

## SOUTH WEST WALES CORPORATE JOINT COMMITTEE

### Report of the Monitoring Officer

**Report Title: Terms of Reference to Governance and Audit Sub Committee**

<b>Purpose of Report</b>	To agree an updated terms of reference to the Governance and Audit Sub Committee
<b>Recommendation</b>	It is recommended that members agree the revised terms of reference to the Governance and Audit Sub Committee as set out in Appendix 1
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<b>Finance Officer</b>	N/A
<b>Legal Officer</b>	Craig Griffiths

#### **Background:**

1. CIPFA have recently published their Position Statement on Audit Committees in Local Authorities and Police 2022. The statement sets out the purpose, model, core functions and membership of audit committees.
2. At the last meeting of the Governance and Audit Sub Committee, the members of that Committee suggested that it would be good practice for the South West Wales Corporate Joint Committee to structure their terms of reference in accordance with the position statement. Accordingly, some minor structural changes are proposed to the terms of reference of the Governance and Audit Sub Committee to reflect the current practice suggested by CIPFA.
3. There are no substantive changes made to the terms of reference and the revised terms of reference are enclosed at Appendix 1 of this report.

#### **Financial Impacts:**

4. No impacts

#### **Integrated Impact Assessment:**

5. The CJC is subject to the Equality Act (Public Sector Equality Duty and the socio-economic duty), the Well-being of Future Generations (Wales) Act 2015 and the Welsh Language (Wales) Measure, and must in the exercise of their functions, have due regard to the need to:
  - Eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by the Acts.

- Advance equality of opportunity between people who share a protected characteristic and those who do not.
- Foster good relations between people who share a protected characteristic and those who do not.
- Deliver better outcomes for those people who experience socio-economic disadvantage
- Consider opportunities for people to use the Welsh language
- Treat the Welsh language no less favourably than English.
- Ensure that the needs of the present are met without compromising the ability of future generations to meet their own needs.

6. The Well-being of Future Generations (Wales) Act 2015 mandates that public bodies in Wales must carry out sustainable development. Sustainable development means the process of improving the economic, social, environmental and cultural well-being of Wales by taking action, in accordance with the sustainable development principle, aimed at achieving the 'well-being goals'.

#### **Workforce Impacts:**

7. No impacts.

#### **Legal Impacts:**

8. Part 5 of the Local Government and Elections (Wales) Act 2021 provides for the establishment, through regulations, of CJsCs and compliance will be had with this and other legislative obligations in the establishment of CJsCs. In particular the South West Wales Corporate Joint Committee Regulations came into force on 1<sup>st</sup> April 2021 and set out an initial framework for example, that the CJC should be established and the timeframes for the discharging of specific functions.

#### **Risk Management Impacts:**

9. It is recommended good practice that Corporate Joint Committees adopt the CIPFA position statement and failure to do so could expose the CJC to adverse reputational concerns.

#### **Consultation:**

10. There is no requirement for external consultation on this report.

#### **Reasons for Proposed Decision:**

11. To ensure compliance with recommended practice by CIPFA

#### **Implementation of Decision:**

12. This decision is to be implemented immediately

**Appendices:**

13. Appendix 1 – Terms of Reference for Governance and Audit Sub Committee

**List of Background Papers:**

14. None

## **Appendix 1**

### **Advisory Board** **Terms of Reference**

#### **Attendees**

The following shall attend the Advisory Board:

- Private Sector representatives
- Chief Executive of the Corporate Joint Committee (Chair) or their nominated representative
- Regional Directors of Constituent Councils with responsibility for CJC areas (in order to provide advice/guidance to the Chief Executive of the CJC)
- Officer representative of National Park Authorities where matters under discussion relate to strategic planning
- Any invitees of the Chief Executive
- Minute Taker (Business and Portfolio Manager of South West Wales Corporate Joint Committee)

In the event that an individual is unable to attend notification should be provided to the Chief Executive (via the Democratic Services section) at the first opportunity.

#### **Chair**

The Chair of the Advisory Board shall be agreed by the Advisory Board and shall be approved on an annual basis by the Advisory Board

The Chair of the Advisory Board shall be co-opted to the Corporate Joint Committee in a non-voting capacity on an annual basis, with such term of appointment to last for one year and subject to renewal at the discretion of the Corporate Joint Committee.

#### **Frequency of Meetings**

The Advisory Board shall meet every quarter subject to any additional meetings that shall be called to address specific matters.

Where a special meeting is required, this will be convened by the Chief Executive of the Corporate Joint Committee.

Unless notified to the contrary, all meetings shall take place remotely via Microsoft TEAMS

#### **Purpose of Advisory Board**

The purpose of the Advisory Board is:

- a) To maintain a close advisory partnership with the Swansea Bay City Region and the Executives of all organisations involved in the Corporate Joint Committee that supports the regions strategic development planning, transport planning, economic well-being and energy.

- b) To provide external market insight and specific knowledge on key topics and initiatives, and intelligence, to support the Corporate Joint Committee and alignment to national, regional and local strategy.
- c) To form strategic tasks groups when required to provide focussed advice, particularly around stimulus funding opportunities such as Innovate UK or a Regional Strategic Fund.
- d) To provide market, network, investment and funding introductions.
- e) To ensure collaborations add value and maximise potential with involvement and linkages amongst key stakeholders.
- f) To engage with existing and potential stakeholders and partners to identify market opportunities and risks.
- g) To ensure clear and transparent communications with the governance arrangements and external bodies.
- h) To act as regional ambassadors for the Corporate Joint Committee to raise and promote the profile of the region at a national level and within the business community.
- i) To provide advice and guidance throughout the development of regional strategy and key investment initiatives.
- j) To provide thought, leadership, insight and intelligence across the region and in relation to external markets and political policy environments.

Private Sector Representatives shall be entitled to attend any sub-committee of the Corporate Joint Committee to contribute (in a non-voting capacity) at the request of the Chief Executive of the Corporate Joint Committee.

### **Conflict of Interest**

All private sector representatives shall sign an Advisors Agreement. This is to ensure that the advisory role does not result in undue influence from the private sector advisors over the strategic direction of travel for the region, which could in turn provide an advantage to organisations associated with the private sector advisors.

For the avoidance of doubt where there is a conflict between these terms of reference and any legislative provision or guidance issued by the UK or Welsh Governments, those legislative provisions and guidance shall take precedence.

### **Minutes**

The minute taker will minute the meeting and a copy of the minutes will be forwarded to all members of the Corporate Joint Committee and the Chief Executive of the authorities comprising the Corporate Joint Committee and formally noted at future meetings of the Corporate Joint Committee.

Minutes will be retained in accordance with the relevant requirements that apply to record retention.

Minutes will be an overview of the items discussed and any action arising accordingly.