



Meeting

**NORTH WALES CORPORATE JOINT COMMITTEE**

Date and Time

**2.00 pm, FRIDAY, 24TH MARCH, 2023**

Location

**Virtual Meeting**

For public access to the meeting, please contact us.

Contact Point

**Sioned Mai Jones**

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(DISTRIBUTED 17/03/2023)

## **NORTH WALES CORPORATE JOINT COMMITTEE**

### **Council Members**

Cllr. Jason McLellan - Denbighshire County Council  
Cllr. Llinos Medi Huws - Isle of Anglesey County Council  
Cllr. Charlie McCoubury - Conwy County Borough Council  
Cllr. Mark Pritchard - Wrexham County Borough Council  
Cllr. Ian Roberts - Flintshire County Council  
Cllr. Dyfrig L Siencyn - Cyngor Gwynedd

### **Snowdonia Member**

Cllr. Annwen Hughes – Snowdonia National Park Authority

### **Chief Officers**

Alwen Williams - Corporate Joint Committee Chief Executive  
Dafydd Gibbard - Cyngor Gwynedd  
Dylan Williams - Isle of Anglesey County Council  
Rhun ap Gareth - Conwy County Borough Council  
Neal Cockerton - Flintshire County Council  
Graham Boase - Denbighshire County Council  
Ian Bancroft - Wrexham County Borough Council  
Emyr Williams – Snowdonia National Park Authority

### **Statutory Officers**

Dewi Aeron Morgan – Chief Finance Officer  
Iwan G Evans – Monitoring Officer

# **A G E N D A**

## **1. APOLOGIES**

To receive any apologies for absence.

## **2. DECLARATION OF PERSONAL INTEREST**

To receive any declaration of Personal Interest.

## **3. URGENT BUSINESS**

To note any items that are a matter of urgency in the view of the Chair for consideration.

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

4 - 7

The Chair shall propose that the minutes of the previous meeting held on 13 January, 2023 be signed as a true record.

## **5. EXTENDING THE SECONDMENT TO THE INTERIM CJC CHIEF EXECUTIVE ROLE**

8 - 9

To extend the appointment of Ambition North Wales' Portfolio Director as the CJC's part-time Chief Executive, on a temporary secondment basis, up to the end of September 2023.

## **6. RESOURCING OF STATUTORY FUNCTIONS**

10 - 20

Alwen Williams, Interim CJC Chief Executive to present the report.

## **7. PAY POLICY STATEMENT 2023-24**

21 - 25

To adopt a pay Policy statement for the North Wales Corporate Joint Committee in respect of 2023/24.

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**NORTH WALES CORPORATE JOINT COMMITTEE**  
**13/01/2023**

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Present:

Voting Members: Councillors:- Llinos Medi Huws (Isle of Anglesey County Council), Jason McLellan (Denbighshire County Council), Charlie McCoubury (Conwy County Borough Council), Mark Pritchard (Wrexham County Borough Council), Ian B. Roberts (Flintshire Council) and Dyfrig Siencyn (Cyngor Gwynedd)

Snowdonia Member: Councillor Annwen Hughes (Snowdonia National Park Authority)

Chief Officers: Emyr Williams (Snowdonia National Park Authority), Dylan Williams (Isle of Anglesey County Council), Amanda Hughes (Conwy County Borough Council), Neal Cockerton (Flintshire Council), Ian Bancroft (Wrexham County Borough Council), Graham Boase (Denbighshire Council) and Dafydd Gibbard (Cyngor Gwynedd).

Officers in attendance: Alwen Williams (CJC Chief Executive), Iwan Evans (Monitoring Officer), Dafydd L. Edwards (Joint Committee Project Lead Officer), Sian Pugh (CJC Group Accountant) and Sioned Mai Jones (Democracy Team Leader).

## **1. APOLOGIES**

Apologies were received from Rhun ap Gareth (Conwy County Borough Council) and Dewi Morgan (Section 151 Officer).

## **2. DECLARATION OF PERSONAL INTEREST**

Dafydd L. Edwards declared a personal interest in item 5 as his main role was Director of the Pension Fund in Cyngor Gwynedd. It was not a prejudicial interest and therefore he did not withdraw from the meeting.

## **3. URGENT ITEMS**

None to note.

## **4. MINUTES OF PREVIOUS MEETINGS**

The Chair signed the minutes of the meetings held on 17 October 2022 as a true record. It was noted as a correction that Emyr Williams (Snowdonia National Park Authority) had been included as being present and as an apology in the minutes. It was confirmed that he had not been present in the meeting on 7 October and had apologised.

## **5. PENSIONS: LOCAL GOVERNMENT PENSION SCHEME (LGPS) ADMINISTARTING AUTHORITY FOR THE NORTH WALES CJC**

The report was submitted by Alwen Williams (Chief Executive of the CJC).

## **DECISION**

To note and accept the content of the report which confirmed that the North Wales Corporate Joint Committee had chosen to use the Gwynedd Pension Fund, therefore Cyngor Gwynedd will be the Local Government Pension Scheme administrating authority for the Corporate Joint Committee.

## DISCUSSION

Submitted – the report on selecting a Local Government Pension Scheme, noting that we were required to report to the Welsh Government by 22 December 2022 confirming which Local Government Pension Scheme (LGPS) Administrating Authority would be presented for the North Wales CJC.

It was reported that two identical Schemes had been considered, namely the Clwyd Pension Fund (Flintshire Council) and the Gwynedd Pension Fund (Cyngor Gwynedd). It was decided that it made sense to select the Cyngor Gwynedd Pension Fund, since the current North Wales Ambition employees are members of the Gwynedd Pension Fund and those arrangements could transfer to the CJC in the future, so it would be logical to maintain the same pension arrangements. This was confirmed to the Welsh Government on 21 December 2022. It was noted that this report confirmed the decision and was for information to the members of the Corporate Joint Committee.

Observations arising from the discussion

- Members were willing to support the recommendation.
- There were no further observations.

## 6. NORTH WALES CORPORATE JOINT COMMITTEE 2023/24 BUDGET AND LEVY ON CONSTITUENT AUTHORITIES

The report was submitted by Dafydd L. Edwards (the Joint Committee's Project Lead Officer).

### DECISION

Resolved to adopt option B with a total of £764,820 for the 2023/24 Budget for the North Wales Corporate Joint Committee, and to approve the relevant levy on the constituent authorities, as noted under Option B.

<b>Option B</b>	<b>Strategic Planning</b>	<b>Other Functions</b>	<b>Total Levy</b>
	<b>£</b>	<b>£</b>	<b>£</b>
Conwy County Borough Council	(60,330)	(66,400)	(126,730)
Denbighshire County Council	(50,790)	(53,840)	(104,630)
Flintshire County Council	(83,220)	(88,240)	(171,460)
Cyngor Gwynedd	(55,390)	(70,290)	(125,680)
Isle of Anglesey County Council	(36,870)	(39,080)	(75,950)
Wrexham County Borough Council	(71,430)	(75,720)	(147,150)
Snowdonia National Park	(13,220)		(13,220)
<b>Total Levy</b>	<b>(371,250)</b>	<b>(393,570)</b>	<b>(764,820)</b>

## DISCUSSION

The report was submitted, noting that the Corporate Joint Committee was required to approve its budget by the end of January 2023. It was explained that two options had been formulated for different levels of operations, to both fulfil the Planning and Transport functions and to enable the Joint Committee to be administered properly.

It was noted that Option A reflected the Transport and Planning professionals' aspirations to deliver the two strategic plans. It was added that in an ideal situation, Option A would be recommended for the CJC's budget for 2023/24 but in the context of the financial pressures on several authorities this year, option B had been presented as a realistic minimum budget and this was the recommendation.

It was added that option B reflected the Joint Committee's previous decisions in terms of the assumed resource level. It was noted that the 2022/23 estimates included an assumption of employing Transport officers for 9 months and Planning officers for 4 months, while the 2023/34 budget included a full-year effect of employing the above for a full 12 months. In addition, this option included the estimated cost of the Chief Executive's role for two days a week together with the cost of corporate functions to support the Planning Sub-committee and Transport Sub-committee.

It was expressed that the cost of Option B would also be lower than Option A as it assumed a one-off use of reserves worth £80,000, which was the estimated underspend for the 2022/23 financial year. Furthermore, the need to charge separate levies for Planning and other functions was identified. It was noted that Snowdonia National Park would only contribute towards the cost of the Planning element. It was suggested that the levy be apportioned between the constituent Authorities based on the population relevant to the field of work. The levy amounts for the constituent Authorities were detailed in point 2.2 of the report.

### Observations arising from the discussion

- Option B was supported.
- A comment was made that further discussions were required on Planning, the Economy and Transport with the Chief Executives in order to plan for the way forward in the context of the Corporate Joint Committee. Members were keen to discuss the arrangements of the Sub-committees and to have meetings soon. They requested that a meeting be arranged with the Leaders and the Chief Executives as soon as possible to discuss the above.
- It was explained that an annual meeting of the Corporate Joint Committee would likely be conducted in May where a Chair would be appointed for the 2023/24 Committees year.

## 7. NORTH WALES CORPORATE JOINT COMMITTEE'S STATEMENT OF ACCOUNTS FOR 2021/22

The report was presented by Sian Pugh (CJC Group Accountant).

### DECISION

To approve the North Wales Corporate Joint Committee's (CJC) Statement of Accounts for 2021/22 and the Chair was permitted to sign the statement in Appendix 1, before it was submitted to Audit Wales.

## **DISCUSSION**

The report was submitted, noting that it had recently become clear that a formal annual statement was needed for the 2021/22 financial year, although there had been no transactions for the North Wales CJC. It was noted, as a matter of formality, the report which confirmed that there were no transactions during the 2021/22 financial year, and the annual statement in Appendix 1 for the approval of the Joint Committee, in order to comply with the relevant statutory requirements.

The Joint Committee was asked to approve the North Wales Corporate Joint Committee's (CJC) Statement of Accounts for 2021/22, and for the Chair to sign the statement seen in Appendix 1 before it was submitted to Audit Wales.

## **8. CORPORATE JOINT COMMITTEE MEETING DATES FOR 2023/24**

The report was submitted by Chair.

### **DECISION**

To agree on the dates noted in the report for the meetings of the North Wales Corporate Joint Committee for 2023/24 with an amendment to the date of the March 2023 meeting.

Additionally, it was agreed for the CJC Chief Executive to arrange an informal meeting with the Leaders and Chief Executives to discuss the way forward with the North Wales Corporate Joint Committee.

### **DISCUSSION**

The report was presented which noted the dates of the North Wales Corporate Joint Committee's meetings for 2023/24. It was explained that the meetings would be held in the afternoon to avoid clashing with WLGA meetings. Reference was also made to revising the date of the next meeting of the Corporate Joint Committee in March 2023.

There were no further observations, and the report was accepted to set the dates noted.

The officer referred back to a comment made under item 6, and it was agreed to arrange an informal meeting with the Leaders and Chief Executives; the Chief Executive of the Corporate Joint Committee would arrange this.

The meeting commenced at 10.00am and concluded at 10:20am.

# Agenda Item 5

MEETING: **North Wales Corporate Joint Committee (CJC)**  
DATE: **24 March, 2023**  
SUBJECT: **Extending the Secondment to the Interim CJC Chief Executive role**  
CONTACT OFFICER: **Geraint Owen, Corporate Director, Cyngor Gwynedd**

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## **DECISION SOUGHT:**

**To extend the appointment of Ambition North Wales' Portfolio Director as the CJC's part-time Chief Executive, on a temporary secondment basis, up to the end of September, 2023.**

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### **1. Introduction / Background**

At its meeting on 22 July 2022, the North Wales Corporate Joint Committee reviewed the role of their Chief Executive and, after considering the options, resolved to submit a request to the North Wales Economic Ambition Board to release part of their Portfolio Director's time to fulfil the role of the Corporate Joint Committee's Chief Executive at least until 31 March, 2023.

The option to submit this request to the Economic Ambition Board was selected as it is likely that Ambition North Wales will be incorporated into the CJC, that there would be a substantially higher cost if a stand-alone Chief Executive post was created, and as there is insufficient availability of time required for one of the 6 local authority Chief Executives to oversee the CJC's development.

The decision in principle, to transfer Ambition North Wales to the CJC, has already been taken by the Councils and following the recent legislative changes, it will now be possible to undertake this process over the next few months. As part of any transfer, the status of all PMO staff will be addressed.

You will recall that the Economic Ambition Board was required to approve the release of the Portfolio Director prior to the CJC making the decision to appoint an Interim Chief Executive. This was done at the Economic Ambition Board's meeting on the 30 September, 2022 when it was agreed to release part of the Portfolio Director's time in order to fulfil the role of the CJC's Chief Executive on a secondment basis.

Consequently, the CJC, at its meeting on the 7 October, 2022, approved the appointment of Ambition North Wales' Portfolio Director, as part-time Chief Executive, on the basis of a secondment, until the post would be reviewed by the CJC prior to the end of the 2022/23 financial year.



This temporary arrangement, whereby Portfolio Director fulfils the role of the CJC's Chief Executive for two days per week became effective as from the 10 October, 2022.

Ambition North Wales, via Cyngor Gwynedd as the host Authority, remains as Portfolio Director's contractual employer whilst the CJC recompenses Ambition North Wales for both direct and indirect costs associated with the secondment. Cyngor Gwynedd's Chief Executive was given authority to make the necessary arrangements within the flexibility of the CJC's budget for 2022/23.

## **2. Post March 2023 Interim Situation**

A number of critical matters require further attention before the CJC is able to appoint a permanent Chief Executive e.g. the likely transfer of staff to the CJC's employment, while the CJC is required to review the current secondment decision taken at the meeting on the 7 October, 2022 prior to the 31 March, 2023.

Under current circumstances, the CJC needs to appoint a Chief Executive on a temporary basis and therefore it is proposed that you approve the extension of the Portfolio Director's appointment until 30 September, 2023 on the basis of current terms and dependent on the Economic Ambition Board's agreement to this further period.

A report will be submitted to a meeting of the Economic Ambition Board earlier in the day on the 24 March, 2023 requesting its agreement to extend the period for which it is prepared to release its Portfolio Director. The Economic Ambition Board's response to the request can be reported verbally at the CJC's meeting prior to considering this item.

## **RECOMMENDATION**

**The North Wales Corporate Joint Committee is asked to agree the extension of Ambition North Wales' Portfolio Director on a part-time secondment to the CJC Interim Chief Executive role up to the end of September, 2023 in accordance with the decision sought (and dependent on the Economic Ambition Board's agreement).**

## **VIEWS OF THE STATUTORY OFFICERS**

### **Monitoring Officer**

I have had an input into the report and I am satisfied with the propriety of the recommendations.

### **Statutory Finance Officer**

The Corporate Joint Committee's Budget for 2023/24, approved in January 2023, includes the Chief Executive's time for two days a week. I have no objection to the decision sought from the perspective of financial propriety.

# Agenda Item 6

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## REPORT TO THE NORTH WALES CORPORATE JOINT COMMITTEE 24 March, 2023

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**TITLE:** Resourcing of statutory functions  
**AUTHOR:** Alwen Williams, Interim CJC Chief Executive

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### 1. PURPOSE OF THE REPORT

- 1.1. The report sets out and seeks endorsement for the Corporate Joint Committee (CJC) delivery model of statutory functions, 'immediate duties' prescribed in the legislation, proposed to be delivered through the CJC, and commencing in 2023.

### 2. DECISION SOUGHT

- 2.1. That the Corporate Joint Committee approves the initial staff structure set out in **Appendix 2**.
- 2.2. That the Committee delegate authority to the Interim CJC Chief Executive in consultation with Gwynedd Council Human Resources Service and in accordance with the Corporate Joint Committees Pay Policy Statement and in relation to the Planning and Transport posts:
- Complete the necessary Job Descriptions and Personal Specification for the posts
  - Confirm the evaluated salary scale
  - Advertise and recruit the posts.
- 2.3. That the Committee endorses a virement of the remained transport staffing budget equivalent to 1 x FTE Transport Officer approved in January to costs associated with the consultative requirements of the Regional Transport Planning process.
- 2.4. That the Corporate Joint Committee receives a future paper to recommend a preferred option for the delivery of an 'Economic Wellbeing' function, which will include the option for the transitioning of staff associated with the current Ambition North Wales Portfolio Office.

### 3. REASONS FOR THE DECISION

- 3.1. Welsh Government have already commenced an initial consultation on Statutory Guidance for the statutory plans which will lead to an implementation timetable. The Corporate Joint Committee now requires professional staff capacity to respond appropriately and lead in respect of statutory Transport and Planning duties.
- 3.2. The Corporate Joint Committee needs to establish the model for providing staff capacity in order to carry out its statutory functions.

#### 4. BACKGROUND AND RELEVANT CONSIDERATIONS

- 4.1. In accordance with Welsh Government regulations, the four Corporate Joint Committees in Wales have three initial functions to be discharged by the CJC, two of which are mandatory. This report focusses only on the two mandatory functions which are now in force:
- the CJC must prepare, monitor, review and revise a regional Strategic Development Plan.
  - the CJC must develop a Regional Transport Plan with policies for regional transport and keep it under review.
- 4.2. Unlike traditional joint committee arrangements, the CJC is a separate statutory body which is directly subject to a range of local government legislative requirements and has the legal status to employ staff, enter contracts and hold assets.
- 4.3. The timetable to discharge these 'immediate duties' remains challenging. Welsh Government have already commenced unofficial consultation on Regional Transport Plan guidance with professional officers.
- 4.4. The democratic governance model has been established in the form of two subject area sub-committees. This paper relates to the provision of professional support for each function.

#### 5. CONSIDERATIONS

- 5.1. The options paper in **Appendix 1** outlines feasible options available to the CJC in order to properly support and discharge its legal functions.

##### a) Do Nothing

- Given that the CJC is established and has statutory duties to deliver a Strategic Development Plan and a Regional Transport Plan, there is no 'Do Nothing' option for these two functions, and 'do nothing' has not been reviewed further.

##### b) Service level agreement with 'Lead Authority'

- Governance, management and support structures coupled with expertise in transport and planning already exists within local authorities. However, we have a real challenge of resource capacity across all local government functions, with local authorities reporting difficulty in recruiting and retaining the skills required, particularly in Transport and Planning.
- This option could lead to (or deem to have) a county bias and/or political pressures from the politicians in the local authority area if all staff developing regional plans are based and managed solely within one Council.
- Likewise, 'other' local priorities may distract officers from CJC duties.
- Lead Authority officers would be serving the CJC and its requirements, therefore the CJC would still require Lead Officer ("intelligent client") roles to be appointed and other staff assigned / recruited to the CJC.
- With weaknesses outweighing the strengths, the results of the options appraisal did not favour the option to engage in service level agreements with a lead authority.

**c) Recruit to posts directly employed through the CJC**

- This option allows for a true regional approach, creating a focussed and impartial regional team for the delivery of the CJC functions. It enables the team to be solely focussed on the regional delivery of its functions, and not distracted by day-to-day local authority administration.
- It creates real impartiality for the region, by not being 'hosted' within a local authority and working without political distraction at a local level, whilst providing a framework for collaboration at a regional level.
- Opens out access for a wider recruitment pool and might respond to staff reductions at a local level.
- Avoids additional burdens for local authority staff, allowing them to continue to concentrate on the local delivery element of their roles.
- However, this option does not come without its challenges, mostly centred around the need to start a new team, and as a "new" team, they may not have local knowledge of transport/planning across the region, this may take time and effort to develop (with support from the LAs).
- The options appraisal also highlighted the threat of recruitment delays due to the need to create structures, and indeed the recruitment process itself, highlights that this option is not a 'quick fix', thus further amplifying that should this be the preferred way forward action to progress needs to happen quickly.
- Although strengths and weaknesses for this option are equal in number, the opportunities created in terms of an impartial regional approach and longer-term opportunities put stronger weighting in favour of recruiting directly to the CJC.

**d) Engage Consultants**

- Both the Regional Transport Plan and the Strategic Development plan will have a requirement to commission consultative support during their development. This option was reviewing whether it is an option that the task in its 'entirety' could warrant the use of consultants.
- This option would provide impartiality and would reduce the likelihood of losing key local authority staff to the CJC and the work of the CJC.
- It gives us the opportunity to (pending procurement) quickly bring in the specialisms and expertise required to deliver the function output and doesn't require the need for new management structures (other than the client role).
- However quick start-up could be at a cost of any subsequent work being at additional cost to the CJC, while Welsh Government continue to refine the brief; and there remains the requirement to address who coordinates the work of any consultants. It would still need a professional intelligent client within the CJC or for a local authority to commission and contract.
- Notwithstanding this is a very high-cost option, across Transport and Planning in particular. If the 'brief' is defined, then any add-ons would mean additional cost, with external consultants having a fee/profit motive.

- Over reliance on consultants can lose expertise, sustainability, and succession within the region, the economic benefits of employing professional staff within the region will be lost. Reliance on Officers to check the work and steer the consultant would still be needed.
- With a lack of 'buy-in' on a long-term basis and the threat of the successful tender being from a firm with no real local knowledge and no real buy-in to the vision for the region, or indeed nationally for Wales.
- The results of the options appraisal did not put the option of consultants undertaking the work of the function in its entirety as the preferred option, however, it did raise that there may be an opportunity for a hybrid model of recruit minimum core team and consultancy support. It is in fact this preferred approach that has been highlighted for the Transport function. Consultants can address the need for specialism and expertise, whilst coordination, local knowledge. Intelligent client and sustainability can be maintained through the core team.

- 5.2. Aside from the immediate requirements to begin delivering both the Planning and Transport functions, there is a need to manage those statutory functions and it's staffing; the expectations of the CJC and the Welsh Government. The Interim Chief Executive for the CJC is currently only a part time basis agreement, The Statutory Functions Manager will manage these functions as well as support the CEO in continuing to develop and shape the CJC for the region. The role has been identified in parity with the Head of Operation's role which sits within Ambition North Wales, this will support the longer-term overall future CJC staffing structure and ease the transition of the Ambition Board functions at a future date.
- 5.3. Initial scoping of the Regional Transport Planning (RTP) Guidance indicates the original assumption of 2 x FTE Transport Officers should be revised. It is believed that key parts of this process can be undertaken through the appointment of consultants to carry out this work. In summary this is because the work of preparing a Regional Transport Plan is very prescribed and in timescale terms a relatively compact process. Once the Plan is adopted the level of work required to keep it under review would not justify retaining a full team to support this function. Notwithstanding there will remain the need for immediate recruitment of a Senior Transport Officer to act as the CJC RTP Lead for the region; providing technical advice, managing and monitoring the consultants work, supporting the sub-committee, acting as the single point of contact for regional transport across partners, monitoring and reviewing the final Regional Transport Plan and supporting the region in obtaining transport funding and projects in order to deliver against the approved plan.
- 5.4. Strategic Development Planning (SDP) is a five-year process, it is anticipated Wales Corporate Joint Committees will need to approve their Strategic Development Plans between 2028 and 2030. Across the region we currently have Local Development Plans at differing points in their lifecycle. It is anticipated that the first iteration of the Strategic Development Plan will be the bringing together of those Local Development Plans. Work will need to begin in period 23/24 to recruit the Senior Planning Officer to post to act as the CJC SDP Lead for the region, consulting on guidance from Welsh Government and mapping out the work programme required to meet the needs of the Strategic Development Plan.
- 5.5. Historically recruiting to post in both Planning and Transport has been challenging across the region. There is a need to begin recruitment processes with immediate effect particularly given the 12-month deadline to develop a Regional Transport Plan.

## **6. FINANCIAL IMPLICATIONS**

- 6.1. The 13<sup>th</sup> January CJC meeting approved budgetary provision for the recruitment of 3 x FTE Planning staff and 2 x FTE Transport staff, and their associated costs. No additional budget is sought at this juncture.

## **7. LEGAL IMPLICATIONS**

- 7.1. The North Wales Corporate Joint Committees (Wales) Regulations 2021 brought the Statutory functions referenced in the agreement into force. In relation to the Strategic Development Plan and Regional Transport Plan this places the statutory duty to prepare and adopt these plans in the hands of the CJC. The actual implementation and the timetabling will be ultimately mandated by Welsh Government and that process and discussion has now commenced. The CJC therefore needs to start addressing how it will resource the delivery on these functions and the related procedures and timetables which will need to be complied with in relation to these matters which are of significant public interest.

## **8. IMPACT ASSESSMENTS**

### **8.1. Equality Act 2010**

In accordance with the legal duties under the Equality Act 2010, when making decisions, the Corporate Joint Committee must pay due attention of the need to:

- (1) abolish unlawful discrimination
- (2) promote equality of opportunity, and
- (3) foster good relationships based on the protected characteristics.

### **8.2. The Well-being of Future Generations (Wales) Act 2015**

The Well-being of Future Generations (Wales) Act 2015 is about improving the social, economic, environmental and cultural well-being of Wales. The act places a well-being duty on public bodies that is aimed at achieving 7 well-being goals, namely a prosperous, resilient, healthier, more equal Wales with cohesive communities, vibrant culture and thriving Welsh language, and that's globally responsible. By paying attention to the context, the recommendations are compatible with these duties.

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## **APPENDICES:**

<b>Appendix 1</b>	Options Appraisal
<b>Appendix 2</b>	Interim Staff Structure

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## STATUTORY OFFICERS RESPONSE:

**i. Monitoring Officer – Host Authority:**

“The statutory context for delivering the functions is set out in the report. By virtue of its Legal status the CJC has the means to employ it’s own stand. In addition it has also established the frameworks such as a Pay Policy to achieve this. The recommendations in the report provide for the establishment of the staff structure and appropriate delegation to move forward with appointments. The report references the proposed transfer of the North Wales Economic Ambition Board that will involve a joint project with the Constituent Authorities and other partners to establish the nature and form any transfer . Any report to the CBC will be a product of this work.”

**ii. Statutory Finance Officer (the Host Authority’s Section 151 Officer):**

“I can confirm that the proposed structure is consistent with the 2023/24 Budget that was set on 13 January 2023. As the posts have not yet been evaluated, there is a risk that the pay scales may differ from what has been budgeted for and if that happens, appropriate action will need to be taken including consideration of the structure or virements between budget headings. That is normal procedure in budget management and is not a barrier to progressing, and I support the decision sought as it is necessary to move forward promptly in accordance with statutory requirements.”

## APPENDIX 1. OPTIONS APPRAISAL

### 1. Do Nothing

**Overview:** Given that the CJC is established and has statutory duties to deliver a Strategic Development Plan and a Regional Transport Plan, there is no 'Do Nothing' option for these two functions, and 'do nothing' has not been reviewed further.

### 2. Service Level Agreement with a 'Lead authority'

**Overview:** One option may be to identify a 'lead authority' from the region to provide officer support for each of the required functions. 'Lead authorities' with commitment, resources, expertise, and enthusiasm could be chosen to deliver on:

- Strategic Planning
- Regional Transport

Consideration will be needed on what additional resources (if any) a lead authority will require to provide that service commissioned from them.

Strengths and Opportunities	Weaknesses and Threats
<ul style="list-style-type: none"> <li>• Expertise for transport and planning exist already within local authorities. Pertaining to planning and transport, experience of developing transport plans and development plans is already present.</li> <li>• Governance, Managerial and support structures are already developed and operational e.g. finance/procurement/transport/planning. Less need for structural reorganisation.</li> <li>• An opportunity for two of the local authorities to take the lead on key CJC functions.</li> </ul>	<ul style="list-style-type: none"> <li>• Resource capacity is scarce across all local government functions, with local authorities reporting real difficulty in retaining/recruiting the skills required, particularly in Transport and Planning. This is largely due to the difference in salary/pay with private industry and recent losses of key staff to other LA's and Transport for Wales.</li> <li>• There could be deemed a county bias (lack of impartiality) and/or political pressures from the politicians in the local authority area if all staff developing regional plans are based and managed solely within one Council.</li> </ul>



<ul style="list-style-type: none"> <li>• It is not a secret that adopting the concept of a CJC has not been an exciting concept for many of the local authorities. Having a lead responsibility for a function may go a long way to building buy-in for the CJC. (Notwithstanding that this may also be a threat in that it will be deemed by some as creating more work for their respective authorities and departments).</li> <li>• The 'lead authority' would provide office space and ICT equipment for officers to carry out their duties at a competitive rate.</li> </ul>	<ul style="list-style-type: none"> <li>• Officers would be serving the CJC and its requirements, the CJC would still require Lead Officer ("intelligent client") roles to be appointed and other staff assigned / recruited to the CJC.</li> <li>• 'Other' local priorities distracting officers from CJC duties.</li> <li>• There is a very real threat of being unable to effectively source the additional required resource to deliver - leaving lead authority staff to work way above reasonable capacity in order to deliver. This can lead to an increase in sickness levels, stress and ultimately the loss of valued staff to our organisations, while the lead authority would still be contracted to deliver.</li> <li>• Local Authorities not leading on a function may be left feeling sidelined, which can lead to barrier building and a difficult regional working environment.</li> <li>• The client / contractor relationship would need to be resourced in this model. Recruitment risk would be held by service provider under service contract arrangements. Equally the redundancy liability would lie with the host authority should the arrangement come to an end.</li> <li>• The CJC would need relationship management capacity to support its governance which might duplicate manager level roles.</li> </ul>
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### 3. Recruit staff directly to the CJC

**Overview:** The CJC has been set up in such a way that it is able to recruit its own staff in order to deliver its functions. Should this be chosen as the preferred way forward, due consideration will be needed to options around both supporting applications for secondment from staff from any of the 6 authorities and recruiting new staff. This option will also mean direct costs for office space and ICT equipment for staff to carry out their duties, as well as consideration for pensions/redundancies/annual leave etc.

Early work on scoping the staffing needs in late 2021 indicated the following requirements:

- **Strategic Development:** FTE Planning Lead Officer + 2 x FTE Senior Planning Officers
- **Regional Transport:** FTE Transport Lead Officer + FTE Senior Transport Officer

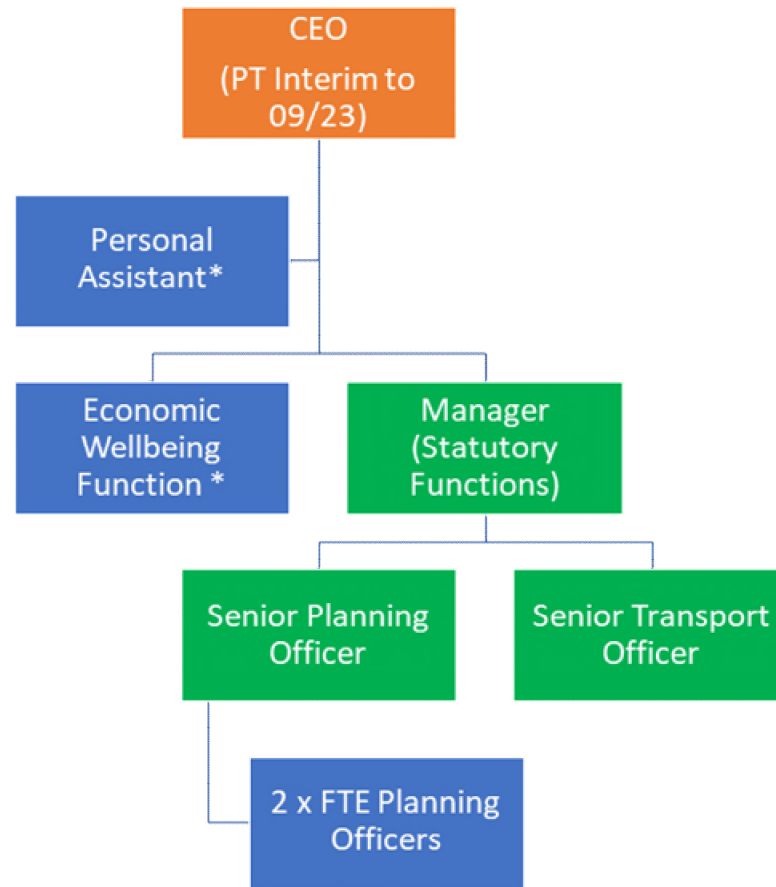
Strengths and Opportunities	Weaknesses and Threats
<ul style="list-style-type: none"> <li>• Allows a true regional approach, creating a focussed and impartial regional team for the delivery of the CJC functions.               <ul style="list-style-type: none"> <li>– Enables the team to be solely focussed on the regional delivery of its functions, and not distracted by day-to-day local authority administration.</li> <li>– Creates real impartiality, by not being 'hosted' within a local authority and working without political distraction at a local level.</li> <li>– Draws together the best people for the job.</li> <li>– Provides a framework for collaboration at a regional level</li> </ul> </li> <li>• Allows for wider recruitment pool and might respond to staff reductions at local level.</li> <li>• Avoids additional burdens for local authority staff, allowing them to continue to concentrate on the local delivery element of their roles.</li> <li>• Provides certainty over delivery and reduces risks to the CJC and Local Planning Authorities (LPA).</li> <li>• Implements the WG policy vision and opens opportunities to secure further WG funding opportunities.</li> <li>• Takes the opportunity to build a regional hub of expertise and a central team which can be built upon in the future, to support cost saving plans across the region. This could even be worked on a commercial basis.</li> </ul>	<ul style="list-style-type: none"> <li>• This option means starting a new team from scratch. All elements from job evaluation, recruitment, pensions, office location, ICT equipment, governance and reporting structures will need to be developed before we can progress with this option.</li> <li>• Equally, if it is a completely "new" team, they may not have any local knowledge of transport across the region, and this will take a lot of time and effort to develop (with support from the LAs).</li> <li>• This option may mean a high-cost implication unless allied to scale economies e.g., transfer of Portfolio Management Office.</li> <li>• Recruitment delays - the need to create structures, job description, job evaluation, advertising, interviewing, potentially re-advertising on multiple occasions. This option will not be a quick fix.</li> <li>• There are different risks with roles being fixed-term or permanent to consider.               <ul style="list-style-type: none"> <li>– Permanent posts will raise questions about what we do with the posts once for example the RTP has been delivered? Who is liable for the costs subsequently?</li> <li>– Likewise Fixed-term posts may not attract the kind of candidates we'd wish for or indeed any at all.</li> </ul> </li> </ul>

#### 4. Contract Consultants

**Overview:** It may be possible that a great deal of the work/resource for delivery of some of the functions can be achieved through contracting with consultants. However, this option will still require a level of coordination internally, be that through a lead authority or directly through the CJC.

Strengths and Opportunities	Weaknesses and Threats
<ul style="list-style-type: none"> <li>• Reduces the likelihood of losing key local authority staff to the CJC and the work of the CJC.</li> <li>• A clear scope and focus, if the 'brief' is defined.</li> <li>• Creates impartiality, by not being 'hosted' within a local authority.</li> <li>• An opportunity to bring in the specialisms and expertise required to deliver the function output.</li> <li>• No need for new management structures (other than the client role).</li> <li>• Quick start-up pending procurement processes.</li> <li>• Opportunity to utilise the specialism and knowledge to upskill the region.</li> <li>• It is inevitable that both the planning and transport functions of the CJC will require an element of consultancy work during the development of the plans.               <ul style="list-style-type: none"> <li>– There may be an opportunity for a hybrid model of recruit minimum core team + consultancy support.</li> <li>– Consultants do address the need for specialism and expertise, whilst coordination, local knowledge and sustainability could be maintained through the core team.</li> </ul> </li> <li>• Partial use of consultants may address recruitment gaps or delays.</li> </ul>	<ul style="list-style-type: none"> <li>• A very high-cost option, across Transport and Planning in particular.</li> <li>• If the 'brief' is defined, then any add-ons would mean additional cost, with external consultants having a fee/profit motive.</li> <li>• Over reliance on consultants can lose expertise, sustainability, and succession within the region.</li> <li>• There remains the requirement to address who coordinates the work of any consultants. Would need a professional intelligent client within the CJC or in a local authority to commission and contract.</li> <li>• Reliance on LPA officers to check work and steer consultants' input.</li> <li>• Quick start-up could be at a cost of any subsequent work being at additional cost to the CJC, while WG continue to refine the brief.</li> <li>• Lack of 'buy-in' on a long-term basis.</li> <li>• Delays in set-up / procurement which would still require LA support.</li> <li>• Less experience with Member liaison and issues of trust.</li> <li>• The threat of the successful tender being from a firm with no real local knowledge and no real buy-in to the vision for the region, or indeed nationally for Wales.</li> <li>• Economic benefits of employing professional staff within the region may be lost.</li> </ul>

## APPENDIX 2. INTERIM STAFF STRUCTURE



KEY:	
ORANGE:	Interim appointments
GREEN:	Permanent appointments
BLUE:	Future appointments

\* Denotes staffing associated with the current Ambition North Wales Portfolio Office which may form the 'Economic Wellbeing' function of the CJC in the future. A paper on this transition will be presented to the Committee during Quarter 1: 2023/24.

**MEETING:** North Wales Corporate Joint Committee

**DATE:** 24 March 2023

**SUBJECT:** PAY POLICY STATEMENT 2023/24

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**DECISION SOUGHT:**

To adopt a pay Policy statement for North Wales Corporate Joint Committee in respect of 2023/24.

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**1. INTRODUCTION**

- i) In accordance with the content of the 2011 Localism Act, it is a statutory duty on all public authorities to adopt a pay Policy statement on an annual basis. This statutory requirement is relevant to the North Wales Corporate Joint Committee.
- ii) The Joint Committee adopted its initial pay policy in June 2022. Having reviewed that document, it has been concluded that there are no changes to the contents of the policy at this time. As a result, it is proposed that the attached pay policy statement is adopted for 2023/24.

**RECOMMENDATION**

**The North Wales Corporate Joint Committee is asked to adopt the appended pay policy statement for 2023/24.**

**STATUTORY OFFICERS' COMMENTS**

**Monitoring Officer**

As noted in the report it is a statutory requirement that the Corporate Joint Committee adopts its own Pay Policy Statement. It is also a statutory requirement that it adopts a Policy for each Financial Year.

**Statutory Finance Officer**

I am satisfied that the Pay Policy recommended for adoption by the CJC is consistent with the Budget for 2023/24 and meets the statutory requirements.

# Pay Policy – 2023 / 24

## 1. INTRODUCTION

Corporate Joint Committees are required, under Section 38(1) of the Localism Act 2011, to prepare a pay policy statement on an annual basis. The statement must articulate a Corporate Joint Committee's policies towards a range of issues relating to the pay of its workforce, particularly its senior staff (or 'chief officers') and its lowest paid employees. Pay policy statements must be prepared for each budget year and they must be approved by a full Corporate Joint Committee.

The North Wales Corporate Joint Committee recognises the importance of managing pay in a fair, consistent, and transparent manner, and the decisions taken in this regard are crucial so as to ensure equal pay and equality within the organisation.

## 2. PAY POLICY FOR THE CHIEF EXECUTIVE OFFICER

This policy will define the terms and conditions of employment for the North Wales Corporate Joint Committee's chief executive officer and all other staff employed and will be further updated with the adoption of a staffing structure in due course.

The North Wales Corporate Joint Committee will employ a chief executive officer under the Joint National Committees' (JNC) terms and conditions for Local Government Chief Executives, the details of which will be incorporated into a contract of employment. The JNC negotiates on national (UK) annual cost of living pay increases for this group of staff. Those employed under JNC terms and conditions are contractually entitled to any national JNC determined pay rises and the North Wales Corporate Joint Committee will therefore pay these as and when determined in accordance with contractual requirements.

## 3. SALARIES

The North Wales Corporate Joint Committee will not pay any bonus payments or performance related pay to its chief executive. The Joint Committee's local terms and conditions of service will be relevant, as for all other staff, unless otherwise noted within individual policies.

The North Wales Corporate Joint Committee will publish the salaries as an appendix to this policy and on its website as a staffing structure is established.

## 4. POSTS BELOW CHIEF EXECUTIVE LEVEL

The North Wales Corporate Joint Committee's pay policy for its remaining staff is based on Gwynedd Council's equal pay policy.

The North Wales Corporate Joint Committee has adopted the GLPC Job Evaluation Scheme criteria as the basis for setting salary grades for all posts employed under the Local Government Workers' Conditions of Service. The Joint Committee is committed to pay salaries in accordance with equal pay legislation and the "single status" agreement that was set between local government employers

and the recognised trade unions in 1997. The North Wales Corporate Joint Committee has decided to adopt Gwynedd Council's pay systems as part of its pay policy for staff.

The North Wales Corporate Joint Committee does not pay any bonus payments nor pay which is based on workers' performance.

The relationship between the remunerations of its chief executive and its other employees is designed to secure the ability of the North Wales Corporate Joint Committee to be able to recruit and retain the best suitable candidates to its various posts, whilst maintaining the differentials as defined by the job's evaluation scheme.

## **5. SALARY ON COMMENCEMENT IN POST**

The number of increments within each grade reflects the possible period of development in post that could be relevant to individuals on that grade. Members of staff will be appointed to the salary point within the grade which reflects the time required for development in order that they are able to undertake the full responsibilities and duties of the post.

Normally, each employee is appointed to the lowest pay point within the appropriate pay grade. If an employee is already being paid above the lowest pay point or if there is sufficient evidence to demonstrate that the employee is already fully competent to fulfil a number of aspects relating to the post, then it is possible to appoint on a higher pay point within the appropriate pay grade.

If there is a capacity within the job grade, all members of staff will receive an annual pay increment on the 1<sup>st</sup> of April, on condition that they have been appointed to their current post for more than six months prior to that date.

## **6. RELOCATION EXPENSES**

In circumstances when it is essential for staff to relocate to undertake their role, the North Wales Corporate Joint Committee can in certain circumstances contribute to the cost of relocating. The scheme is relevant to staff appointed because of an advertisement or following an internal re-organisation where they have to move house.

The employee's present home must be more than 20 miles from his/her administrative centre to consider an application to reimburse costs.

In such circumstances, the cost of the removal of furniture and belongings will be reimbursed subject to accepting the lowest of three estimates as well as the full cost of storing furniture for up to three months. A contribution of up to £3,270 to cover legal expenses, estate agent fees, change of carpets and curtains and other incidental costs of removal will be paid subject to the receipt of supporting invoices.

## **7. MARKET SUPPLEMENT**

The grading of posts is based on Gwynedd Council's job evaluation scheme. The North Wales Corporate Joint Committee has adopted this scheme as a mechanism for deciding on pay grades for staff (apart from the chief executive). This ensures that the pay system is based on equality as defined in the Equal Pay Act 1970 and ensures consistency in pay decisions. For these reasons, any deviation from this system may create a risk that must be robustly regulated. There must be obvious reasons to justify any deviation from this arrangement.

However, there may be occasions when market forces lead to recruitment and/or retention problems in relation to a specific post. The Joint Committee therefore may in exceptional circumstances, and to attract and/or retain an individual to a particular post, offer an additional temporary supplement to the substantive salary grade.

In this respect a market supplement will only be used when there is adequate documented evidence of a failure to attract and/or retain an employee to a post. A market supplement is not a permanent addition to the salary. Should circumstances related to the market rate of the post change, or where a member of staff is transferred by the Joint Committee to a different post that does not attract a market supplement, then their entitlement to the payment will cease and the supplement will be withdrawn in line with agreed notice.

## **8. HONORARIA (UNDERTAKING ADDITIONAL RESPONSIBILITIES)**

An additional payment can be approved when an employee agrees to temporarily undertake some specific additional duties and responsibilities which are beyond the normal duties and responsibilities of their substantive post. The proportion of higher level of duties and responsibilities must be significant, evaluated at a higher salary level and over an extended period before temporary additional pay can be offered.

## **9. PROFESSIONAL FEES**

One fee per annum will be reimbursed to officers in respect of membership of recognised bodies which are relevant to their professional function and where that membership is a job requirement.

## **10. CAR USERS**

All staff are denoted as casual car users and reimbursements are paid for business travel on HMRC rates.

## **11. SUBSISTENCE PAYMENTS**

Subsistence repayments will be made when travelling out of County for breakfast, dinner, tea, and supper, up to the maximum for subsistence allowances. For those individuals, whose normal work covers more than one County, for example Gwynedd and Môn, "Out of County" is defined as outside that normal area of work.

## **12. WORKING ADDITIONAL HOURS**

Employees, in receipt of basic pay at or below point 22 who are required to work additional hours beyond the 37 hour working week are entitled to receive enhancements at the rate of basic pay at time and a half (alternative arrangements in place for those workers with work patterns where those hours worked are on a fortnightly/monthly or annual basis). Employees paid above point 22 who work beyond the 37 hour week will be paid at their basic rate of pay for those additional hours or will be entitled to time off in lieu, or if the chief executive has specifically given prior approval to planned work then it is possible to pay at the rate of time and a half.

## **13. WORKING UNSOCIABLE HOURS**

Salary is paid at the basic rate on weekends, for work is undertaken within the 37-hour standard week. Enhanced pay of basic pay and a third is paid to those employees who work between the hours of 10pm and 6am.

Salary is paid in accordance with the national agreement for work conducted on bank holidays and additional statutory days.



#### **14. FIRST AID ALLOWANCE**

An annual allowance is paid to employees who function as designated First Aiders.

#### **15. SEVERANCE AND RETIREMENT**

The North Wales Corporate Joint Committee's severance and retirement schemes are applied equally and fairly to all staff regardless of grade, age or gender and are implemented in accordance with the regulations of the relevant pension schemes. There are no exceptions for chief officers.

#### **16. FINANCIAL DETRIMENT SCHEME**

Financial detriment is defined as a loss due to a change in salary grade and contractual terms and conditions. The North Wales Corporate Joint Committee provides financial assistance to staff who face monetary loss (due to re-structuring or re-designation of responsibilities) for a period of two years, based on one year on 100% protection and one year on 50% protection from the date that the change in the employment package becomes operational. That financial assistance will cease after two years unless the individual member of staff has in the meantime been appointed to another post where he/she is not facing financial detriment.

#### **17. RE-EMPLOYMENT**

The North Wales Corporate Joint Committee will consider each candidate on their own merit and will appoint with a view to achieving the best efficiency for the service and best value for its ratepayers. Such an appointment, if made, would be subject to any abatements stipulated in the Local Government Pension Scheme Regulations.

In accordance with tax law, managers must ensure that any proposed arrangement to pay an individual through a 'contract for services' will be assessed through the HMRC's online tool for confirming employment status. This assessment is to be taken objectively.

#### **18. APPOINTMENT OF NEW CHIEF OFFICER (SALARY OF £100,000 AND ABOVE)**

The full North Wales Corporate Joint Committee will approve any amendment to the salary package of any such post prior to its recruitment. Any amendment would have to be referred to the Independent Remuneration Panel, as stipulated in part 3 of this policy.

Recruitment to any such post will be advertised externally.