

SWANSEA BAY CITY REGION

JOINT SCRUTINY COMMITTEE

20 November 2018

REPORT OF THE ASSISTANT CHIEF EXECUTIVE AND CHIEF DIGITAL OFFICER FOR NEATH PORT TALBOT COUNTY BOROUGH COUNCIL – K. JONES

Matters for Decision

Administration Arrangements

Purpose of Report

To receive a steer from Members on administration matters and practical arrangements for the Joint Scrutiny Committee which are not covered in the Joint Working Agreement for the Swansea Bay City Region.

Background

The Joint Working Agreement for the Swansea Bay City Region is silent on the following practical and administrative arrangements for the Joint Scrutiny Committee:

- venues for meetings of the committee;
- Welsh Language;
- access to papers and the Forward Work Programme for the public;

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- issue and circulation of papers to committee members and other relevant officers/members;
- reporting back to constituent authorities

Financial Impact

There are none identified at this time.

Equality Impact Assessment

There are none identified at this time.

Workforce Impacts

There are no significant workforce impacts associated with this report.

Legal Powers

There are none.

Risk Management

There are no significant risks associated with this report.

Consultation

There is no requirement for external consultation on this item.

Proposed Administrative Arrangements

Consideration is required by the Joint Scrutiny Committee on proposals for meeting these requirements:

- Schedule of meetings** – it is proposed that the joint scrutiny committee approve the following schedule of meetings:
 - 2:00pm 22nd February 2019
 - 2:00pm 16th May 2019
- Venues for meetings of the committee** – it is proposed that the meeting be rotated around the constituent authorities. This would make meetings available to all members of the public across the



- region whilst also balancing the burden of travel by members of the committee;
- c) **Welsh Language** – the determinations made by the Welsh Language Commissioner vary from authority to authority. It is proposed that the arrangements for the joint scrutiny committee broadly mirror those in place for the Carmarthenshire County Council as this arrangement would help to accommodate the standards imposed on all authorities in the region. This would mean that meetings would be supported by simultaneous translation. Agendas and minutes will be produced in Welsh and English but not other meeting papers;
 - d) **Access to papers and the Forward Work Programme for the public** – it is proposed that meeting papers, including the Forward Work Programme of the Scrutiny Committee would be published on the Modern.Gov system with restrictions applied as appropriate for exempt items. Please note that these papers would be linked to Neath Port Talbot County Borough Council as the host authority for scrutiny support;
 - e) **Issue and circulation of papers to committee members and other relevant officers/members** – it is proposed that the issue of papers to committee members and other relevant officers/members would be done using the Modern.gov system only. Should any member of the committee have alternative requirements, the relevant constituent authority would be responsible for meeting such needs;
 - f) **Reporting back to constituent authorities** – it is proposed that when the Scrutiny Committee wishes to draw attention to an issue or make a recommendation to the constituent authority that this would be reflected in the minutes of the relevant meeting and supported by a letter from the Chair of the meeting to the chief executive of the constituent authority/authorities and copied to the relevant officer/member.

Reason for Decisions

To ensure that the necessary administrative arrangements are in place so that meetings of the committee are efficient, effective and accessible.



Implementation of Decisions

The decisions are proposed for implementation after the three day call in period.

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