30 April 2025

Re: South East Wales CJC Standards Sub-Committee Activity 2024/25

Dear Members,

As Chair of the SEW CJC Standards Sub-Committee, I am writing to provide you with a synopsis of the work and activities that the Committee has undertaken this year.

The CJC Standards Sub-Committee has held three meetings this year, addressing a range of topics. Our work has included:

- Standards Functions in relation to the SEWCJC
  At the commencement of the 2024/2025 municipal year, we received a report enabling the Committee to consider the arrangements that had been put in place to date to maintain high standards of conduct by members and co-opted members of the CJC. This also outlined the CJC's governance structure, including its membership, key functions, decision-making processes and the roles and responsibilities of its other sub-committees and advisory boards. We were also provided with information about the CJC's member training and development programme.

- Mid-Year Review
  Mid-year we received an update on compliance with the CJC's statutory duties in relation to standards of conduct, allowing us to review the operation of arrangements put in place to promote and maintain high standards of conduct by the CJC's members and co-opted members, including a review of the CJC's Registers of Interests and of Gifts and Hospitality, and the arrangements in place for declarations of interest to be made at meetings.

- End of Year Update and Arrangements for 2025/26
  At year end, the Committee received an update report on standards of conduct, noting that no complaints under the CJC's Code of Conduct for Members have

been received during the preceding 12 months and that an internal audit of the CJC's Register of Business Interests provided assurance of good practice in relation to the policies and procedures the CJC has put in place for recording declarations of interests, both in its Register of Interests and at meetings.

Finally, we have considered the arrangements put in place for the CJC to discharge its statutory duties in relation to standards of conduct going forwards, noting that the CJC intends to establish its own Standards Sub-Committee for 2025/26. We have reviewed the arrangements which have been put in place by the CJC, including staff training, the adoption of revised Standing Orders setting out the new Sub-Committee's Terms of Reference and Rules of Procedure, and the recruitment of Independent (Lay) Members.

Yours sincerely,

Jason Bartlett
Chair of the CJC Standards Sub-Committee 2024/25