

SOUTH EAST WALES CORPORATE JOINT COMMITTEE

31 JANUARY 2021

INTERIM STANDING ORDER FOR SOUTH EAST WALES CORPORATE JOINT COMMITTEE

TO RECEIVE THE REPORT OF KELLIE BEIRNE AND JAMES WILLIAMS

AGENDA ITEM 6

Reason for this Report

1. To set out the interim Standing Orders for the initial period of operation of the South East Wales Corporate Joint Committee (CJC). The Standing Orders cover the period of interim minimalistic operation of the CJC and establish a modest constitution for the CJC which will be in place, until such time outstanding issues are resolved to allow for the preferred governance and delivery model of 'lift and shift'.

Background

2. The South East Wales CJC Regulations came into force on 1 April 2021 and require the establishment of a corporate legal entity by the 10 Local Authorities constituting the Cardiff Capital Region and for the purposes of the creation of the Strategic Development Plan (SDP) the Brecon Beacons National Park Authority (BBNPA).
3. It has been a long-held ambition of Regional Cabinet to develop one integrated model of regional public investment – as per the OECD recommendations to Welsh Government in their review of Regional Economic Governance in Wales (2021). This would affect the evolution of CCR from a single funding programme supported through one lead accountable body Council (City Deal), to a new corporate entity through which multiple programmes, investments and functions could be developed and delivered (City Region).
4. However, in view of a number of financial status issues which are unresolved at this time, it is not possible to affect the above 'lift and shift' model of integrated regional governance through the CJC. As such, a pragmatic, proportionate and minimalistic approach has been developed to support the interim operation of the CJC – until such time the issues are resolved and lift and shift can occur.
5. The Interim Standing Orders (set out in Appendix 1 to this report) provide an appropriate constitution for the initial operation of the CJC. At the point at which the outstanding issues are resolved to give effect to Lift and Shift, they will be updated via moving across and building upon, the core principles and provisions

of the existing Cardiff Capital Region City Deal Joint Working Agreement (CCRCD JWA).

6. The Standing Orders reflect a comprehensive, albeit for the purposes of the CJC's stage of development, minimalistic set of provisions. They have been shared and consulted upon and prepared by the CJC Project Team which encompasses the CCR Director, Heads of Governance, Policy and Communications and Finance, Risk and Assurance, the CCR Monitoring Officer, Chief Operating Officer and legal advisors, Pinsent Masons. The interim Standing Orders are broken down into 6 Parts and cover:

Part 1 - General

- **Membership of the CJC, Sub-committees, delegations and policy and procedures** – Ten constituent councils, a member of the Brecon Beacons National Park (BBNPA) and any other co-optees to be assigned by CJC. Each council member acts as a full member of the CJC with the BBNPA member's role in regard to Strategic Development Plan (SDP) functions.
- **Establishment of Governance and Audit sub-committee** – to scrutinise all financial affairs. A draft Terms of Reference is set in Appendix 2 of the interim Standing Orders document.
- **Establishment of Standards Committee** – to make arrangements via a constituent council, providing compliance can be demonstrated with the provisions of the CJC Establishment Regulations.
- **Other sub-committees** – as required.
- **Arrangements for Overview and Scrutiny** – to be developed in accordance with building upon current arrangements for CCRCD.
- **Delegation** – to be discharged through sub-committees, members of staff, any other CJC or county / borough council with a Scheme of Delegation set out at Appendix 3 of the Interim Standing Orders document.
- **Restrictions on Delegation** – as required.
- **Policies and procedures** – to place reliance on policy suite of constituent council (RCT) as required.

Part 2 – Meetings and Proceedings

- **Chairing Meetings** – first part of inaugural meeting to be chaired by member for Blaenau Gwent with the election of Chair and Vice Chair to take place at the first meeting.
- **Annual General Meeting** – to be held annually at date set by CJC.
- **Quorum** – set at 70% with votes in relation to SDP budget being unanimous (Council members and BBNPA member) and votes in relation to general budget to require support of all ten Council members. Any changes to voting procedures require unanimous support of all those entitled to vote on the matter.
- **Voting** – one member one vote with unanimous support required for any changes to voting procedures from all those entitled to vote on the matter.
- **Location of meetings** – in person or remotely.
- **Notice of Meetings** – all members to receive a Summons to the Meeting to be published three clear days before the meeting takes place, with the Notice to be published electronically.
- **Access to Agenda/ Reports** – to be made available and published three clear days before the meeting

- **Minutes** – clear account of meeting to be taken and signed off at next meeting. Minutes to be retained for six years from the date of meeting.

Part 3 – Finance and Budget

- **Budget** – both SDP and General Budget to be set by 31 January 2022 and by 31 January in all subsequent years. The SDP Budget requires unanimous agreement of all council members and BBNPA member with the General budget requiring unanimous agreement of all 10 member councils. Requirement for commensurate approvals on calculation methodology.
- **General Fund** – expenditure accounts to be kept and maintained
- **Financial Arrangements** – requirement for proper administration

Part 4 - Staffing

- **Appointment of an (interim) Executive Team and relevant statutory appointments of Chief Executive Officer, Chief Finance Officer and Monitoring Officer and Reporting Functions** – set out as required and subject to a separate report on CJC agenda

Part 5 – Documents and Records

- **Records scheme** – requirement for adequate arrangements to be in place

Part 6 – Standards

- **Code of Conduct** – the ‘Members Code of Conduct’ to apply and which is set out in Appendix 4 to the Interim CJC Standing Orders document.
7. The Interim Standing Orders is supported and underpinned by the CJC Establishment Regulations which are further set out in Appendix 1 to the Standing Orders document.

Reasons for Recommendations

8. To seek approval of the South East Wales Corporate Joint Committee Interim Standing Orders, to cover the period where activity will be kept to bare minimum until such time as the outstanding technical matters are resolved.

Financial Implications

9. There are no direct financial implications arising from this report. As set out in the report the CJC is required to put in place the necessary arrangements in respect of its Standing Orders to cover the CJC Regulations which are in place at that time.
10. Part 3 of the Standing Order cover ‘Finance and Budget’ and these matters are the subject of a separate report which is to be considered by the CJC Cabinet at its inaugural meeting of the 31st January 2022.

Legal Implications

11. Regulation 8 of the South East Wales Corporate Joint Committee Regulations 2021 requires the CJC to make standing orders for the regulation of its proceedings.
12. Whilst the CJC is in its initial 'bare minimum' stage, the CJC is required to have standing orders which allows it to carry out the functions it is obliged to by the Regulations. When the functions of the CCR transfer to the CJC, additional standing orders will be brought to the CJC to approve.

Well-being of Future Generations

13. In developing the Plan and in considering its endorsement regard should be had, amongst other matters, to:
 - (a) the Welsh Language (Wales) Measure 2011 and the Welsh Language Standards;
 - (b) Public sector duties under the Equalities Act 2010 (including specific Welsh public sector duties). Pursuant to these legal duties Councils must in making decisions have due regard to the need to (1) eliminate unlawful discrimination, (2) advance equality of opportunity and (3) foster good relations on the basis of protected characteristics. Protected characteristics are a. Age; b. Gender reassignment; c. Sex; d. Race – including ethnic or national origin, colour or nationality; e. Disability; f. Pregnancy and maternity; g. Marriage and civil partnership; h. Sexual orientation; i. Religion or belief – including lack of belief.
 - (c) the Well Being of Future Generations (Wales) Act 2015. The Well-Being of Future Generations (Wales) Act 2015 ('the Act') is about improving the social, economic, environmental and cultural well-being of Wales. The Act places a 'well-being duty' on public bodies aimed at achieving 7 national well-being goals for Wales - a Wales that is prosperous, resilient, healthier, more equal, has cohesive communities, a vibrant culture and thriving Welsh language and is globally responsible. In discharging their respective duties under the Act, each public body listed in the Act (which includes the Councils comprising the CCRCD) must set and published wellbeing objectives. These objectives will show how each public body will work to achieve the vision for Wales set out in the national wellbeing goals. When exercising its functions, the CJC Cabinet should consider how the proposed decision will contribute towards meeting the wellbeing objectives set by each Council and in so doing achieve the national wellbeing goals. The wellbeing duty also requires the Councils to act in accordance with a 'sustainable development principle'. This principle requires the Councils to act in a way which seeks to ensure that the needs of the present are met without compromising the ability of future generations to meet their own needs. Put simply, this means that SEW CJC must take account of the impact of their decisions on people living their lives in Wales in the future. In doing so, CJC Cabinet must:
 - look to the long term.

- focus on prevention by understanding the root causes of problems.
- deliver an integrated approach to achieving the 7 national well-being goals.
- work in collaboration with others to find shared sustainable solutions.
- involve people from all sections of the community in the decisions which affect them.

14. CJC Cabinet must be satisfied that the proposed decision accords with the principles above. To assist CJC Cabinet to consider the duties under the Act in respect of the decision sought, an assessment has been undertaken, which is attached at Appendix 2.

Equality Act 2010

15. In considering this matter, regard should be had, amongst other matters, to the Councils' duties under the Equality Act 2010. Pursuant to these legal duties the CJC Cabinet must in making decisions have due regard to the need to (1) eliminate unlawful discrimination (2) advance equality of opportunity and (3) foster good relations on the basis of protected characteristics. Protected characteristics are:

- age;
- gender reassignment;
- sex;
- race – including ethnic or national origin, colour or nationality;
- disability;
- pregnancy and maternity;
- marriage and civil partnership;
- sexual orientation;
- religion or belief – including lack of belief.

RECOMMENDATIONS

16. It is recommended that the SEW CJC:

- (1) considers and approves the Interim Standing Orders and relevant policies, procedures and key documents (appended to the Standing Orders document), set out comprehensively as Appendix 1 to this report;
- (2) approves to receive further updates and revisions to Standing Orders during 2022-23 in the event that outstanding financial status issues are resolved sufficiently to allow for implementation of the preferred governance and delivery model.

Kellie Beirne and James Williams
31 January 2022

Appendices

Appendix 1 South East Wales CJC Interim Standing Orders
 Appendix 2 Well-being of Future Generations Assessment

APPENDIX 1

STANDING ORDERS

SOUTH EAST WALES CORPORATE JOINT COMMITTEE GOVERNANCE STANDING ORDERS

PART 1 - GENERAL

1. SOUTH EAST WALES CORPORATE JOINT COMMITTEE (CJC) MEMBERSHIP

1.1 The members of the CJC are the executive leaders of the 10 Constituent Councils:

1.1.1 Cardiff County Council

1.1.2 Monmouthshire County Council

1.1.3 Blaenau Gwent County Borough Council

1.1.4 Bridgend County Borough Council

1.1.5 Caerphilly County Borough Council

1.1.6 Merthyr Tydfil County Borough Council

1.1.7 Newport County Borough Council

1.1.8 Rhondda Cynon Taff County Borough Council

1.1.9 Torfaen County Borough Council

1.1.10 The Vale of Glamorgan Council

(“the **Council Members**”) and

1.1.11 the Brecon Beacons Member; and

1.1.12 any Co-opted Member

(together, the “**CJC**”).

1.2 The Brecon Beacons Member will be appointed by the Brecon Beacons National Park Authority (the “**Authority**”) and must be one of the following office-holders:

1.2.1 The Chair of the Authority;

1.2.2 The Deputy Chair of the Authority; or

1.2.3 The Chair of a committee with responsibility for planning matters as may be established by the Authority.

1.3 Provisions in the regulations establishing and regulating the CJC as listed in Appendix 1 (the “**Establishing Regulations**”) in relation to the suspension of Council Members and/or the Brecon Beacons Member will apply.

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

- 1.5 The Brecon Beacon Member will act as a member of the CJC only in relation to the Strategic Development Plan Function.
- 1.6 The Brecon Beacons member will be invited to attend meetings and participate only where the Strategic Development Plan Function is being discussed, other than where agreed by the Council Members on an individual meeting basis.
- 1.7 The CJC can co-opt one or more individuals as members of the CJC (“**Co-opted Members**” and each a “**Co-opted Member**”). Provisions in the Establishing Regulations will apply in relation to such Co-opted Members.
- 1.8 Council Members, the Brecon Beacon Member and any Co-opted Member of the CJC (together the “**Members**” and each a “**Member**”) shall have a duty to comply with the Members Code of Conduct.

2. GOVERNANCE AND AUDIT SUB-COMMITTEE

- 2.1 The CJC must establish a sub-committee (known as the Governance and Audit Sub-committee) to
 - 2.1.1 review and scrutinise the CJC’s financial affairs;
 - 2.1.2 make reports and recommendations in relation to the CJC’s financial affairs;
 - 2.1.3 review and assess the risk management, internal control and corporate governance arrangements of the CJC;
 - 2.1.4 make reports and recommendations to the CJC on the adequacy and effectiveness of those arrangements;
 - 2.1.5 oversee the CJC’s internal and external audit arrangements;
 - 2.1.6 review any financial statements prepared by the CJC;
 - 2.1.7 exercise such other functions as the CJC may specify.
- 2.2 The terms of reference of the Governance and Audit Sub-Committee are adopted by the CJC as set out in Appendix 2 and may be amended by the CJC from time to time.

3. STANDARDS COMMITTEE

- 3.1 The CJC will establish a Standards Committee.
- 3.2 The CJC will make arrangements with a Constituent Council necessary for the appointment, operation and support of the CJC Standards Committee to meet the relevant requirements of the Establishing Regulations.

4. OTHER SUB-COMMITTEES

- 4.1 The CJC may establish sub-committees. Provisions in the Establishing Regulations apply to such sub-committees.
- 4.2 Any delegation to a sub-committee will be subject to Standing Order 7 below.

5. OVERVIEW AND SCRUTINY

- 5.1 The CJC will establish appropriate scrutiny arrangements to provide the necessary oversight and scrutiny of the CJC’s activities.

6. DELEGATION

- 6.1 Subject to Standing Order 7 below, the CJC may arrange for the discharge of its function by-
- 6.1.1 A sub-committee;
 - 6.1.2 A member of staff;
 - 6.1.3 Any other corporate joint committee;
 - 6.1.4 Any county or county borough council in Wales.
- 6.2 Subject always to Standing Order 7 below, 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 in the Scheme of Delegation appended at Appendix 3.

7. RESTRICTIONS ON DELEGATION

- 7.1 The CJC may not delegate any of the following to any other person or sub-committee:
- 7.1.1 Its function in relation to developing policies under the relevant provisions of the Transport Act 2000 (“Transport Policy Function”);
 - 7.1.2 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”);
 - 7.1.3 The decision to agree the CJC budgets and contributions of the Constituent Councils and the Authority; and
 - 7.1.4 Other specific decisions and responsibilities set out in the Establishing Regulations.

8. POLICIES AND PROCEDURES

- 8.1 Where there is an operational need for a policy or procedure other than as set out in these Standing Orders or the Establishing Regulations, the CJC will refer to the policies and procedures of one of its Constituent Councils or the Authority as determined by the Chief Executive Officer, Chief Financial Officer, and Monitoring Officer as appropriate (the “**Executive Team**”) and with such amendments necessary for and applicable to the circumstances of the CJC.

PART 2 - MEETINGS AND PROCEEDINGS

9. CHAIRING MEETINGS

- 9.1 At the first CJC meeting the appointment of a chairperson and vice-chairperson is to be the first business transacted.
- 9.2 The first CJC meeting must be chaired by the Council Member for Blaenau Gwent County Borough Council until the chairperson is appointed (and the chairperson is to chair the remainder of the meeting).
- 9.3 The appointment of the chair and vice-chairperson must be confirmed, or a new chairperson and vice chairperson must be appointed at each annual general CJC meeting.
- 9.4 The chairperson and vice-chairperson must each be a Council Member and must be appointed, or confirmed by the Council Members, and any other Member entitled to vote on the matter.
- 9.5 A person appointed as chairperson or vice chairperson may at any time resign that office by notice in writing given to the other Members.
- 9.6 Arrangements in the Establishing Regulations for dealing with a vacancy in the post of chairperson or vicechairperson will apply.

10. ANNUAL GENERAL MEETINGS AND OTHER MEETINGS

- 10.1 The CJC must hold an annual general meeting in each financial year on a date determined by the CJC.
- 10.2 The CJC may hold other meetings on dates specified in the standing orders. An extraordinary CJC meeting may be called at any time by any person entitled to vote on a matter to be decided at that meeting.

11. QUORUM

- 11.1 All persons entitled to vote must be present for:
- 11.1.1 a meeting to decide the amounts payable by the relevant CJC Members for the Strategic Development Plan Budget and for the General Budget; and
 - 11.1.2 for decisions to change voting procedures.
- 11.2 For any other matters, no fewer than 70% of the persons entitled to vote must be present.

12. VOTING

- 12.1 The number of Co-opted Members entitled to vote may not exceed the number of other Members entitled to vote.
- 12.2 Each person entitled to vote has one vote.
- 12.3 Other than the matters listed in 12.4 and 12.5 below, any vote to be decided by simple majority and if a vote is tied the matter is not carried.
- 12.4 The funding of budget decisions shall be determined by the unanimous agreement of the Members entitled to vote. If the Members cannot reach agreement, the proportions are to be determined by the Welsh Government.
- 12.5 Any change to voting arrangements requires unanimous agreement of all Members entitled to vote on the matter.

12.6 Where the matter relates to the Strategic Development Plan Function and a vote is tied, the chairperson has the casting vote.

12.7 The CJC may adopt an alternative voting procedure for any decision other than the decision on the budget and the decision to change the voting procedure itself.

13. LOCATION OF MEETINGS

13.1 A CJC meeting may be held

13.1.1 at a location determined by the CJC;

13.1.2 by remote means; or

13.1.3 partly by remote means and partly at a location determined by the CJC.

13.2 CJC meetings must be open to the public unless the public are excluded for applicable confidentiality reasons or if the nature of the business is exempt information.

14. NOTICE OF MEETINGS AND SUMMONS TO ATTEND

14.1 A CJC must give public notice of a CJC meeting

14.1.1 at least three clear days before the meeting, or

14.1.2 if the meeting is convened at shorter notice, at the time the meeting is convened.

14.2 The notice must be published electronically.

14.3 A summons to each meeting must be sent to all Members by a person authorised by the CJC (the “**proper officer**”) in accordance with the Establishing Regulations.

14.4 Where the meeting is called by one of the Members of the CJC, the notice must specify the business proposed and be signed by the Member(s) calling the meeting or signify the approval of those Members by electronic means.

15. ACCESS TO AGENDA AND CONNECTED REPORTS

15.1 Copies of the agenda for a CJC meeting and copies of any report for the meeting must be published by the CJC

15.1.1 electronically, and

15.1.2 at least three clear days before the meeting, or, if the meeting is convened at shorter notice, then at the time it is convened. However, such documents must be available to the Members of the CJC before they are published.

15.2 An item of business may not be considered at a CJC meeting unless either

15.2.1 copy of the agenda including the item (or a copy of the item) is published electronically at least three clear days before the meeting, or, if the meeting is convened at shorter notice, at the time it is convened, or

15.2.2 by reason of special circumstances, which must be specified in the minutes, the chair of the meeting is of the opinion that the item should be considered at the meeting as a matter of urgency.

16. MINUTES

- 16.1 The names of the Members present at a CJC meeting must be recorded.
- 16.2 Minutes of the proceedings of a CJC meeting must be drawn up and recorded. The minutes must be approved by the person chairing the CJC meeting or the person chairing the next suitable such meeting by signing the minutes, or by electronically signifying approval.

17. INSPECTION AND PUBLICATION OF MINUTES AND OTHER DOCUMENTS AFTER MEETINGS

- 17.1 After a CJC meeting the CJC must
 - 17.1.1 Publish the minutes, or a copy of the minutes, where applicable a summary of proceedings in consequence the of the exclusion of material which discloses exempt information, a copy of the agenda for the meeting and a copy of any report for the meeting as relates to any item during which the meeting was open to the public.
 - 17.1.2 ensure that those documents remain accessible electronically to members of the public until the expiration of the period of six years beginning with the date of the meeting.

DRAFT

PART 3 - FINANCE AND BUDGET

18. BUDGET

- 18.1 For each financial year, the CJC must calculate its budget for its functions:
- a) Strategic Development Plan Function (the “**Strategic Development Plan Budget**”)
 - b) Other functions (the “**General Budget**”)
- 18.2 The budget shall be agreed no later than 31st January 2022 for the first financial year and no later than 31st January for each subsequent year.
- 18.3 Revisions can be made to the budget during the financial year to which that budget relates.
- 18.4 The Strategic Development Plan Budget requirement must be paid by the Constituent Councils and the Authority – the proportion to be paid by each is to be decided by unanimous agreement of the Council Members and the Brecon Beacons Member.
- 18.5 The General Budget requirement must be paid by the Constituent Councils – the proportion to be paid by each is to be decided by unanimous agreement of the Council Members.

19. GENERAL FUND

- 19.1 The CJC must establish and maintain a fund to be known as the CJC's General Fund.
- 19.2 Any sums received or paid by the CJC, other than for specific external funds set out in the Establishing Regulations, must be done so through the CJC's General Fund.
- 19.3 The CJC must keep an account of receipts into and payments out of its General Fund.

20. FINANCIAL ADMINISTRATION

- 20.1 Provisions in the Establishing Regulations will apply to the financial administration of the CJC.

PART 4 STAFFING

21. STAFFING

21.1 The CJC will make arrangements in relation to staffing as are necessary for the proper discharge of its functions. Provisions in the Establishing Regulations apply to the CJC's arrangements for staffing.

22. DUTY TO APPOINT CHIEF EXECUTIVE OFFICER

22.1 The CJC will appoint a chief executive officer.

22.2 The chief executive officer must

22.2.1 Keep review of how the CJC exercises its different functions, the CJC's arrangements and staffing matters, and

22.2.2 where appropriate to do so, make a report to the CJC setting out the chief executive's proposals in respect of any of those matters.

22.3 Provisions in the Establishing Regulations in relation to the direct employment of a chief executive officer will apply.

23. DUTY TO APPOINT CHIEF FINANCE OFFICER AND REPORTING FUNCTIONS

23.1 The CJC will appoint a chief finance officer.

23.2 The CJC's chief finance officer will have the same duties and obligations for the CJC as a local authority's chief finance officer for their authority.

24. DESIGNATION AND REPORTS OF MONITORING OFFICER

24.1 The CJC must designate a monitoring officer, who will not be the same individual as the CJC's chief executive officer or chief finance officer.

24.2 The CJC's monitoring officer will have the same duties and obligations for the CJC as a local authority's monitoring officer for their authority.

PART 5 - DOCUMENTS AND RECORDS

25. RECORDS

- 25.1 The CJC will make arrangements for the proper care, preservation and management of the CJC's records, and make and maintain a scheme setting out those arrangements which are approved by the CJC (the "**Records Scheme**").
- 25.2 This will include but is not limited to the development of:
- 25.2.1 A retention and disposal schedule;
 - 25.2.2 Access to information procedure rules (relating to the meetings of the CJC);
 - 25.2.3 Access to personal data procedure rules (Subject Access Requests);
 - 25.2.4 Publication scheme;
 - 25.2.5 Freedom of Information procedure rules; and
 - 25.2.6 Environmental Information Regulations procedure rules.
- 25.3 Provisions in the Establishing Regulations relate to the preparation, retention, publications and facilitation of access to documents and records by the CJC.

PART 6 – STANDARDS

26. CODE OF CONDUCT

- 26.1 The CJC will adopt a code of conduct for Members (the “**Members Code of Conduct**”) as appended at Appendix 4.
- 26.2 In addition to complying with the Members Code of Conduct of the CJC, Council Members and the Brecon Beacons Member must register any personal interests they have in the business of the CJC by giving written notice to the monitoring officer of the Constituent Council of which they are also a member (in the case of the Council Members) or the Brecon Beacons National Park Authority (in the case of the Brecon Beacons Member).
- 26.3 Provisions in the Establishing Regulations in relation to a code of conduct for paid officers employed by CJC will apply.

DRAFT

APPENDIX 1 – ESTABLISHING REGULATIONS

The relevant initial regulations establishing and governing the CJC as reflected in these Standing Orders are as follows:

The South East Wales Corporate Joint Committee Regulations 2021

The Corporate Joint Committees (General) (Wales) Regulations 2021

The Corporate Joint Committees (Transport Functions) (Wales) Regulations 2021

The Corporate Joint Committees (General) (No.2) (Wales) Regulations 2021

The Corporate Joint Committees (General) (Wales) Regulations 2022 [DRAFT ONLY]

DRAFT

APPENDIX 2– GOVERNANCE AND AUDIT SUB-COMMITTEE TERMS OF REFERENCE

South East Wales Corporate Joint Committee (“CJC”) Governance and Audit Committee Draft Terms of Reference

1. PURPOSE OF COMMITTEE

- 1.1 The Governance & Audit Committee (G&AC) is a key component of the CJC’s corporate governance. Its aim is review and scrutinise the CJC’s financial affairs and to provide an independent focus on the audit, assurance, and reporting arrangements that underpin good governance and financial standards.
- 1.2 The purpose of the G&AC is to provide independent assurance to the members of CJC cabinet, and its wider stakeholders, on the adequacy of the risk management framework, the internal control environment, and the performance assessment of the CJC. It provides an independent review of the CJC’s governance, performance assessment, risk management and control frameworks. In addition, it oversees the financial reporting, annual governance processes and internal and external audit activities, helping to ensure efficient and effective assurance arrangements are in place.

2. SPECIFIC RESPONSIBILITIES

2.1 Governance, Performance, Risk & Control

- 2.1.1 To review the corporate governance arrangements against the relevant good governance framework, including the ethical framework, and consider annual governance reports and assurances.
- 2.1.2 To review the Annual Governance Statement prior to approval and consider whether it properly reflects the risk environment and supporting assurances, taking into account the internal audit opinion on the overall adequacy and effectiveness of the CJC’s framework of governance, risk management and internal control.
- 2.1.3 To consider the CJC’s framework of assurance and ensure that it adequately addresses the risk and priorities of the CJC.
- 2.1.4 To monitor the effective development and operation of risk management.
- 2.1.5 To consider reports on the effectiveness of internal controls and monitor the implementation of agreed actions.
- 2.1.6 To review the governance and assurance arrangements for significant partnerships or collaborations.

2.2 Internal Audit

- 2.2.1 To review proposals and SLAs in relation to the appointment of providers of internal audit services and to make recommendations as considered appropriate.
- 2.2.2 To approve all internal audit plans and any proposed ensuing interim changes thereto including internal audit’s resource requirements and the approach to using other sources of assurances and any work required to place reliance upon those other sources.
- 2.2.3 To make appropriate enquiries of management (and when appropriate, the appointed audit manager) to determine if there are any inappropriate scope or resource limitations.
- 2.2.4 To receive reports outlining the action taken where it has been concluded that management has accepted a level of risk that may be unacceptable to the authority or there are concerns about progress with the implementation of agreed actions.

2.2.5 To consider a report on the effectiveness of internal audit to support the Annual Governance Statement, where required to do so by the Accounts and Audit Regulations.

2.2.6 To consider summaries of specific internal audit reports as requested.

2.2.7 To consider reports from Management/ Audit Manager on Internal Audit's performance during the year including the performance of external providers of internal audit services.

2.3 **External Audit**

2.3.1 To consider the external auditor's annual letter, relevant reports, and the report to those charged with governance.

2.3.2 To consider specific reports as agreed with the external auditors.

2.3.3 To advise and recommend on the effectiveness of relationships between external and internal audit and other inspector agencies or relevant bodies.

2.4 **Financial Reporting**

2.4.1 To review the annual statement of accounts and other financial statements prepared by the CJC. Specifically, to consider whether appropriate accounting policies have been followed and whether there are concerns arising from the financial statements or from the audit that need to be brought to the attention of the CJC.

2.4.2 To consider the external auditor's report on issues arising from the audit of the accounts.

2.4.3 To seek assurances on the arrangements for the management of the authority's financial affairs.

2.4.4 To seek assurances that the CJC has complied with the Treasury Management Strategy and Practices by demonstrating effective control of the associated risks and pursuing optimum performance consistent with those risks.

2.5 **Accountability Arrangements**

2.5.1 To report and make recommendations to the CJC on the Committee's findings, conclusions and recommendations concerning the adequacy and effectiveness of the governance, risk management and internal control frameworks, financial reporting arrangements and internal and external audit functions.

3. **MEMBERSHIP OF THE COMMITTEE**

Membership of the G&AC will be constituted in the following way:

3.1 The G&AC will have 12 members.

3.2 A minimum of two thirds of the total membership must be members of the 10 Constituent Councils but cannot be either a Member of the CJC or a member of the executive of a Constituent Council.

3.3 At least one member must be a person who is not a member of a county council or county borough council in Wales.

3.4 The chair must be an independent member.

3.5 Support officers, representatives of Audit Wales and advisory team members can attend and participate as required.

3.6 Observers can attend any meeting or part of any meeting of the G&AC by pre-agreement but are not permitted to vote and may only speak at the invitation of the G&AC.

4. AUTHORITIES

- 4.1 **Chair Person /Vice Chair:** A Chair Person and Vice Chair Person will be nominated and appointed during the first meeting. When needed the Chair can delegate authority to the Vice Chair
- 4.2 **Quorum:** No business is to be transacted in relation to a matter to be decided at a meeting of the G&AC with fewer than 70% of the persons entitled to vote being present.
- 4.3 **Voting:** Each member of the G&AC will carry one vote. Matters will be decided by a majority vote. Members can only abstain from voting where a conflict of interest exists. In the event of a tie, the chair person, or vice person in the absence of the chair person, will have the casting vote.

5. MEETING ARRANGEMENTS

- 5.1 The G&AC will meet once in every calendar year as a minimum. More meetings can be scheduled as and when the need arises.
- 5.2 Meetings can be in person or virtual.
- 5.3 Meetings will be held in public and arrangements for the publication of and access to documents will be the same as for meetings of the CJC as set out in the CJC's Standing Orders.

6. REPORTING

- 6.1 The G&AC will report into the full CJC.
- 6.2 The G&AC will issue reports to external bodies as required but will need to notify the CJC of any such reports and to whom and what reason they are being issued.

7. TERMS OF REFERENCE REVIEW

- 7.1 Whilst the CJC is in its formative period the Terms of Reference will be reviewed and augmented as appropriate.
- 7.2 Subsequent to the formative period the Terms of Reference will be formally reviewed every 3 years.
- 7.3 Where amendments are needed the CJC will be required to approve the revised Terms of Reference.

APPENDIX 3 - SCHEME OF DELEGATION

All decisions are to be taken by the CJC except as set out below:

<p>Decisions to incur expenditure up to a maximum aggregate of £50,000 where this is:</p> <ul style="list-style-type: none"> a) Within the approved budget of the CJC for that financial year; and b) In accordance with the CJC's Standing Orders. 	<p>CJC Chief Executive Officer</p> <p>The CJC Chief Executive Officer may further delegate this decision to another officer of the CJC</p>
<p>Decisions on the management, allocation, direction and supervision of staff resources made available to the CJC where this is:</p> <ul style="list-style-type: none"> a) In accordance with the staffing arrangements put in place with the employers of any staff made available to the CJC; and b) In accordance with the CJC's Standing Orders 	<p>CJC Chief Executive Officer</p> <p>The CJC Chief Executive Officer may further delegate this decision to another officer of the CJC</p>
<p>The engagement (and terms of engagement of) any individual person as a consultant where the value of the appointment does not exceed £50,000 per accounting period</p>	<p>CJC Chief Executive Officer</p> <p>The CJC Chief Executive Officer may further delegate this decision to another officer of the CJC</p>

DRAFT

APPENDIX 4 – MEMBERS CODE OF CONDUCT

CODE OF CONDUCT

SOUTH EAST WALES CORPORATE JOINT COMMITTEE

PART 1

INTERPRETATION

1

(1) In this code—

“independent member” (*“aelod annibynno!”*), in relation to a relevant authority, means a person who is not a member of the authority but who—

(a) is a co-opted member of any committee or sub-committee of the authority, or

(b) is a co-opted member of, and represents the authority on, any joint committee or joint sub-committee of the authority,

and who is entitled to vote on any question which falls to be decided at any meeting of that committee or sub-committee. (An independent member may also be referred to as a co-opted member but is not a full member of the relevant authority);

“meeting” (*“cyfarfod”*) means any meeting—

(a) of the relevant authority,

(b) of any executive or board of the relevant authority,

(c) of any committee, sub-committee, joint committee or joint sub-committee of the relevant authority or of any such committee, sub-committee, joint committee or joint sub-committee of any executive or board of the authority, or

(d) where members or officers of the relevant authority are present other than a meeting of a political group constituted in accordance with regulation 8 of the Local Government (Committees and Political Groups) Regulations 1990,

and includes circumstances in which a member of an executive or board or an officer acting alone exercises a function of an authority;

“member” (*“aelod”*) includes, unless the context requires otherwise, an independent member;

“register of members' interests” (*“cofrestr o fuddiannau'r aelodau”*) means the register established and maintained under [section 81](#) of the Local Government Act 2000;

“registered society” means a society, other than a society registered as a credit union, which is—

(a) a registered society within the meaning given by [section 1\(1\)](#) of the Co-operative and Community Benefit Societies Act 2014; or

(b) a society registered or deemed to be registered under the Industrial and Provident Societies Act (Northern Ireland) 1969;

“relevant authority” (*“awdurdod perthnasol”*) means—

(a) a county council,

(b) a county borough council,

(c) a community council,

(d) a fire and rescue authority constituted by a scheme under [section 2](#) of the Fire and Rescue Services Act 2004 or a scheme to which section 4 of that Act applies,

(e) a National Park authority established under [section 63](#) of the Environment Act 1995;

(f) a Corporate Joint Committee

“you” (*“chi”*) means you as a member or independent member of a relevant authority; and

“your authority” (*“eich awdurdod”*) means the relevant authority of which you are a member or independent member.

(2) In relation to a community council—

- (a) “proper officer” (“*swyddog priodol*”) means an officer of that council within the meaning of [section 270\(3\)](#) of the Local Government Act 1972; and
- (b) “standards committee” (“*pwylgor safonau*”) means the standards committee of the county or county borough council which has functions in relation to the community council for which it is responsible under section 56(1) and (2) of the Local Government Act 2000.

PART 2
GENERAL PROVISIONS

2

- (1) Save where paragraph 3(a) applies, you must observe this code of conduct—
 - (a) whenever you conduct the business, or are present at a meeting, of your authority;
 - (b) whenever you act, claim to act or give the impression you are acting in the role of member to which you were elected or appointed;
 - (c) whenever you act, claim to act or give the impression you are acting as a representative of your authority; or
 - (d) at all times and in any capacity, in respect of conduct identified in paragraphs 6(1)(a) and 7.
- (2) You should read this code together with the general principles prescribed under [section 49\(2\)](#) of the Local Government Act 2000 in relation to Wales.

3

- Where you are elected, appointed or nominated by your authority to serve—
- (a) on another relevant authority, or any other body, which includes a . . . Local Health Board you must, when acting for that other authority or body, comply with the code of conduct of that other authority or body; or
 - (b) on any other body which does not have a code relating to the conduct of its members, you must, when acting for that other body, comply with this code of conduct, except and insofar as it conflicts with any other lawful obligations to which that other body may be subject.

4

- You must—
- (a) carry out your duties and responsibilities with due regard to the principle that there should be equality of opportunity for all people, regardless of their gender, race, disability, sexual orientation, age or religion;
 - (b) show respect and consideration for others;
 - (c) not use bullying behaviour or harass any person; and
 - (d) not do anything which compromises, or which is likely to compromise, the impartiality of those who work for, or on behalf of, your authority.

5

- You must not—
- (a) disclose confidential information or information which should reasonably be regarded as being of a confidential nature, without the express consent of a person authorised to give such consent, or unless required by law to do so;
 - (b) prevent any person from gaining access to information to which that person is entitled by law.

6

- (1) You must—
 - (a) not conduct yourself in a manner which could reasonably be regarded as bringing your office or authority into disrepute;
 - (b) report, whether through your authority's confidential reporting procedure or direct to the proper authority, any conduct by another member or anyone who works for, or on behalf of, your authority which you reasonably believe involves or is likely to involve criminal behaviour (which for the purposes of this paragraph does not include offences or behaviour capable of punishment by way of a fixed penalty);
 - (c) report . . . to your authority's monitoring officer any conduct by another member which you reasonably believe breaches this code of conduct;
 - (d) not make vexatious, malicious or frivolous complaints against other members or anyone who works for, or on behalf of, your authority.
- (2) You must comply with any request of your authority's monitoring officer, or the Public Services Ombudsman for Wales, in connection with an investigation conducted in accordance with their respective statutory powers.

7

You must not—

- (a) in your official capacity or otherwise, use or attempt to use your position improperly to confer on or secure for yourself, or any other person, an advantage or create or avoid for yourself, or any other person, a disadvantage;
- (b) use, or authorise others to use, the resources of your authority—
 - (i) imprudently;
 - (ii) in breach of your authority's requirements;
 - (iii) unlawfully;
 - (iv) other than in a manner which is calculated to facilitate, or to be conducive to, the discharge of the functions of the authority or of the office to which you have been elected or appointed;
 - (v) improperly for political purposes; or
 - (vi) improperly for private purposes.

8

You must—

- (a) when participating in meetings or reaching decisions regarding the business of your authority, do so on the basis of the merits of the circumstances involved and in the public interest having regard to any relevant advice provided by your authority's officers, in particular by—
 - (i) the authority's head of paid service;
 - (ii) the authority's chief finance officer;
 - (iii) the authority's monitoring officer;
 - (iv) the authority's chief legal officer (monitoring officer) (who should be consulted when there is any doubt as to the authority's power to act, as to whether the action proposed lies within the policy framework agreed by the authority or where the legal consequences of action or failure to act by the authority might have important repercussions);
- (b) give reasons for all decisions in accordance with any statutory requirements and any reasonable additional requirements imposed by your authority.

9

You must—

- (a) observe the law and your authority's rules governing the claiming of expenses and allowances in connection with your duties as a member;
- (b) avoid accepting from anyone gifts, hospitality (other than official hospitality, such as a civic reception or a working lunch duly authorised by your authority), material benefits or services for yourself or any person which might place you, or reasonably appear to place you, under an improper obligation.

PART 3

INTERESTS

Personal Interests

10

- (1) You must in all matters consider whether you have a personal interest, and whether this code of conduct requires you to disclose that interest.
- (2) You must regard yourself as having a personal interest in any business of your authority if—
 - (a) it relates to, or is likely to affect—
 - (i) any employment or business carried on by you;
 - (ii) any person who employs or has appointed you, any firm in which you are a partner or any company for which you are a remunerated director;
 - (iii) any person, other than your authority, who has made a payment to you in respect of your election or any expenses incurred by you in carrying out your duties as a member;
 - (iv) any corporate body which has a place of business or land in your authority's area, and in which you have a beneficial interest in a class of securities of that body that exceeds the nominal value of £25,000 or one hundredth of the total issued share capital of that body;
 - (v) any contract for goods, services or works made between your authority and you or a firm in which you are a partner, a company of which you are a remunerated director, or a body of the description specified in sub-paragraph (iv) above;
 - (vi) any land in which you have a beneficial interest and which is in the area of your authority;
 - (vii) any land where the landlord is your authority and the tenant is a firm in which you are a partner, a company of which you are a remunerated director, or a body of the description specified in sub-paragraph (iv) above;
 - (viii) any body to which you have been elected, appointed or nominated by your authority;

- (ix) any—
 - (aa) public authority or body exercising functions of a public nature;
 - (bb) company, registered society, charity, or body directed to charitable purposes;
 - (cc) body whose principal purposes include the influence of public opinion or policy;
 - (dd) trade union or professional association; or
 - (ee) private club, society or association operating within your authority's area, in which you have membership or hold a position of general control or management;
- (x) any land in your authority's area in which you have a licence (alone or jointly with others) to occupy for 28 days or longer;
- (b) ...
- (c) a decision upon it might reasonably be regarded as affecting—
 - (i) your well-being or financial position, or that of a person with whom you live, or any person with whom you have a close personal association;
 - (ii) any employment or business carried on by persons as described in 10(2)(c)(i);
 - (iii) any person who employs or has appointed such persons described in 10(2)(c)(i), any firm in which they are a partner, or any company of which they are directors;
 - (iv) any corporate body in which persons as described in 10(2)(c)(i) have a beneficial interest in a class of securities exceeding the nominal value of £5,000; or
 - (v) any body listed in paragraphs 10(2)(a)(ix)(aa) to (ee) in which persons described in 10(2)(c)(i) hold a position of general control or management, to a greater extent than the majority of—
 - (aa) in the case of an authority with electoral divisions or wards, other council tax payers, rate payers or inhabitants of the electoral division or ward, as the case may be, affected by the decision; or
 - (bb) in all other cases, other council tax payers, ratepayers or inhabitants of the authority's area.

Disclosure of Personal Interests

11

- (1) Where you have a personal interest in any business of your authority and you attend a meeting at which that business is considered, you must disclose orally to that meeting the existence and nature of that interest before or at the commencement of that consideration, or when the interest becomes apparent.
- (2) Where you have a personal interest in any business of your authority and you make—
 - (a) written representations (whether by letter, facsimile or some other form of electronic communication) to a member or officer of your authority regarding that business, you should include details of that interest in the written communication; or
 - (b) oral representations (whether in person or some form of electronic communication) to a member or officer of your authority you should disclose the interest at the commencement of such representations, or when it becomes apparent to you that you have such an interest, and confirm the representation and interest in writing within 14 days of the representation.
- (3) Subject to paragraph 14(1)(b) below, where you have a personal interest in any business of your authority and you have made a decision in exercising a function of an executive or board, you must in relation to that business ensure that any written statement of that decision records the existence and nature of your interest.
- (4) You must, in respect of a personal interest not previously disclosed, before or immediately after the close of a meeting where the disclosure is made pursuant to sub-paragraph 11(1), give written notification to your authority in accordance with any requirements identified by your authority's monitoring officer, or in relation to a community council, your authority's proper officer from time to time but, as a minimum containing—
 - (a) details of the personal interest;
 - (b) details of the business to which the personal interest relates; and
 - (c) your signature.
- (5) Where you have agreement from your monitoring officer that the information relating to your personal interest is sensitive information, pursuant to paragraph 16(1), your obligations under this paragraph 11 to disclose such information, whether orally or in writing, are to be replaced with an obligation to disclose the existence of a personal interest and to confirm that your monitoring officer has agreed that the nature of such personal interest is sensitive information.
- (6) For the purposes of sub-paragraph (4), a personal interest will only be deemed to have been previously disclosed if written notification has been provided in accordance with this code since the last date on which you were elected, appointed or nominated as a member of your authority.

(7) For the purposes of sub-paragraph (3), where no written notice is provided in accordance with that paragraph you will be deemed as not to have declared a personal interest in accordance with this code.

Prejudicial Interests

12

(1) Subject to sub-paragraph (2) below, where you have a personal interest in any business of your authority you also have a prejudicial interest in that business if the interest is one which a member of the public with knowledge of the relevant facts would reasonably regard as so significant that it is likely to prejudice your judgement of the public interest.

(2) Subject to sub-paragraph (3), you will not be regarded as having a prejudicial interest in any business where that business—

(a) relates to—

(i) another relevant authority of which you are also a member;

(ii) another public authority or body exercising functions of a public nature in which you hold a position of general control or management;

(iii) a body to which you have been elected, appointed or nominated by your authority;

(iv) your role as a school governor (where not appointed or nominated by your authority) unless it relates particularly to the school of which you are a governor;

(v) your role as a member of a Local Health Board where you have not been appointed or nominated by your authority;

(b) relates to—

(i) the housing functions of your authority where you hold a tenancy or lease with your authority, provided that you do not have arrears of rent with your authority of more than two months, and provided that those functions do not relate particularly to your tenancy or lease;

(ii) the functions of your authority in respect of school meals, transport and travelling expenses, where you are a guardian, parent, grandparent or have parental responsibility (as defined in [section 3](#) of the Children Act 1989) of a child in full time education, unless it relates particularly to the school which that child attends;

(iii) the functions of your authority in respect of statutory sick pay under [Part XI](#) of the Social Security Contributions and Benefits Act 1992, where you are in receipt of, or are entitled to the receipt of such pay from your authority;

(iv) the functions of your authority in respect of an allowance or payment made in accordance with the provisions of Part 8 of the [Local Government \(Wales\) Measure 2011](#), or an allowance or pension provided under [section 18](#) of the Local Government and Housing Act 1989;

(c) your role as a community councillor in relation to a grant, loan or other form of financial assistance made by your community council to community or voluntary organisations up to a maximum of £500.

(3) The exemptions in subparagraph (2)(a) do not apply where the business relates to the determination of any approval, consent, licence, permission or registration.

Overview and Scrutiny Committees

13

You also have a prejudicial interest in any business before an overview and scrutiny committee of your authority (or of a sub-committee of such a committee) where—

(a) that business relates to a decision made (whether implemented or not) or action taken by your authority's executive, board or another of your authority's committees, sub-committees, joint committees or joint sub-committees; and

(b) at the time the decision was made or action was taken, you were a member of the executive, board, committee, sub-committee, joint-committee or joint sub-committee mentioned in sub-paragraph (a) and you were present when that decision was made or action was taken.

Participation in Relation to Disclosed Interests

14

(1) Subject to sub-paragraphs (2), (2A), (3) and (4), where you have a prejudicial interest in any business of your authority you must, unless you have obtained a dispensation from your authority's standards committee—

(a) withdraw from the room, chamber or place where a meeting considering the business is being held—

(i) where sub-paragraph (2) applies, immediately after the period for making representations, answering questions or giving evidence relating to the business has ended and in any event before further

consideration of the business begins, whether or not the public are allowed to remain in attendance for such consideration; or

(ii) in any other case, whenever it becomes apparent that that business is being considered at that meeting;

(b) not exercise executive or board functions in relation to that business;

(c) not seek to influence a decision about that business;

(d) not make any written representations (whether by letter, facsimile or some other form of electronic communication) in relation to that business; and

(e) not make any oral representations (whether in person or some form of electronic communication) in respect of that business or immediately cease to make such oral representations when the prejudicial interest becomes apparent.

(2) Where you have a prejudicial interest in any business of your authority you may attend a meeting but only for the purpose of making representations, answering questions or giving evidence relating to the business, provided that the public are also allowed to attend the meeting for the same purpose, whether under a statutory right or otherwise.

(2A) Where you have a prejudicial interest in any business of your authority you may submit written representations to a meeting relating to that business, provided that the public are allowed to attend the meeting for the purpose of making representations, answering questions or giving evidence relating to the business, whether under a statutory right or otherwise.

(2B) When submitting written representations under sub-paragraph (2A) you must comply with any procedure that your authority may adopt for the submission of such representations.

(3) Sub-paragraph (1) does not prevent you attending and participating in a meeting if—

(a) you are required to attend a meeting of an overview or scrutiny committee, by such committee exercising its statutory powers; or

(b) you have the benefit of a dispensation provided that you—

(i) state at the meeting that you are relying on the dispensation; and

(ii) before or immediately after the close of the meeting give written notification to your authority containing—

(aa) details of the prejudicial interest;

(bb) details of the business to which the prejudicial interest relates;

(cc) details of, and the date on which, the dispensation was granted; and

(dd) your signature.

(4) Where you have a prejudicial interest and are making written or oral representations to your authority in reliance upon a dispensation, you must provide details of the dispensation within any such written or oral representation and, in the latter case, provide written notification to your authority within 14 days of making the representation.

PART 4

THE REGISTER OF MEMBERS' INTERESTS

Registration of Personal Interests

15

(1) Subject to sub-paragraph (4), you must, within 28 days of—

(a) your authority's code of conduct being adopted or the mandatory provisions of this model code being applied to your authority; or

(b) your election or appointment to office (if that is later),

register your personal interests, where they fall within a category mentioned in paragraph 10(2)(a), in your authority's register of members' interests by providing written notification to your authority's monitoring officer.

(2) Subject to sub-paragraph (4), you must, within 28 days of becoming aware of any new personal interest falling within a category mentioned in paragraph 10(2)(a), register that new personal interest in your authority's register of members' interests by providing written notification to your authority's monitoring officer.

(3) Subject to sub-paragraph (4), you must, within 28 days of becoming aware of any change to a registered personal interest falling within a category mentioned in paragraph 10(2)(a), register that change in your authority's register of members' interests by providing written notification to your authority's monitoring officer, or in the case of a community council to your authority's proper officer.

(4) Sub-paragraphs (1), (2) and (3) do not apply to sensitive information determined in accordance with paragraph 16(1).

(5) Sub-paragraphs (1) and (2) do not apply if you are a member of a relevant authority which is community council when you act in your capacity as a member of such an authority.

(6) You must, when disclosing a personal interest in accordance with paragraph 11 for the first time, register that personal interest in your authority's register of members' interests by providing written notification to your authority's monitoring officer, or in the case of a community council to your authority's proper officer.

Sensitive Information

16

(1) Where you consider that the information relating to any of your personal interests is sensitive information, and your authority's monitoring officer agrees, you need not include that information when registering that interest, or, as the case may be, a change to the interest under paragraph 15.

(2) You must, within 28 days of becoming aware of any change of circumstances which means that information excluded under sub-paragraph (1) is no longer sensitive information, notify your authority's monitoring officer, or in relation to a community council, your authority's proper officer asking that the information be included in your authority's register of members' interests.

(3) In this code, "sensitive information" ("*gwybodaeth sensitif*") means information whose availability for inspection by the public creates, or is likely to create, a serious risk that you or a person who lives with you may be subjected to violence or intimidation.

Registration of Gifts and Hospitality

17

You must, within 28 days of receiving any gift, hospitality, material benefit or advantage above a value specified in a resolution of your authority, provide written notification to your authority's monitoring officer, or in relation to a community council, to your authority's proper officer of the existence and nature of that gift, hospitality, material benefit or advantage.

Future Generations Assessment Evaluation (includes Equalities and Sustainability Impact Assessments)

<p>Name of the Officer completing the evaluation:</p> <p>Kellie Beirne</p> <p>Phone no: 07826 919286 E-mail: Kellie.Beirne@cardiff.gov.uk</p>	<p>Please give a brief description of the aims of the proposal</p> <p>The report outlines the legal requirement to adopt interim Standing Orders for the SE Wales CJC to reflect its proposed 'Bare Minimum' activity until such time as its preferred 'Lift & Shift' model can be implemented.</p>
<p>Proposal: The adopt the interim CJC Standing Orders and relevant policies, procedures, processes and key documents as required by the CJC Regulations in force at this time.</p>	<p>Date Future Generations Evaluation form completed: 31 January 2022</p>

1. Does your proposal deliver any of the well-being goals below? Please explain the impact (positive and negative) you expect, together with suggestions of how to mitigate negative impacts or better contribute to the goal.

Well Being Goal	Does the proposal contribute to this goal? Describe the positive and negative impacts.	What actions have been/will be taken to mitigate any negative impacts or better contribute to positive impacts?
<p>A prosperous Wales Efficient use of resources, skilled, educated people, generates wealth, provides jobs</p>	<p>The report sets out the interim Standing Orders which will ensure that the interim 'Bare Minimum' and 'Lift and Shift' models will operate effectively until the ultimate inception date of the South East Wales Corporate Joint Committee (SEW CJC) in October 2023. To this end, the report details the mechanisms which will enable the well-being goals of the SEW CJC to be met throughout the inception period. The SEW CJC will bring together the CCR City Deal and the CJC into one coherent model of regional economic governance.</p>	
<p>A resilient Wales Maintain and enhance biodiversity and ecosystems that support resilience and</p>	<p>As above.</p>	

Well Being Goal	Does the proposal contribute to this goal? Describe the positive and negative impacts.	What actions have been/will be taken to mitigate any negative impacts or better contribute to positive impacts?
can adapt to change (e.g. climate change)		
A healthier Wales People's physical and mental wellbeing is maximized and health impacts are understood	As above.	
A Wales of cohesive communities Communities are attractive, viable, safe and well connected	As above.	As above.
A globally responsible Wales Taking account of impact on global well-being when considering local social, economic and environmental wellbeing	As above.	As above.
A Wales of vibrant culture and thriving Welsh language Culture, heritage and Welsh language are promoted and protected. People are encouraged to do sport, art and recreation	As above.	As above.
A more equal Wales People can fulfil their potential no matter what their background or circumstances	As above.	As above.

2. How has your proposal embedded and prioritized the sustainable governance principles in its development?

Sustainable Development Principle	Does your proposal demonstrate you have met this principle? If yes, describe how. If not explain why.	Are there any additional actions to be taken to mitigate any negative impacts or better contribute to positive impacts?
 <p data-bbox="129 496 206 512">Long Term</p> <p data-bbox="230 379 510 520">Balancing short term need with long term and planning for the future</p>	<p data-bbox="546 248 1328 651">The proposal details the interim Standing Orders which will be in place as the region completes the transition process to the SEW CJC, a process that will be complete by October 2023. By its nature the report provides assurance of the balancing of short-term and long-term planning and goals. The three main tenets of the SEW CJC of strategic development planning, the Regional Transport Plan and the empowerment of the SEW CJC to take direct action around economic well-being will ensure that the activity in the region is balanced and far-reaching.</p>	
 <p data-bbox="129 861 206 877">Collaboration</p> <p data-bbox="230 751 510 892">Working together with other partners to deliver objectives</p>	<p data-bbox="546 659 1328 986">Partnership working has been at the heart of the Cardiff Capital Region's work, working with UK and Welsh Governments, local authorities and private and public sector organisations and communities. In addition, the SEW CJC Standing Orders will formalise the connection with the Brecon Beacons National Park Authority (BBNPA), who have voting rights, alongside the CCR Regional Cabinet, on matters pertaining to the SEW CJC's Strategic Development Plan.</p>	
 <p data-bbox="129 1106 206 1121">Involvement</p> <p data-bbox="230 994 510 1134">Involving those with an interest and seeking their views</p>	<p data-bbox="546 994 1328 1134">The SEW CJC's commitment to transparent partnership working will be strengthened by the SEW CJC.</p>	

Sustainable Development Principle	Does your proposal demonstrate you have met this principle? If yes, describe how. If not explain why.	Are there any additional actions to be taken to mitigate any negative impacts or better contribute to positive impacts?
 <p>Putting resources into preventing problems occurring or getting worse</p>	<p>The CJC is due to consider its inaugural budget at its meeting of the 31st January 2022 and if approved, these include the necessary resources to carry out the bare minimum activities required under the CJC and wider Regulations (where applicable)</p> <p>Separately, the CCR annual budget includes resources to the CJC Transition Plan to be reinstated and executed, once the outstanding Technical issues have been resolved and an effective date for implementing the Lift & Shift Model has been established.</p>	
 <p>Considering impact on all wellbeing goals together and on other bodies</p>	<p>The SEW CJC will provide formal powers for the region to act on matters relating to economic well-being and to have a direct impact on well-being goals long-term. The commencement date for these duties is the 30th June 2022.</p>	

3. Are your proposals going to affect any people or groups of people with protected characteristics? Please explain the impact, the evidence you have used and any action you are taking below.

Protected Characteristics	Describe any positive impacts your proposal has on the protected characteristic	Describe any negative impacts your proposal has on the protected characteristic	What has been/will be done to mitigate any negative impacts or better contribute to positive impacts?
Age	Not relevant in this context since the principles, approach and ways of working apply to all prospective interests and stakeholders.		Diversity and inclusion into all partnerships and relationships will help ensure the protected characteristics agenda is embedding in ways of working and the culture that is created.
Disability	As above.		As above.

Protected Characteristics	Describe any positive impacts your proposal has on the protected characteristic	Describe any negative impacts your proposal has on the protected characteristic	What has been/will be done to mitigate any negative impacts or better contribute to positive impacts?
Gender reassignment	As above.		As above.
Marriage or civil partnership	As above.		As above.
Pregnancy or maternity	As above.	As above.	As above.
Race	As above.	As above.	As above.
Religion or Belief	As above.	As above.	As above.
Sex	As above.	As above.	As above.
Sexual Orientation	As above.		As above.
Welsh Language	As above.		As above.

4. Safeguarding & Corporate Parenting. Are your proposals going to affect either of these responsibilities?

	Describe any positive impacts your proposal has on safeguarding and corporate parenting	Describe any negative impacts your proposal has on safeguarding and corporate parenting	What will you do/ have you done to mitigate any negative impacts or better contribute to positive impacts?
Safeguarding	Not directly relevant; however, building the future economy should have a profoundly positive impact on ability to safeguard the future of our residents.		
Corporate Parenting	Not directly relevant; however, building strength in the economy should create opportunities for all of the young people entrusted in our care and make a direct contribution to well-being.		

5. What evidence and data has informed the development of your proposal?

As above.

6. SUMMARY: As a result of completing this form, what are the main positive and negative impacts of your proposal, how have they informed/changed the development of the proposal so far and what will you be doing in future?

As above, the main implications will be in the delivery as these will be assessed at that time.

7. MONITORING: The impacts of this proposal will need to be monitored and reviewed. Please specify the date at which you will evaluate the impact, and where you will report the results of the review.

The impacts of this proposal will be evaluated on:

At least annually in light of the 'Bare Minimum' approach being taken at this time.