

The Leader of the Council, Chief Executive and Group Leaders thanked Matt for his experience, support and guidance most notably during the pandemic.

MONMOUTHSHIRE COUNTY COUNCIL

Minutes of the meeting of County Council held at Council Chamber - Council Chamber on Thursday, 20th July, 2023 at 2.00 pm

3. Presentation - Freedom of the Borough

In the presence of its representatives, the Chair of the Council granted the Freedom of Monmouthshire to the Royal British Legion. Expressing the Council's gratitude, he paid tribute to the outstanding contribution Royal British Legions officers and volunteers make to our communities, veterans and their families every day.

Armed Forces Champion, County Councillor Peter Strong, expressed the Council's pride in being able to support and promote the Armed Forces community in Monmouthshire.

Group Leaders echoed these sentiments.

The Leader of the Council presented the Freedom of the County scroll.

<https://www.youtube.com/live/4QGeX2H00NE?feature=share&t=95>

4. To confirm the minutes of the meeting held on 22nd June 2023

The minutes of the previous meeting held on the 22nd June 2023 were confirmed as an accurate record.

5. RECRUITMENT OF MONMOUTHSHIRE LOCAL ACCESS FORUM

The Cabinet Member for Inclusive and Active Communities presented the report reminding Council of the excellent work undertaken by the Local Access Forum to advise the authority, Natural Resources Wales and the Welsh Government on access developments in their area. The volunteer members were thanked for their work.

<https://www.youtube.com/live/4QGeX2H00NE?feature=share&t=2796>

Upon being put to the vote Council resolved to accept the recommendation:

That a panel of three Members be permanently established and delegated authority was granted to interview and make decisions on the appointment of members to the Local Access Forum, subject on each occasion to ratification by Council.

6. CONSTITUTION AMENDMENT

The Chief Officer, People and Governance, presented the report to adopt the amendments proposed by the Standards Committee to the Constitution's gifts and hospitality policy for Councillors.

<https://www.youtube.com/live/4QGeX2H00NE?feature=share&t=3029>

Upon being put to the vote Council resolved to approve the recommendation:

That Council approves the amendments and updated Constitution.

County Councillor Anthony Easson left the meeting at 14.51

7. Motions to Council

MONMOUTHSHIRE COUNTY COUNCIL

**Minutes of the meeting of County Council held
at Council Chamber - Council Chamber on Thursday, 20th July, 2023 at 2.00 pm**

8. Submitted by County Councillor Frances Taylor

Magor with Undy Walkway Station is a unique concept and has enjoyed cross group support from Monmouthshire Council, Welsh Government and UK Government.

Magor with Undy Walkway Station is one of the recommendations of Lord Burns and the South East Wales Transport Commission (SEWTC) and Monmouthshire Council is a key stakeholder in the Burns Delivery Board. On behalf of MAGOR (Magor Action Group on Rail), we call on this council to reconfirm their absolute commitment to the unique Walkway concept and to agree to write to TfW and Network Rail:

- 1. To confirm that the Walkway Concept is set in stone.*
- 2. To further lobby for Magor with Undy Walkway station to be recognised as a “quick win” for the Burns Delivery Unit, recognising Magor station has significant advantages in terms of deliverability with respect to engineering, cost and critically the climate emergency.*
- 3. To request early sight of the station designs prior to being released for public consultation in the autumn.*

<https://www.youtube.com/live/4QGeX2H00NE?feature=share&t=3249>

Upon being put to the vote Council resolved to accept the motion.

County Councillor Richard John declared a personal interest and did not take part in the discussion.

County Councillor Alistair Neill left the meeting at 15.08

9. Members Questions

9.1. From County Councillor Richard John to County Councillor Sara Burch, Cabinet Member for Inclusive and Active Communities

Will the Cabinet Member make a statement on provision for the gypsy and traveller community in Monmouthshire?

<https://www.youtube.com/live/4QGeX2H00NE?feature=share&t=4291>

County Councillor Paul Pavia left the meeting at 15.13

10. From County Councillor Louise Brown to County Councillor Martyn Groucutt, Cabinet Member for Education

Will the Cabinet Member for Education make a statement about the recent home to school transport 2024/25 consultation?

<https://www.youtube.com/live/4QGeX2H00NE?feature=share&t=4492>

County Councillor Jayne McKenna joined the meeting at 15.21

MONMOUTHSHIRE COUNTY COUNCIL

Minutes of the meeting of County Council held
at Council Chamber - Council Chamber on Thursday, 20th July, 2023 at 2.00 pm

11. **From County Councillor Tony Kear to County Councillor Catrin Maby, Cabinet Member for Climate Change and the Environment**

Will the Cabinet Member for Climate Change and the Environment make a statement on the Council's policy position regarding the cutting of hedgerows and verges on C-roads and those adjacent to road junctions and crossings?

<https://www.youtube.com/live/4QGeX2H00NE?feature=share&t=5019>

12. **From County Councillor Paul Pavia to County Councillor Martyn Groucutt, Cabinet Member for Education**

Will the Cabinet Member for Education make a statement about the ongoing concerns at Caldicot School?

<https://www.youtube.com/live/4QGeX2H00NE?feature=share&t=5553>

13. **Date of next meeting - 21st September 2023**

14. **To exclude the press and public from the meeting during consideration of the following items of business on the grounds that they involve the likely disclosure of exempt information**

Council resolved to exclude press and public from the meeting.

15. **Appointment of Chief Officer Law and Governance and Monitoring Officer**

Council resolved to appoint James Williams as Chief Officer Law and Governance and Monitoring Officer.

The meeting ended at 3.46 pm

Public Document Pack Agenda Item 5

MONMOUTHSHIRE COUNTY COUNCIL

**Minutes of the meeting of County Council held
at Council Chamber, County Hall, The Rhadyr USK on Thursday, 31st August, 2023 at
2.00 pm**

PRESENT: County Councillor Meirion Howells (Chair)
County Councillor Su McConnel (Vice Chair)

County Councillors: Rachel Buckler, Laura Wright, Tony Kear, Catrin Maby, Jan Butler, Ian Chandler, Sara Burch, Alistair Neill, Mary Ann Brocklesby, Fay Bromfield, Jane Lucas, Emma Bryn, Peter Strong, Paul Griffiths, Jackie Strong, Rachel Garrick, Maria Stevens, Steven Garratt, Angela Sandles, Ben Callard, John Crook, Tomos Davies, Dale Rooke, Catherine Fookes, Sue Riley, Jayne McKenna, Jill Bond, Louise Brown, Lisa Dymock, Tony Easson, Christopher Edwards, Martyn Groucutt, Simon Howarth, Richard John, David Jones, Penny Jones, Malcolm Lane, Phil Murphy, Paul Pavia, Maureen Powell, Frances Taylor, Tudor Thomas, Armand Watts and Ann Webb

OFFICERS IN ATTENDANCE:

Paul Matthews	Chief Executive
Will McLean	Chief Officer for Children and Young People
Nicola Perry	Senior Democracy Officer
Frances O'Brien	Chief Officer, Communities and Place
Matthew Gatehouse	Chief Officer People, Performance and Partnerships.
Ian Saunders	Chief Officer Customer, Culture and Wellbeing.
Ben Davies	Solicitor, Deputy Monitoring Officer
Cath Saunders	Sustainable Communities for Learning Programme Manager
Nikki Wellington	Finance Manager

1. Declarations of interest

County Councillor Rachel Garrick declared a prejudicial interest as her child is a pupil at one of the schools involved and did not take part in the debate.

County Councillor Anthony Easson declared a non-prejudicial interest as a Governor of Dewstow Primary School.

2. REPORT OF THE PEOPLE SCRUTINY COMMITTEE: CALL-IN OF SECTION 106 FUNDING FOR CALDICOT

The Chair of People Scrutiny Committee presented the report to provide Council the opportunity to consider the decision taken by Cabinet on 26th July concerning the use of section 106 funding for Caldicot. This followed the call-in of the decision and the subsequent recommendation of the People Scrutiny Committee to refer the matter to full Council.

<https://youtube.com/live/qy9M5VdRika?feature=share>

Upon being put to a vote Council resolved to accept the recommendation

MONMOUTHSHIRE COUNTY COUNCIL

**Minutes of the meeting of County Council held
at Council Chamber, County Hall, The Rhadyr USK on Thursday, 31st August, 2023 at
2.00 pm**

That Council considered the discussion held at the People Scrutiny Committee and resolved to accept the Cabinet Decision.

3. Date of next meeting - Thursday 21st September 2023

Noted.

The meeting ended at 3.40 pm



SUBJECT:	GOVERNANCE AND AUDIT COMMITTEE ANNUAL REPORT 2022/23
DIRECTORATE:	Resources
MEETING:	Governance and Audit Committee
DATE:	July 2023
DIVISION/WARDS AFFECTED:	All

Foreword by Andrew Blackmore, Chair of the Governance & Audit Committee

I am pleased to present the Annual Report of the Governance & Audit Committee which outlines the Committee's work and conclusions for the year ending 31 March 2023.

The Governance & Audit Committee is a key component of the Council's governance framework and provides independent oversight on the effectiveness of its governance, risk, financial management, and internal control arrangements.

The Committee has received valued reports, insights and professional advice from the Council's internal and external auditors in addition to various informative and relevant papers, and other inputs from officers.

I would like to thank all of the officers who have supported the work of this Committee through their attendance at meetings, presentation of reports and papers, constructive responses to the committee over issues and concerns raised, or their provision of much valued administrative support. Similarly, I would like to thank members for their valuable contribution throughout the period.

I am broadly comfortable that the committee has, over the period, substantively met its terms of reference and has made progress in encouraging officers to make targeted improvements across the Council's overall risk and control environment however, within the body of this report I, on behalf of the committee, have highlighted some matters which require addressing by officers. These matters have been previously raised with officers who are considering options for their resolution and are committed to working collaboratively with the committee.

**Andrew Blackmore,
Chair Governance & Audit Committee, June 2023**

1. PURPOSE

To set out the 2022/23 Annual Report from the Chair of the Council's Governance & Audit Committee which the Committee endorsed at its meeting on 27 July 2023.

2. CONCLUSION & RECOMMENDATIONS

The Committee concluded that it had substantively achieved the majority of its core responsibilities during the 2022/23 period and as a consequence the Council can be reasonably assured over its work, outputs and conclusion noting that the committee is broadly satisfied with the Authority's overall governance, risk and control arrangements. Notwithstanding this conclusion, these arrangements will need to evolve in response to key developments including the updated Corporate and Community Plan and the revised enabling strategies (e.g. asset and HR) and consequential impacts arising from the ongoing financial and operating challenges facing the Council.

During the period the committee scrutinised officers' overall response to the budgetary challenge and highlighted the likely disproportionate, adverse control assurance impacts arising from the proposed reduction of 1 FTE from the Council's internal audit function and recommended to the Cabinet and Council that this headcount reduction not be implemented. The committee is grateful to the Cabinet and Council for accepting this recommendation.

During the year, the committee periodically challenged both the adequacy and sufficiency of the actions taken, and information presented, by officers with a view to ensuring the robustness of the Council's overall governance, risk and control frameworks. Officers have responded positively and constructively to these challenges and the committee is confident that the anticipated improvements, when fully implemented, will provide greater confidence in achieving the objectives as encapsulated within the Council's Corporate and Community Plan.

The Council is invited to consider the conclusion and observations set out within this Annual Report and:

- re- confirm its expectations of the Governance & Audit Committee and in particular whether it wishes to confer on it any additional responsibilities,
- agree that the highlighted improvement areas should be addressed, and as appropriate
- endorse this Report.

3. THE COMMITTEE'S RESPONSIBILITIES

3.1 The core responsibilities for the Governance & Audit Committee are set out in summary form at section 10.2 within the Council's Constitution (18 May 2023 version) with further information on responsibilities and expectations dispersed throughout the remainder of what is a very lengthy document. Section 10.2 states the Committee's responsibilities are to:

- ensure that there are effective relationships between external and internal audit, inspection agencies and other relevant bodies, and that the value of the audit process is actively promoted.
- review and approve the annual statement of accounts, external auditor's opinion and reports to members, and monitor management action in response to the issues raised by external audit.
- maintain an overview of the Council's constitution in respect of contract procedure rules and financial regulations.
- make recommendations, as appropriate, to Cabinet and Council on any matters reported through the Governance and Audit Committee

3.2 The Committee understands that it also has the following functions as required by s81, Local Government (Wales) Measure 2011) noting that these functions are not explicitly reflected in the Constitution (paragraph 3.1 above):

- review and scrutinise the authority's financial affairs,
- make reports and recommendations in relation to the authority's financial affairs,
- review and assess the risk management, internal control, performance assessment and corporate governance arrangements of the authority,
- make reports and recommendations to the authority on the adequacy and effectiveness of those arrangements,
- review and assess the authority's ability to handle complaints effectively,
- make reports and recommendations in relation to the authority's ability to handle complaints effectively,
- oversee the authority's internal and external audit arrangements, and
- review the financial statements prepared by the authority.

3.3 In practice officers and members largely acknowledge that the committee's responsibilities do extend to those matters set out in paragraph 3.2 above (and to other matters such as whistleblowing)

however the lack of a comprehensive but concise terms of reference for the Committee has resulted in some inconsistent understanding and unproductive discussions which has adversely impacted the Committee's effectiveness as an oversight body. Officers are aware of the Committee's concerns and are committed to addressing these matters.

- 3.4 In reviewing the extent to which the Committee has fully and effectively discharged its responsibilities during the year, the Committee believes that it has not considered sufficient information to it to opine on matters pertaining to contract procedure rules and financial regulations.
- 3.5 As referenced elsewhere the Committee fully recognises the work and dedication of officers with which it engages. Notwithstanding this, the committee has periodically challenged the timeliness, adequacy and sufficiency of papers and reports presented with a view to ensuring that the topics covered more fully reflected the committee's interpretation of its remit. The Committee has also expressed a preference for more collaborative type working with officers on the proposed design/ re-design of governance, risk and control processes and topics, e.g. the design of the Council's Annual Self-Assessment exercise, as opposed to solely being requested to review the final process design as a by-product of reviewing the process output. The Committee's view is that this upfront engagement provides an opportunity to make more timely and constructive interventions which potentially reduces levels of required re-work by officers.
- 3.6 Officers have generally responded positively and constructively to these challenges and suggestions with the Committee being reasonably confident that the anticipated improvements, when fully implemented, will provide greater confidence in achieving the Council's strategic objectives.
- 3.7 Of perhaps more pertinence, the Council may wish to consider whether it has sufficient clarity and visibility over the Committee's responsibilities, the extent to which these are being discharged and the coherence and balance of responsibilities across its sub-committee structure.

4. RE-CONSTITUTION OF THE COMMITTEE

- 4.1 Following the Local Government and Elections (Wales) Act 2021 coming into effect the Council's former Audit Committee was re-named as the Governance & Audit Committee with other changes as required by the legislation, such as an increase in the number of lay members to comprise one third of the Committee were made with three lay members (including the Chair) appointed in May 2022 with the final remaining lay member appointed in February 2023 meaning that the Committee has a total of 12 members (comprises eight elected and four lay members).
- 4.2 As a consequence of these changes alongside the results of the 2022 Local Elections, the overwhelming majority of committee members were either new to the Authority and/ or newly appointed to the committee. In recognition of this an induction programme was established to equip elected and lay members with the appropriate information and knowledge

to enable us to make an effective contribution to the committee. There has been a period of adjustment before the Committee settled into a rhythm and on behalf of members I would like to express my gratitude to those officers who have helped with this process.

- 4.3 As an integral and critical component of this adjustment process, Committee members have legitimately challenged the Committee's previous focal points, scope and modus operandi with officers being periodically challenged over the proposed agenda items for the committee and adequacy and sufficiency of papers presented to committee meetings. This level of constructive challenge and purposeful, healthy tension between officers and the Committee's members is a desirable characteristic of any well-functioning governance body with officers generally responding positively to this.
- 4.4 For completeness the Committee acknowledges that there are ongoing discussions with senior officers on the interpretation of key elements of the Committee's responsibilities with a collaborative approach being taken (between members and officers) to designing and delivering concise but meaningful papers, reports and other artefacts to the committee to enable the more effective discharge of its responsibilities.
- 4.5 During the year Councillor Bob Greenland, a long standing and highly respected committee member sadly passed away and was replaced by Councillor Tony Kear. Subsequent to the year-end I note that Councillors Ian Chandler, Laura Wright and Tony Kear have stood down and have been replaced by Ben Callard, Ann Webb and David Jones. The committee acknowledges the valuable contributions made by its ex-members and welcomes the new members.
- 4.6 Our focus for the forthcoming period will be to support officers in demonstrating that governance standards remain appropriate; to refine the Council's approach to risk management and ensure it is embedded consistently across the Authority and to ensure that, inter alia, financial and operational risk controls, including people risks are managed effectively. Further, following the departure of Andrew Wathan, the Council's Chief Internal Auditor (CIA), the Committee intends to ensure that the newly appointed (de facto) CIA is adequately supported by chief officers and is empowered to exercise sufficient influence and authority across the Authority at the earliest opportunity. The Committee will continue to provide to the CIA with whatever guidance, support and encouragement is necessary to ensure that levels of control assurance are maintained, and that officers continue to act on internal audit recommendations.
- 4.7 Whilst the interim arrangements for Internal Audit currently appear adequate (noting the Committee's concerns over the current resourcing position), it is critical that the target resourcing and delivery model is finalised and implemented within a reasonable timeframe so as not to compromise the progress made over recent times. The Committee expects regular updates from the accountable officer on progress in this area.

5. SELF-ASSESSMENT, TRAINING & DEVELOPMENT

- 5.1 As a result of the continuing changes in the Committee's membership from May 2022 and the release of the updated CIPFA guidance for Governance & Audit Committees, a formal self-assessment has not yet taken place however, members have been invited to provide feedback to the Chair as appropriate during the year with such feedback being acted upon to the extent possible.
- 5.2 It is now anticipated that this self-assessment exercise will take place during the early autumn. Whilst it is primarily a self-assessment exercise by the Committee's members, relevant officers will be invited to participate and share observations.
- 5.3 The output from this exercise will inform the ongoing programme of training and development for members noting that Democratic Services will schedule and deliver induction training for new members.

6. COMMITTEE MEMBERSHIP & ATTENDANCE

- 6.1 The Committee is supported by Democratic Services with the, Deputy Chief Executive and Chief Officer Resources, the Head of Finance and the CIA or, occasionally, representatives, in attendance at most meetings. External Audit (Audit Wales) are invited to, and attended, all meetings.
- 6.2 The Committee met on nine separate occasions during 2022/23. For each meeting, the Committee was quorate and there were sufficient members to enable an informed discussion on the matters raised. The high attendance rate by members demonstrates their continued commitment to the work of the Committee.

Governance & Audit Committee meetings 2022/23
6 June 2022
20 June 2022
14 July 2022
8 September 2022
13 October 2022
24 November 2022
26 January 2023
16 February 2023
30 March 2023

Attendance at Meetings:

Members Attendance/ Committee Date	06.06.22	20.06.22	14.07.22	08.09.22	13.10.22	24.11.22	26.01.23	16.02.23	30.03.23	Meetings attended
Andrew Blackmore	✓	✓	✓	✓	✓	✓	✓	✓	✓	9
CC Peter Strong	✓	✓	✓	✓	✓	✓	✓	✓	✓	9
Colin Prosser	✓	✓	✓	x	✓	✓	✓	✓	✓	8
Martin Veale	x	✓	✓	✓	✓	✓	✓	✓	x	7
Rhodri Guest							✓	✓	✓	3
CC Ian Chandler	✓	✓	✓	✓	✓	✓	✓	✓	✓	9
CC John Crook	✓	✓	✓	✓	✓	✓	✓	✓	✓	9
CC Tony Easson	✓	✓	✓	✓	✓	✓	✓	x	✓	8
CC Bob Greenland	✓									
CC Malcolm Lane	✓	✓	✓	✓	✓	✓	✓	✓	✓	9
CC Phil Murphy	✓	x	✓	✓	✓	✓	✓	✓	✓	8
CC Laura Wright	✓	✓	✓	✓	✓	✓	✓	✓	✓	9
CC Tony Kear						✓	✓	✓	✓	4
Total for Committee	10	9	10	9	10	11	12	11	11	
Attendance Ratio for 2022/23										
94.9%										
Attendance Ratio for 2021/22										
69%										
Attendance Ratio for 2020/21										
79%										

6.3 Regular reports were received by the Governance and Audit Committee throughout the year. Members contributed to the challenge process where officers were held to account for improving identified systems weakness. Members contributed positively to the process and took the responsibility of being on the committee seriously.

6.4 A standard agenda item for the committee is an Action List, where named officers are responsible for updating the committee on previous matters discussed or questions raised. This ensures appropriate responses are received and accepted by the Committee on material issues.

7. RESOURCE IMPLICATIONS

None.

8. CONSULTEES

Deputy Chief Executive/ S151 Officer.

9. RESULTS OF CONSULTATION:

Report agreed.

10. BACKGROUND PAPERS

Papers for the Governance & Audit Committee meetings during 2022/23.

11. AUTHOR AND CONTACT DETAILS

Andrew Blackmore, Chair, on behalf of the Governance and Audit Committee

Andrewblackmore@monmouthshire.gov.uk



SUBJECT:	Annual Report of the Standards Committee for 2022/23
MEETING:	Council
DATE:	21st September 2023
DIVISION/WARDS AFFECTED:	All

1. PURPOSE

To present the 2022/23 Annual Report of the Council's Standards Committee, which the Committee endorsed at its meeting on 12th June 2023.

2. RECOMMENDATION

That Council considers the conclusion and observations set out within this Annual Report.

3. INTRODUCTION

3.1 Section 63 of the Local Government and Elections (Wales) Act 2021 ("LGE 2021") created a new requirement for standards committees to make an annual report to their authority. This duty came into force on 5th May 2022. To comply with this duty, this is the first annual report made by MCC's standards committee. It covers the year ending on 31st March 2023.

3.2 Section 63 LGE 2021 prescribes the required content of the annual report and provides the headings of sections 4 to 10 inclusive listed below.

4. DISCHARGE OF THE COMMITTEE'S FUNCTIONS

4.1 The standards committee is composed of nine members: three county councillors, one community committee member and five independent members. There is currently one vacancy for an independent member.

4.2 The committee met twice in 2022/23 - on Monday 10th October 2022 (five members present, two apologies) and Monday 6th February 2023 (eight members present, no apologies).

4.3 The functions of standards committees are defined in sections 54 and 56 of the Local Government Act 2000 ("LGA 2000"). The primary function is to

promote and maintain high standards of conduct by the members and co-opted members of the authority, and by the members of community councils in Monmouthshire.

- 4.4 The committee is therefore accountable for the volume, nature and outcome of conduct complaints. Conduct complaints can be formal and submitted to the Public Services Ombudsman for Wales (PSOW), or informal and submitted to the monitoring officer.
- 4.5 PSOW data for 2022/23 contained in their Annual Letter to MCC dated 17th August 2023 shows that one complaint about a member of MCC was closed with the outcome “discontinued”. During the year the PSOW closed 5 complaints about members of town & community councils in Monmouthshire, in all 5 cases the outcome was “decision not to investigate”.
- 4.6 The monitoring officer reported to the committee on 12th June 2023 that throughout the year 2022/23 he maintained his approach to potential conduct matters by seeking to operate an open and trusted relationship with all councillors and, when necessary, looking to deal with matters in an informal and proportionate way. There were no matters that escalated to the point of requiring the instigation of the protocol for self-regulation of member conduct in the constitution.
- 4.7 The standards committee reviewed the protocol for self-regulation of member conduct on 6th February 2023 and did not recommend any changes.

5. REPORTS AND RECOMMENDATIONS FROM THE PUBLIC SERVICES OMBUDSMAN FOR WALES (PSOW)

- 5.1 No conduct complaints were referred by PSOW to the standards committee during the year.
- 5.2 No councillor has been required to attend a hearing at the standards committee.

6. ACTIONS TAKEN BY THE COMMITTEE FOLLOWING CONSIDERATION OF PSOW REPORTS AND RECOMMENDATIONS

- 6.1 Not applicable.

7. NOTICES GIVEN TO THE COMMITTEE BY THE ADJUDICATION PANEL FOR WALES

- 7.1 No notices regarding member conduct were received from APW during the year.
- 7.2 No MCC members or Monmouthshire community councillors were respondents at APW tribunals.

8. TRAINING FOR MEMBERS

- 8.1 Code of conduct training was provided for all councillors at County Hall on 12th May 2022. All forty six county councillors elected in May attended this training

or the online follow-up sessions. All four independent members of standards committee attended the training on 12th May in person. Co-opted members who did not attend the 12th May training or view it online were reminded about the recording by the monitoring officer in March 2023, and offered a further group session.

- 8.2 All committee meetings have a standing agenda item to consider “code of conduct training delivered, scheduled and requested” since the previous meeting.

9. COMPLIANCE OF POLITICAL GROUP LEADERS WITH NEW CONDUCT DUTIES s 52A(1) LGA 2000

- 9.1 Section 52A(1) of LGA 2000 states that:

A leader of a political group consisting of members of a county council or county borough council in Wales -
(a) must take reasonable steps to promote and maintain high standards of conduct by the members of the group, and
(b) must co-operate with the council’s standards committee (and any sub-committee of the committee) in the exercise of the standards committee’s functions.

- 9.2 The monitoring officer has corresponded with the group leaders who are all content that they have carried out their new duties regarding standards, and have no issues to raise. Based on the advice given, monthly and pre-council meetings, and informal communication throughout the year, the monitoring officer is satisfied that all three MCC political group leaders complied with the two duties set out above in s 52A(1) of LGA 2000 during the year ending 31st March 2023.

10. RECOMMENDATIONS TO THE AUTHORITY

- 10.1 Section 56B(5) of LGA 2000 states that:

An annual report by a standards committee of a relevant authority may include recommendations to the authority about any matter in respect of which the committee has functions.

- 10.2 The committee has no recommendations for the authority.

11. CONCLUSION

- 11.1 The standards committee strongly commends all members of the authority for continuing to maintain high standards of conduct throughout 2022/23, which was a particularly challenging year.

12. RESOURCE IMPLICATIONS

None.

13. CONSULTEES

Standards Committee
Monitoring Officer - Matt Phillips
Acting Monitoring Officers – Joanne Chase & Ben Davies

14. RESULTS OF CONSULTATION:

Report approved at Standards Committee on 12th June 2023.

15. BACKGROUND PAPERS

Papers for the two Standards Committee meetings during 2022/23.

16. AUTHOR AND CONTACT DETAILS

Richard Stow, Chair, on behalf of the Standards Committee

richard@sunnybankvines.co.uk

SUBJECT: REPORT ON JOINT SCRUTINY ARRANGEMENTS FOR CORPORATE JOINT COMMITTEES

MEETING: Council

DATE: 21st September 2023

DIVISION/WARDS AFFECTED: All

1. PURPOSE:

- 1.1 To outline the requirements in relation to the statutory duty for appropriate scrutiny arrangements for the South East Wales Corporate Joint Committee (the CJC).
- 1.2 The Statutory Guidance issued by Welsh Government that accompanies the CJC Regulations states that the CJsCs will be subject to the same performance, governance and scrutiny requirements as local authorities. However, it also states that it is expected that these arrangements should be proportionate to the scale of functions the CJC undertakes.
- 1.3 The Statutory Guidance further states that *'in considering the most effective and efficient approach to scrutiny, constituent councils and CJsCs should give thought to the benefits of a joint overview and scrutiny committee made up of the constituent councils'*.

2. RECOMMENDATIONS:

- 2.1 It is recommended that the Council considers the draft Terms of Reference for the Joint Overview and Scrutiny Committee for the South East Wales Corporate Joint Committee and implements suitable arrangements by;
 - Appointing the JOSc as the Joint Overview and Scrutiny Committee for the CJC;
 - Approving the Draft Terms of Reference for its functions in respect of the CJC, as attached at Appendix 2;
 - Noting that the cost of administering the JOSc for the CJC will be dealt with by a service level agreement between RCTCBC and the CJC, to be concluded in due course.

3. KEY ISSUES:

- 3.1 Regulations 8 – 10 of the Corporate Joint Committees (General) (No. 2) (Wales) Regulations 2022 ("the Regulations") set out the CJC's duties in relation to overview and scrutiny. The Regulations require the CJC to provide information to, attend meetings of and consider any report or recommendations made by a 'relevant overview and scrutiny committee.' A 'relevant overview and scrutiny committee' is defined in Regulation 8 (7) as:
 - a. an overview and scrutiny committee appointed by a constituent council under section 21(2) of the Local Government Act 2000;

- b. a joint overview and scrutiny committee appointed under the Local Authorities (Joint Overview and Scrutiny Committees) (Wales) Regulations 2013 where the appointing authorities are constituent councils of the corporate joint committee;
 - c. a sub-committee of a committee described in paragraph (a) or (b).
- 3.2 The Cardiff Capital Region City Deal Joint Overview and Scrutiny Committee (the “JOSC”) was appointed by the constituent councils of the Cardiff Capital Region City Deal Joint Committee (the “CCR) to provide the scrutiny function for the Joint Committee that body. It meets up to 4 times per year and is administered by Rhondda Cynon Taf County Borough Council (“RCTCBC”).
- 3.3 The JOSC comprises one non-executive member from each constituent council of the CCRCD, which are also the constituent authorities of the CJC.
- 3.4 It is proposed that appointing the JOSC as the overview and scrutiny committee for the CJC under a separate terms of reference would best satisfy Welsh Government’s intention, as set out in the Statutory Guidance, because;
- (1) the Statutory Guidance provides for consideration to be given to scrutiny being carried out by a joint committee of the constituent authorities;
 - (2) the Statutory Guidance expressly states that scrutiny arrangements should be proportionate to the scale and functions of the CJC; and
 - (3) JOSC already provides the scrutiny function of the CCR, the functions of which will be transferred to the CJC in due course.
- 3.5 Informal discussions have taken place between the Interim Monitoring Officer of the CJC and officers of the RCT to discuss the viability of the proposal. The JOSC met on 27th July 2023 and have indicated their agreement in principle to the proposal. A letter from the Chair of the JOSC to the Interim Monitoring Officer of the CJC dated 27th July 2023 is attached to this report at Appendix 1.
- 3.6 The Local Authorities (Joint Overview and Scrutiny Committees) (Wales) Regulations 2013 requires all ten constituent Councils to agree to appoint a JOSC as a relevant scrutiny committee for the CJC, and when doing so, to enter into an agreement setting out the terms of reference, rules and procedures and other ancillary matters as set out in regulation 4 of those Regulations. A draft terms of reference dealing with these matters is attached to this report as Appendix 2. In approving the draft terms of reference, the Council is entering into an agreement pursuant to regulation 4 as set out above.

4.0 EQUALITY AND FUTURE GENERATIONS EVALUATION (INCLUDES SOCIAL JUSTICE, SAFEGUARDING AND CORPORATE PARENTING):

4.1 There are no direct considerations from this report.

5. EVALUATION CRITERIA

5.1 Not applicable.

6. REASONS:

6.1 To ensure that appropriate overview and scrutiny functions are implemented in respect of the CJC.

7. RESOURCE IMPLICATIONS:

7.1 The additional costs of providing the scrutiny function will be met by the CJC under existing budgets.

8. CONSULTEES:

Chief Officer People, Performance and Partnerships
Chief Executive
Deputy Monitoring Officer

9. BACKGROUND PAPERS:

Appendix 1 - Letter from the Chair of the JOSC dated 27th July 2023

Appendix 2 – Draft Terms of Reference of the JOSC for the CJC

10. AUTHOR:

Hazel Ilett, Scrutiny Manager

11. CONTACT DETAILS:

Tel: 01633 644233, E-mail: hazelilett@monmouthshire.gov.uk

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27th July 2023

Cardiff Capital Region Joint Overview and Scrutiny Committee – Feedback on the proposal of Scrutiny arrangements of the Corporate Joint Committee

Dear James,

The Cardiff Capital Region Joint Overview and Scrutiny Committee met on the 27th July 2023 to consider the proposed Scrutiny arrangements for the South East Wales Corporate Joint Committee, before these are formally considered at the CJC on Monday 31st July 2023

Members were supportive of the proposed arrangements for the Joint Overview and Scrutiny Committee to be appointed as the Joint Overview and Scrutiny Committee for the CJC and highlighted the importance of ensuring that an effective model of governance and scrutiny arrangements for the CJC are put in place. This included ensuring that the arrangement is adequately resourced to include funding for Members to receive sufficient training and support to take forward future Scrutiny for the CJC. In doing this, Members welcomed the opportunity to shape and revise their Terms of Reference to ensure they are fit for purpose and provide a clear and defined purpose on the Committee's future objectives and responsibilities.

We look forward to hearing from you following the South East Wales Corporate Joint Committee meeting on Monday 31st July to progress the next steps

Yours sincerely,

Councillor A Whitcombe
Chair Cardiff Capital Region City Deal Joint Overview and Scrutiny Committee

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We welcome correspondence in Welsh and corresponding with us in Welsh will not lead to a delay. Let us know your language choice if Welsh or bilingual.



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TERMS OF REFERENCE OF THE JOINT OVERVIEW AND SCRUTINY COMMITTEE OF THE SOUTH EAST WALES CORPORATE JOINT COMMITTEE

Definitions

1. For the purposes of these Terms of Reference:

‘CJC’ – The South East Wales Corporate Joint Committee

‘Appointing Authorities’ are the constituent councils of the CJC

‘Host Authority’ means Rhondda Cynon Taff CBC, or such other authority as the Appointing Authorities may agree from time to time;

Introduction

2. The Joint Overview and Scrutiny Committee of the South East Wales Corporate Joint Committee (“the JOSC”) was established by the agreement of the Appointing Authorities pursuant to the Local Authorities (Joint Overview and Scrutiny Committees) (Wales) Regulations 2013.

Members

3. The JOSC shall consist of one non-executive member from each Appointing Authority.
4. It is a matter for each Appointing Authority, from time to time, to nominate, or terminate the appointment of its nominated member serving on the JOSC. Each Appointing Authority shall be entitled, from time to time, to appoint a deputy for its member representative to the JOSC but such deputy shall only be entitled to vote at meetings of the JOSC in the absence of their corresponding principal.
5. The length of appointment is a matter for each Appointing Authority.

Quorum

6. The quorum necessary for a meeting of the JOSC is at least 5 out of the 10 JOSC members, present at the relevant time.

Election of a Chair

7. The JOSC shall elect a Chair and Vice Chair annually.

Rules of Procedure

8. The procedure rules will be those of the Host Authority for its Scrutiny Committees.

Members' Conduct

9. Members of the JOSC will be bound by their respective Council's Code of Conduct.

Declarations of Interest

10. Members of the JOSC must declare any interest either before or during the meetings of the JOSC (and withdraw from that meeting if necessary) in accordance with their Council's Code of Conduct or as required by law.

Confidential and Exempt Information / Access to Information

11. The Host Authority's Access to Information Procedure rules shall apply subject to the provisions of the Local Government Act 1972.

Openness and Transparency

12. All meetings of the JOSC will be open to the public unless it is necessary to exclude the public in accordance with Section 100A (4) of the Local Government Act 1972.

13. All agendas, reports and minutes of the JOSC will be made publicly available, unless deemed exempt or confidential in accordance with the above Act.

Functions to be exercised by the Joint Overview and Scrutiny Committee

14. The JOSC shall be responsible for exercising the functions of a Joint Overview and Scrutiny Committee pursuant to the Local Authorities (Joint Overview and Scrutiny Committees) (Wales) Regulations 2013.

15. Any member of the JOSC may refer to the JOSC any matter which is relevant to its functions provided it is not a local crime and disorder matter as defined in section 19 of the Police and Justice Act 2006.
16. Any member of any of the Appointing Authorities may refer to the JOSC any local Government matter which is relevant to the functions of the JOSC, subject to the following conditions:
 - a. The matter relates to one of the functions of the Appointing Authority and is relevant to the functions of the JOSC,
 - b. It affects the electoral area of the member or it affects any person who lives or works there; and
 - c. It is not a local crime and disorder matter as defined in section 19 of the Police and Justice Act 2006.
17. When considering whether to refer a matter to the JOSC a member should first consider if it falls within the remit of a single overview and scrutiny committee within the member's local authority, and if that is the case the member should raise the matter there. Members should only refer a matter to the JOSC if it falls clearly within the responsibilities and terms of reference of the JOSC and if there is no scrutiny of the issue in the local authority to which the member belongs.

Administrative Arrangements

18. It shall be the responsibility of the Head of Democratic Services of the Host Authority to ensure that an appropriate level of officer support and other resources to the joint overview and scrutiny committee are in place at all times. The cost of providing these resources will be met by the CJC.

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