



Meeting

NORTH WALES CORPORATE JOINT COMMITTEE

Date and Time

3.30 pm, FRIDAY, 27TH OCTOBER, 2023

Location

Virtual Meeting

(For public access to the meeting, please contact us)

Contact Point

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(DISTRIBUTED 20/10/23)

NORTH WALES CORPORATE JOINT COMMITTEE

Council Members

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

Eryri Member

Cllr. Annwen Hughes – Eryri National Park Authority

Chief Officers

Dafydd Gibbard - Cyngor Gwynedd
Dylan Williams - Isle of Anglesey County Council
Rhun ap Iarll - Conwy County Borough Council
Neal Cockerton - Flintshire County Council
Graham Boase - Denbighshire County Council
Ian Bancroft - Wrexham County Borough Council
Emyr Williams – Eryri National Park Authority

Statutory Officers

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

AGENDA

1. CHAIR

To appoint a Chair for 2023/24.

2. VICE-CHAIR

To appoint a Vice-chair for 2023/24.

3. APOLOGIES

To receive any apologies for absence.

4. DECLARATION OF PERSONAL INTEREST

To receive any declarations of personal interest.

5. URGENT BUSINESS

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

6. MINUTES OF THE PREVIOUS MEETING

4 - 6

The Chair shall propose that the minutes of the previous meeting held on 26th May, 2023 be signed as a true record.

7. NORTH WALES CORPORATE JOINT COMMITTEE PROJECTED EXPENDITURE 2023/24

7 - 11

Dewi A. Morgan, Head of Finance (CJC's Statutory Finance Officer) and Sian Pugh, Assistant Head of Finance to present the report.

8. EXTENDING THE SECONDMENT TO THE INTERIM CJC CHIEF EXECUTIVE ROLE

12 - 14

To consider extending the appointment of Alwen Williams as the CJC's part-time Chief Executive, on a temporary secondment basis, up to the end of March, 2024.

9. NORTH WALES CORPORATE JOINT COMMITTEE BRANDING

15 - 16

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

NORTH WALES CORPORATE JOINT COMMITTEE 26/05/23

Present:

Voting Members: Cllr. Mark Pritchard (Deputy Chair, Wrexham County Borough Council), Cllr. Charlie McCoubrey (Conwy County Borough Council), Cllr. Jason McLellan (Denbighshire County Council), Cllr. Ieuan Williams (deputising on behalf of the Leader of Isle of Anglesey County Council), Cllr. Paul Johnson (deputising on behalf of the Leader of Flintshire County Council) and Cllr. Nia Jeffreys (deputising on behalf of the Leader of Cyngor Gwynedd)

Eryri Member - Cllr. Annwen Hughes (Eryri National Park).

Chief Officers: Dafydd Gibbard (Cyngor Gwynedd), Dylan Williams (Isle of Anglesey County Council), Rhun ap Gareth (Conwy County Borough Council), Neal Cockerton (Flintshire Council), Emyr Williams (Eryri National Park), David Fitzsimon (deputising on behalf of the Chief Executive of Wrexham County Borough Council), and Gary Williams (deputising on behalf of the Chief Executive of Denbighshire County Council)

Officers in attendance: Alwen Williams (CJC Chief Executive), Iwan Evans (Monitoring Officer), Dewi Morgan (Section 151 Officer), Siân Pugh (Section 151 Deputy Officer) and Rhodri Jones (Democracy Services Officer).

1. APOLOGIES

There were no declarations of apologies.

2. DECLARATION OF PERSONAL INTEREST

No declarations of personal interest were received.

3. URGENT ITEMS

None to note.

4. MINUTES OF PREVIOUS MEETINGS

The Chair signed the minutes of the previous meeting held on 24 March, 2023, as a true record.

5. CONSTITUTION OF THE NORTH WALES CORPORATE JOINT COMMITTEE

The report was submitted by the Monitoring Officer.

DECISION

1. To adopt the following to be included in the Constitution:

- Code of Conduct for Members and Co-opted Members
- Standards Sub-committee Terms of Reference
- Contract Regulations and Legal Matters
- Contracts Procedural Rules

2. To delegate the power to the Monitoring Officer to make editorial changes to the Standing Orders for their publication.

DISCUSSION

The report was submitted confirming the need to publish the constitution in order to conform with the Corporate Joint Committees (General) (Wales) Regulations 2022 and the Local Government Act 2000. It was noted that all the documentation was needed to ensure a foundation for propriety processes.

Four elements of the constitution were looked at in detail, which were:

Code of Conduct for Members and Co-opted Members

The Statutory Code of Conduct was presented without any amendments. It was confirmed that it would be possible to amend this code in the future by establishing and holding a Standards Committee for the Corporate Joint Committee.

Standards Sub-committee Terms of Reference

It was noted that it would be sensible for the membership of the Corporate Joint Committee's Standards Sub-committee to be elected from the members that were currently on local authority standard committees for the North Wales region and Eryri National Park. It was explained that this would lighten the training workload. It was suggested that the Standards Committee would include 7 members - one from Eryri National Park and others from every local authority that was a part of the Joint Committee.

Contract Regulations and Legal Matters

It was explained that these regulations would confirm how contracts would be signed and who would have the rights to do so.

Contracts Procedural Rules

It was suggested to adopt Cyngor Gwynedd's framework for now and it would be possible to adapt the rules to be more specific to the Corporate Joint Committee in the future.

6. 2022/23 OUT-TURN REPORT AND ANNUAL RETURN

The report was submitted by Section 151 Officer and the Deputy Section 151 Officer.

DECISION

1. To note and accept the Corporate Joint Committee's actual expenditure for 2022/23 as submitted in Appendix 1 of the report.
2. To obtain the approval of the Corporate Joint Committee to the underspend in 2022/23 and for this underspend to be transferred to a reserve fund to be earmarked to finance future one-off costs.
3. To approve the Joint Committee's Official Annual Return for 2022/23 (subject to External Audit), in line with the statutory deadline of 31 May 2023. It has been duly completed and certified by Cyngor Gwynedd's Head of Finance, as the Statutory Finance Officer for the Joint Committee (Appendix 2).

DISCUSSION

It was confirmed that the out-turn report confirmed the Joint Committee's expenditure and balances during the previous financial year. It was explained that at the end of the financial year 2022/2023, there was an underspend of £238,098 in the Joint Committee's budget. It

was noted that there was underspend in every aspect of the Joint Committee's expenditure, excluding Finance and Legal Services Support (including the Monitoring Officer).

It was explained that the 2022 estimate of local authorities' population was used instead of the census results since that was what was agreed upon whilst deciding the original budget. It was explained that different population figures had been used for Cyngor Gwynedd and Conwy County Borough Council to allocate the costs of planning functions in comparison with all other costs, since the cost for planning were allocated to the Eryri National Park Authority for the population that lived within the Park's boundaries rather than the councils.

The meeting commenced at 14:05pm and concluded at 14:25pm.

(Chair)

REPORT TO THE NORTH WALES CORPORATE JOINT COMMITTEE

27/10/2023

Title: North Wales Corporate Joint Committee projected expenditure 2023/24

Authors: Dewi A Morgan, Head of Finance (CJC's Statutory Finance Officer)
Sian Pugh, Assistant Head of Finance

1. PURPOSE OF THE REPORT

1.1 The purpose of this report is to provide the projected expenditure of the Corporate Joint Committee (CJC) for 2023/24.

1.2 In order to work effectively, the joint committee must be aware of its financial position against its approved annual budget.

2. DECISIONS SOUGHT

2.1 **To note and accept the Corporate Joint Committee's projected expenditure for 2023/24 as submitted in Appendix 1.**

3. REASONS FOR THE DECISION

3.1 To note a projected underspend of £422,846 against the budget in 2023/24 which is mainly due to the delay in appointing staff to the CJC. It is aimed that the replacement project management resource that has been identified (on a secondment basis) be in place in November.

4. BACKGROUND

- 4.1 At its meeting on 13 January 2023, the Corporate Joint Committee approved its budget for 2023/24.
- 4.2 A further report on “Resourcing of Statutory Functions” was presented to the CJC in its meeting on 24 March 2023. This included a revised staffing structure for the CJC with the remaining transport staffing budget transferred to the External Consultants heading to cover the costs associated with the consultative requirements of the Regional Transport Planning process. These virements have been incorporated to the 2023/24 budget that is shown in Appendix 1.
- 4.3 The budget will continue to be monitored and reviewed throughout the 2023/24 financial year, and the third quarter report will be submitted to the Corporate Joint Committee in January 2024.

5. 2023/24 PROJECTED EXPENDITURE PER HEADING

- 5.1 Appendix 1 provides a detailed breakdown of the expenditure projections per heading against its annual budget.
- 5.2 It is anticipated that the net out-turn position at the end of the 2023/24 financial year will be an underspend of £422,846.

Employees

- 5.3 An underspend of £309,573 is projected against the employees heading for 2023/24.
- 5.4 The employee budget includes an interim Chief Executive (2 days a week), Personal Assistant (1 day a week), Manager (Statutory Functions), Project Manager (1 day a week), three Planning posts and one Transport post. The forecasted expenditure to March 2024 includes Ambition North Wales Portfolio Director's time to fulfil the Chief Executive's role on a temporary basis until March 2024 as well as the support of the Executive Assistant for one day a week. No further appointments have been made to date, but the out-turn position for 2023/24 reflects the secondment of a Project Manager that is likely to commence from November 2023.

- 5.5 The allowance cost of the lay members of the CJC's Audit and Governance Subcommittee is based on two committees being held by the end of the financial year.

Travelling

- 5.6 The estimated cost of £1,000 is based on an estimate of the essential travel allowance and staff subsistence needed over the next six months, which gives an underspend of £5,000 on the travelling heading in 2023/24.

Supplies and services

- 5.7 An underspend of £168,060 is projected against the supplies and services heading for 2023/24. £137,585 of this underspend is on external consultants, £15,990 on Audit Wales fees and the remaining £14,485 underspend is spread across the other headings.

Support Services

- 5.8 An underspend of £20,213 is projected against the support services heading for 2023/24. The underspend is due to a reduced number of formal meetings as well as reduced staff associated costs with the CJC not likely to employ staff until the next financial year.

Reserve

- 5.9 As part of the 2022/23 out-turn report, the CJC approved for the underspend of £238k to be transferred to the reserve to fund future one-off costs. £80k of this reserve was included as part of the CJC's 2023/24 budget, but due to the current financial position of the CJC, this allocation will not be needed this year.

Welsh Government Grant

- 5.10 The Chief Executive in consultation with the transport officers in north Wales are currently working on an implementation plan to be presented to Welsh Government to apply for funding to deliver the Regional Transport Plan (RTP). This plan will set out how the RTP will be achieved and the resources and budget required to support this work. If this grant is awarded, it will contribute towards both staff and consultancy costs, but as the grant offer letter has not yet been received, it has not been included in the projected figures in this review.

6. PARTNER CONTRIBUTIONS

- 6.1 The levy on the constituent authorities for 2023/24 were approved by the CJC in its meeting on 13 January 2023. The levy remains unpaid from three authorities with one authority still having the 2022/23 levy outstanding.

7. CONSULTATIONS UNDERTAKEN

- 7.1 The Interim CJC Chief Executive as well as the Monitoring Officer have had input to this review.

APPENDICES

Appendix 1 - North Wales Corporate Joint Committee 2023/24 Revenue Budget – September 2023 Review

RESPONSE OF THE STATUTORY OFFICERS:

- i. **Monitoring Officer:**
No observations to add in relation to propriety.
- ii. **Statutory Finance Officer:**
Author of this report.

North Wales Corporate Joint Committee's 2023/24 revenue budget - September 2023 Review

Appendix 1

	Budget				Expenditure forecast				Forecast Overspend / (Underspend)
	Strategic Planning	Transport	Corporate Joint Committee	Total Budget	Strategic Planning	Transport	Corporate Joint Committee	Total Expenditure	
Expenditure	(£)	(£)	(£)	(£)	(£)	(£)	(£)	(£)	(£)
Employees									
Employee expenditure (Pay, N.I. & Superannuation)	212,400	107,060	92,630	412,090	11,874	11,874	81,314	105,062	(307,028)
Lay members allowance	0	0	5,090	5,090	0	0	2,545	2,545	(2,545)
Employees Total	212,400	107,060	97,720	417,180	11,874	11,874	83,859	107,607	(309,573)
Travel									
Travel and subsistence	3,000	2,000	1,000	6,000	250	250	500	1,000	(5,000)
Travel Total	3,000	2,000	1,000	6,000	250	250	500	1,000	(5,000)
Supplies and services									
Tools and equipment	4,500	3,000	0	7,500	750	750	0	1,500	(6,000)
Miscellaneous supplies	1,000	1,000	1,000	3,000	500	500	0	1,000	(2,000)
Engagement and meetings	770	770	3,830	5,370	385	385	1,915	2,685	(2,685)
Audit Wales' fees	0	0	21,100	21,100	0	0	5,110	5,110	(15,990)
External consultants	132,500	132,670	10,000	275,170	66,250	66,335	5,000	137,585	(137,585)
Insurance	7,500	7,500	0	15,000	5,600	5,600	0	11,200	(3,800)
Supplies and services Total	146,270	144,940	35,930	327,140	73,485	73,570	12,025	159,080	(168,060)
Support Services									
Finance Services Support	0	0	26,610	26,610	0	0	26,610	26,610	0
Legal (includes Monitoring Officer)	7,500	7,500	15,000	30,000	7,500	7,500	15,000	30,000	0
Corporate Support	6,880	6,280	17,760	30,920	1,993	1,993	9,803	13,789	(17,131)
Information Technology	2,310	1,540	3,120	6,970	384	384	3,120	3,888	(3,082)
Support Services Total	16,690	15,320	62,490	94,500	9,877	9,877	54,533	74,287	(20,213)
Total Expenditure Budget	378,360	269,320	197,140	844,820	95,486	95,571	150,917	341,974	(502,846)
Contribution from reserve			(80,000)	(80,000)			0	0	80,000
Total Net Expenditure Budget	378,360	269,320	117,140	764,820	95,486	95,571	150,917	341,974	(422,846)

MEETING: **North Wales Corporate Joint Committee (the CJC)**

DATE: **27 October 2023**

SUBJECT: **Extending the Secondment to the CJC Chief Executive role**

CONTACT OFFICER: **Geraint Owen, Corporate Director, Cyngor Gwynedd**

DECISION SOUGHT:

To extend the appointment of Alwen Williams as the CJC's part-time Chief Executive, on a temporary secondment basis, up to the end of March, 2024.

1. Introduction / Background

At its meeting on 22 July 2022, the North Wales Corporate Joint Committee reviewed the role of its 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 Ambition Board was selected as it was likely that the Ambition Board 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 was insufficient availability of time required for one of the 6 local authority Chief Executives to oversee the CJC's development.

It was reported at the time that the decision in principle, to transfer the Ambition Board to the CJC, had already been taken by the Councils and that following the legislative changes, it would be possible to undertake this process over the following months. As part of any transfer, the status of all Portfolio Staff would be addressed.

You will recall that the North Wales Economic Ambition Board was required to approve the release of the Portfolio Director prior to the CJC making the decision to appoint a Temporary Chief Executive.

This was done at the 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 Alwen Williams, the Economic Ambition Board's 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 Alwen Williams fulfilled the role of the CJC's Chief Executive for two days per week became effective as from the 10 October, 2022.

In light of the fact that a number of critical matters still required further attention before the CJC was able to appoint a permanent Chief Executive e.g. the likely transfer of staff to the CJC's employment, the decision taken at the meeting on the 7 October, 2022 was re-visited at the Joint Committee's meeting on the 24 March this year since the secondment period needed to be reviewed prior to the 31 March, 2023.

At that meeting, and with the agreement of the Ambition Board to extend the secondment, an extension to Alwen Williams' appointment as Temporary Chief Executive until the 30 September, 2023 was approved.

2. Post September 2023 Interim Situation

As members of the Joint Committee will be aware, there still remains some work to be completed before it will be possible to appoint a Chief Executive on a permanent basis. In light of that fact the CJC needs to ensure a Chief Executive on a temporary basis for one further period until the 31 March, 2024.

In an attempt to ensure that every possible support is provided to the Temporary Chief Executive in order to formally and finally establish the Corporate Joint Committee by the 1 April, 2024, additional resource has been identified. The Temporary Chief Executive's report, which is another item on this meeting's agenda, provides further details in relation to that support.

A report will be submitted to a meeting of the Ambition Board earlier in the day on the 27 October, 2023 requesting its agreement to extend the period for which it is prepared to release its Portfolio Director. The Ambition Board's response to that request can be reported verbally at the CJC's meeting prior to considering this item.

You are reminded that the Ambition Board, via Cyngor Gwynedd as the host Authority, remains as Alwen Williams' contractual employer whilst the CJC recompenses the Ambition Board 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.

The North Wales Corporate Joint Committee is asked to agree the extension of Alwen Williams' part-time secondment to the CJC Chief Executive role up to the end of March, 2024, in accordance with the decision sought (and dependent on the North Wales Economic Ambition Board's agreement to release her for the said period).

VIEWS OF THE STATUTORY OFFICERS

Monitoring Officer

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

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.

NORTH WALES CORPORATE JOINT COMMITTEE 27 October, 2023

TITLE: North Wales Corporate Joint Committee Branding
AUTHOR: Alwen Williams, Interim CJC Chief Executive

1. PURPOSE OF THE REPORT

- 1.1. The purpose of the report is to present a proposed branding for the North Wales Corporate Joint Committee.

2. DECISION SOUGHT

- 2.1. To endorse the proposed brand for the North Wales Corporate Joint Committee.

3. BACKGROUND

- 3.1. The Corporate Joint Committee will need to exist and operate under a brand. Given the regional collaboration and approach to designing and developing Ambition North Wales as the outward facing identity that represents North Wales as a regional partnership and given the enhanced powers to operate as a legal entity under the CJC. It is proposed that the CJC maintains and adopts the Ambition North Wales logo, with the board's papers identifying the Corporate Joint Committee decisions with the logo as illustrated below:



- 3.2. This is a similar approach to Cardiff Capital Region who's CJC will operate under the current City Deal's logo and brand.
- 3.3. The approach shows cohesiveness and clarity to investors and stakeholders, keeps things simple and straightforward when communicating with influencers and means we are able to leverage value from investment already made in our identity as a region working together.

4. FINANCIAL IMPLICATIONS

- 4.1. Through adopting the existing Ambition North Wales branding and creating a sub-brand for the Corporate Joint Committee as shown in 3.1. there will be minimal costs associated with this decision which can be met from existing budgets.

5. LEGAL IMPLICATIONS

5.1. See Monitoring Officer's comments.

STATUTORY OFFICERS RESPONSE

i. **Monitoring Officer:**

"The statutory name set out in the establishing regulations will not be affected by the adoption of this logo. In Welsh this will remain "Cyd-bwyllgor Corfforedig y Gogledd" and in English, the "North Wales Corporate Joint Committee" and on all formal documents with will be the form used. However, and reflecting the practice in other CJC's across Wales the branding or logo has to serve a number of communication purposes and is more descriptive in nature. I am content that this approach may be adopted."

ii. **Statutory Finance Officer:**

"Nothing to add from the perspective of financial propriety."