

MINUTES OF A MEETING OF THE CARDIFF CAPITAL REGION CITY DEAL JOINT SCRUTINY COMMITTEE HELD IN COUNCIL CHAMBER - CIVIC OFFICES ANGEL STREET BRIDGEND CF31 4WB ON MONDAY, 15 OCTOBER 2018 AT 14:30

Present

Councillor JPD Blundell – Chairperson

V Bailey	P Jones	R Patel	P Pavia
M Rahman	J Ridgewell	D Roberts	G Thomas

Apologies for Absence

P Edwards

Officers:

Kellie Beirne	Programme Director
Sarah Daniel	Democratic Services Officer - Scrutiny
Mark Galvin	Senior Democratic Services Officer - Committees
Michael Pitman	Business & Administrative Apprentice
Hrjinder Singh	City Deal Finance Officer
Elizabeth Weale	City Deal Legal Officer

1. ELECTION OF CHAIRPERSON

In accordance with the suggested terms of reference for the Cardiff Capital Region City Deal (CCRCD) Joint Overview and Scrutiny Committee (JOSC) as outlined in Appendix A to the report, regarding the recommended methodology for the election of Chairperson, it was agreed that Councillor Philip Edwards, Blaenau Gwent Council be elected in this position for the ensuing year.

In the absence of Councillor Edwards it was agreed that Councillor Jon-Paul Blundell be appointed as Chairperson for the meeting.

Councillor Blundell took the Chair.

2. ELECTION OF VICE-CHAIRPERSON

In-keeping with the above process, it was agreed that Councillor Jon-Paul Blundell, Elected Member for Bridgend County Borough Council be elected Vice-Chairperson for the ensuing year.

3. APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillor Philip Edwards, Elected Member Blaenau Gwent

4. DECLARATIONS OF INTEREST

None

5. DRAFT TERMS OF REFERENCE

The Head of Democratic Services, Bridgend County Borough Council submitted a report, the purpose of which, was to present for consideration and approval the draft Terms of Reference for the JOSC as drafted by the CCRCD Joint Cabinet.

By way of background information, the CCRCD Joint Working Agreement states that Councils shall work together to create and agree terms of reference for, to the extent permissible by law, a Joint Audit Committee and a JOSC and how the same will be resourced and funded.

In terms of the current situation, the draft Terms of Reference were presented to each of the ten local authorities relevant Overview and Scrutiny Committee and Council meetings for information prior to submission to the JOSC for consideration and approval.

The JOSC draft Terms of Reference were attached at Appendix A (page 7) for information and consideration by the JOSC.

Appendix A also included information in respect of the following:-

- Membership of the Joint Scrutiny Committee
- Quorum requirements
- Process for election of Chairperson and Vice-Chairperson (of the JOSC)
- Rules of Procedure
- Members' Conduct
- Declarations of Interest
- Confidential and Exempt Information/Access to Information
- Openness and Transparency issues
- Functions to be exercised by the Joint Scrutiny Committee
- Duration of Joint Scrutiny
- Withdrawal (by any of the participating Authorities from the Joint Scrutiny arrangements)

The Scrutiny Officer then referred to the report's financial implications as set out in paragraph 10. (page 4) of the report, following which she gave a resume of the report's legal implications which gave particular reference to how the Terms of Reference for the JOSC had been prepared, ie in conjunction with the requirements of the Local Authorities (Joint Overview and Scrutiny Committees) (Wales) Regulations 2013, and more generally the provisions of the 2013 Regulations and Statutory Guidance, so issued.

The Scrutiny Officer finally referred to paragraph 12 of the report, and the reasons for the report's recommendations, namely to put in place formal Terms of Reference for the JOSC in accordance with the requirements of the Joint Working Agreement.

Following consideration of the report by Members, it was

RESOLVED: That the JOSC considered and approved the Terms of Reference of the new Joint Overview and Scrutiny Committee attached at Appendix A to the report.

6. **FORWARD WORK PROGRAMME, TRAINING AND SCHEDULE OF MEETINGS**

The Head of Democratic Services, Bridgend County Borough Council submitted a report, the purpose of which, was

- a) To develop a Forward Work Programme (FWP) of items for future prioritisation and consideration by the Joint Overview and Scrutiny Committee (JOSC);
- b) To ask the JOSC to identify any invitees to attend future meetings to contribute to discussions and deliberations;
- c) To identify any training requirements required by the JOSC and;
- d) To develop a schedule of meetings of the JOSC; including preferred timings of meetings.

The Scrutiny Officer advised Members that the intention of the FWP would be for it to remain flexible and be re-visited at each JOSC meeting with input from Members and Officers on suggested topics for consideration.

The JOSC is asked to first consider and determine items it wishes to consider at future meetings of the JOSC and what further detail it would like the report to contain; what questions it wishes officers to address and what invitees it suggests to attend for this meeting to assist Members in their investigation. Some suggested items for future consideration were shown in paragraph 4 of the report.

The Scrutiny Officer added that it was open for Members to also consider how many agenda items they would wish listed for future meetings. She added that Overview and Scrutiny Committees in Bridgend normally considered one main agenda item per meeting.

Attached at Appendix A to the report was a Scrutiny Criteria form which Members can use to propose further items for the FWP, which the Committee can then consider for prioritisation at a future meeting. Therefore, if Members had nothing in mind as of now, they could complete the above form and send it through by email to the Scrutiny Section in Bridgend.

The Scrutiny Officer continued by advising that to assist Members in their role as a JOSC Member they are asked to consider any training requirements they have in relation to the CCRCD. From this, Scrutiny Officers can then develop a schedule of training for JOSC Members which will also remain flexible and brought back to each meeting for consideration and scheduling.

Whilst it has previously been agreed that Bridgend County Borough Council is to act as the Host Local Authority for the administration of the CCRCD JOSC meetings, Members are asked to consider the location of future meetings of the JOSC, taking into consideration that all meetings of the JOSC are to be held in public. Members may wish to consider the option of holding each meeting of the JOSC at the Host Local Authority venue or the meetings could rotate amongst the ten authorities in the JOSC.

In considering its future meetings, the JOSC was also asked to consider the frequency of meetings and preferred timings of meetings, to allow for greater attendance of Members at each meeting.

The Scrutiny Officer advised that following the meeting she would send members copies of the training presentation that they had received earlier and also forms which the Scrutiny Officer asked them to complete and return to her with subjects that members wished to receive training on and items they wish to be included on their Forward Work Programme.

Members then gave some observations on the content of the report, following which they reached the following conclusions:-

Conclusions:

Schedule of meetings

- Members agreed to rotate future meetings of the JOSC amongst the local authorities that are a part of the Joint Working Agreement to give members a better understanding of each area that is a part of the CCRCDD.
- Scrutiny officer to send members of the JOSC a survey of meetings timing report to establish the preferred timings of the JOSC.
- Next meeting of the JOSC to take place in January/ February 2019
- Members asked that the funding for the JOSC be explored to ensure there was sufficient budget in place for members to have relevant training and be able to find expert witnesses to attend meetings of the JOSC

Training Requirements

- Members felt the training they had received was very high level and complex and future training needed to be simplified to assist all members to understand the benefits and cost implications of the CCRCDD
- Members agreed to revisit the training presentation they had received and send the scrutiny officer a requirement of their training needs

Development of Forward Work Programme

- Members asked to explore the opportunity of having a site visit at the next meeting to the semi –conductor facility in Newport
- Members agreed that the CCRCDD Business plans should be brought to the next meeting
- Members were interested in receiving the following items to future meetings of the JOSC:
 - Semi -Conductor facility
 - An understanding of the SW Metro System and what it means for each area
 - Briefing of all planned projects.

The meeting closed at 15:22