

THE VALE OF GLAMORGAN COUNCIL

CABINET: 16TH OCTOBER, 2025

REFERENCE FROM GOVERNANCE AND AUDIT COMMITTEE:
15TH SEPTEMBER, 2025

“280 REPORTING ARRANGEMENTS FOR JOINT COMMITTEE MEETINGS (MO/HLDS) –

The report presented by the Monitoring Officer/Head of Legal and Democratic Services, outlined that at its meeting held on 18th November, 2024, the Governance and Audit Committee requested information outlining where reports and minutes of joint committees were reported to.

Initial information was provided to Committee at its meeting held 24th March, 2025, which provided a summary for the following joint bodies of which the Vale of Glamorgan were formal members:

- Central South Consortium - Joint Education Service Joint Committee;
- South East Wales Corporate Joint Committee (formally Cardiff Region City Deal);
- Shared Regulatory Services Joint Committee;
- National Joint Committee for the National Adoption Service and Foster Wales;
- Prosiect Gwyrdd Joint Committee;
- Coychurch Crematorium Joint Committee; and
- Glamorgan Archives Joint Committee.

In reviewing the information provided, the Governance and Audit Committee requested further clarification regarding where minutes of meetings were reported to. It was also agreed for information relating to governance arrangements for each Joint Committee to be provided as part of the further report.

Following consideration of further information requested on 21st July, 2025, the Committee resolved:

“T H A T the contents of the report be noted and an update report provided to indicate where the minutes of Joint Committee meetings will be reported to as part of the Council’s democratic process.”

In considering the above, the Monitoring Officer/Head of Legal and Democratic Services, in consultation with Officers within Democratic Services, proposed a new process in terms of reporting minutes of Joint Committees to the Vale of Glamorgan’s Cabinet.

The new process would involve a report being presented to Cabinet on a quarterly basis which would provide an overview of all the Joint Committee Meetings held and links to the respective minutes.

The Governance and Audit Committee was therefore requested to consider and endorse the proposal.

The Chair, G. Chapman commented that the proposals offered opportunities for Vale of Glamorgan Councillors to Call-In matters that they could not previously do so.

Councillor M. Hooper queried whether the proposal would be shared with other local authorities that were going through similar processes. In addition, Councillor Hooper asked whether there was anything further that the Council could do to provide further understanding to the general public around the reporting arrangements of Joint Committees. The Monitoring Officer/Head of Legal and Democratic Services in response to Councillor Hooper's first query stated that the report would be shared across Democratic Services with other Authorities. Regarding Councillor Hooper's second query, the Monitoring Officer/Head of Legal and Democratic Services advised that further consideration would be given to that point, and a response provided as part of a future report.

Councillor E. Goodjohn requested for consideration to be given to the role of Co-Opted Members on Scrutiny Committees, particularly in relation to the Call-In procedure to try and increase the participation. Councillor Goodjohn formally recommended that alongside the Monitoring Officer / Head of Legal and Democratic Services undertake a review of outside representatives and lay members within Council Committees to increase participation and review their responsibilities, especially regarding the call-in procedure to try and increase the participation and representation of members of the public within the Council's processes.

The Chair, G. Chapman, commented on changes to the Central South Consortium, stating that it was important for the Committee to have further information and detail of the new structure and financial arrangements once implemented.

The Committee resolved

RESOLVED –

(1) T H A T the proposed new process in which a quarterly report is presented to Cabinet providing an overview of meetings of Joint Committees be endorsed.

(2) T H A T the report and the proposed new process outlined in Resolution (1) above, be referred to Cabinet for consideration.

(3) T H A T the Council's Head of Democratic Services, alongside the Monitoring Officer / Head of Legal and Democratic Services undertake a review of outside representatives and lay members within Council Committees to increase participation and review their responsibilities, especially regarding the call-in procedure to try and increase the participation and representation of members of the public within the Council's processes.

Reasons for decisions

- (1) Having regard to the contents of the report and discussions at the meeting.
- (2) To seek Cabinet's consideration and approval.
- (3) To encourage and increase public participation and representation."

Attached as Appendix – Report to Governance and Audit Committee:
15th September, 2025

Meeting of:	Governance and Audit Committee
Date of Meeting:	Monday, 15 September 2025
Relevant Scrutiny Committee:	Resources Scrutiny Committee
Report Title:	Reporting Arrangements for Joint Committee Meetings.
Purpose of Report:	To provide members of the Committee with an update regarding the reporting arrangements for Joint Committee meetings.
Report Owner:	Monitoring Officer / Head of Legal and Democratic Services
Responsible Officer:	Monitoring Officer / Head of Legal and Democratic Services
Elected Member and Officer Consultation:	No Elected Members have been consulted. Director of Corporate Resources.
Policy Framework:	There is no impact on the policy framework and procedure rules.
<p>Executive Summary:</p> <ul style="list-style-type: none"> At its meeting held on 18th November, 2024, the Governance and Audit Committee requested information outlining where reports and minutes of joint committees are reported to. Initial information was provided to Committee at its meeting held 24th March 2025, which provided a summary for the following joint bodies of which the Vale of Glamorgan are formal members: <ul style="list-style-type: none"> Central South Consortium - Joint Education Service Joint Committee; South East Wales Corporate Joint Committee (formally Cardiff Region City Deal); Shared Regulatory Services Joint Committee; National Joint Committee for the National Adoption Service and Foster Wales; Prosiect Gwyrdd Joint Committee; Coychurch Crematorium Joint Committee; and Glamorgan Archives Joint Committee. In reviewing the information provided, the Governance and Audit Committee requested further clarification regarding where minutes of meetings were reported to. It was also 	

agreed for information relating to governance arrangements for each Joint Committee to be provided as part of the further report.

- Following consideration of further information requested on 21st July 2025, the Committee resolved:

“T H A T the contents of the report be noted and an update report provided to indicate where the minutes of Joint Committee meetings will be reported to as part of the Council’s democratic process.”

- In considering the above, the Monitoring Officer/Head of Legal & Democratic Services in consultation with Officers within Democratic Services have proposed a new process in terms of reporting minutes of Joint Committees to the Vale of Glamorgan’s Cabinet.
- The new process would involve a report being presented to Cabinet on a quarterly basis which would provide an overview of all the Joint Committee Meetings held and links to the respective minutes.
- The Governance and Audit Committee are therefore requested to consider and endorse the proposal.

Recommendations

1. That the Governance and Audit Committee endorses the proposed new process in which a quarterly report is presented to Cabinet providing an overview of meetings of Joint Committees.
2. That the report and the proposed new process outlined in Recommendation 1 above, be referred to Cabinet for consideration.

Reasons for Recommendations

1. To advise the Governance and Audit Committee of the proposed reporting arrangements for Joint Committees.
2. To seek Cabinet's approval.

1. Background

- 1.0 At its meeting held on 18th November, 2024, Members of the Governance and Audit Committee requested information on the reporting arrangements for Joint Committees.
- 1.1 Subsequently, information has been collated by Democratic Services and included in this report, and provides further detail following an initial report presented to the Committee on 24th March, 2025.
- 1.2 Following consideration of further information requested on 21st July 2025, the Committee resolved:

"T H A T the contents of the report be noted and an update report provided to indicate where the minutes of Joint Committee meetings will be reported to as part of the Council's democratic process."

2. Key Issues for Consideration

- 2.1 The report provides members of the Committee with an update regarding the reporting arrangements for Joint Committee meetings and outlines a proposed new process.
- 2.2 In consultation with Officers within Democratic Services, the Monitoring Officer/Head of Legal & Democratic Services has proposed a new process in terms of reporting minutes of Joint Committees to the Vale of Glamorgan's Cabinet.
- 2.3 It is to be noted that the minutes of the Shared Regulatory Services Joint Committee are already reported to Cabinet on a regular basis. Central South Consortium - Joint Education Service Joint Committee annual report is presented to the former Learning and Culture Scrutiny Committee, now Start Well Scrutiny

Committee for oversight. Other additional reports are provided by the Central South Consortium (CSC) on request of the Scrutiny Committee.

- 2.4** Cardiff Capital Region City Deal reports have been presented previously to Cabinet, albeit in future this will now be under the guise of the South East Wales Corporate Joint Committee.
- 2.5** Valleys and Cardiff Adoption Collaborative within the National Joint Committee for the National Adoption Service and Foster Wales Annual Reports are presented for oversight each year to the Council's Healthy Living and Social Care Scrutiny Committee.
- 2.6** The governance arrangements underpinning the Central South Consortium (CSC) will change from September 2025. While the service will retain a regional and distinct identity, it will no longer be governed by a Joint Committee. Instead, an inter-authority legal agreement will establish the principles of collaboration between the five local authorities to deliver services that support school improvement across the region. The service will be hosted by one local authority but remain accountable to all five in accordance with the agreement. A Management Board will act as the decision-making forum and will comprise the Directors of Education from each local authority and the CSC Director of Professional Learning and Support.
- 2.7** An annual report on the regional service will continue to be presented to the Scrutiny Committee (Start Well). As the former CSC JC is being replaced by this collaboration model, there will be no JC minutes to present to Cabinet as part of quarterly reporting. Instead, assurance and performance information will be provided through the reporting routes set out in the inter-authority agreement.
- 2.8** The new process for the reports of meetings of Joint Committees, would involve a report being produced by Democratic Services and presented to Cabinet on a quarterly basis which would provide an overview of all of the joint meetings held and links to the respective minutes.
- 2.9** The quarterly report would cover the following Joint Committees:
- South East Wales Corporate Joint Committee, reported to Cabinet as and when minutes are received.;
 - Shared Regulatory Services Joint Committee;
 - National Joint Committee for the National Adoption Service and Foster Wales;
 - Prosiect Gwyrdd Joint Committee;
 - Coychurch Crematorium Joint Committee;
 - Glamorgan Archives Joint Committee.
- 2.10** The Governance and Audit Committee are asked to consider the proposed process and refer the same onto Cabinet for its consideration.

3. How do proposals evidence the Five Ways of Working and contribute to our Well-being Objectives?

- 3.1** The contents of the report will assist to ensure that the Governance and Audit Committee carries out its functions and aids transparency and work programming. Actions missed could undermine the positive contribution that the Committee makes to both short and long-term service improvement and the Council's Well-Being Objectives.

4. Climate Change and Nature Implications

- 4.1** None as a consequence of this report.

5. Resources and Legal Considerations

Financial

- 5.1** None as a consequence of this report.

Employment

- 5.2** None as a consequence of this report.

Legal (Including Equalities)

- 5.3** None as a consequence of this report.

6. Background Papers

Reports to Governance and Audit Committee:

[24th March 2025](#)

[21st July 2025](#)