

Meeting of:	Governance and Audit Committee
Date of Meeting:	Monday, 21 July 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 overview of 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; Cardiff Capital 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; 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. 	

- The Committee is recommended to note the contents of the report and make comments, as appropriate.

Recommendation

1. That the Governance and Audit Committee notes the contents of the report and makes comments as appropriate.

Reason for Recommendation

1. To advise the Governance and Audit Committee of the reporting arrangements for Joint Committees.

1. Background

- 1.1 At its meeting held on 18th November, 2024, Members of the Governance and Audit Committee requested information on the reporting arrangements for Joint Committees.
- 1.2 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.

2. Key Issues for Consideration

- 2.1 The information provided in the report has been collated by Democratic Services and provides a summary of reporting arrangements of meetings for the following bodies which are governed by joint committees.
- 2.2 **Central South Consortium - Joint Education Service Joint Committee** – Vale of Glamorgan Council member on the Committee is the Cabinet Member for Education, Arts and the Welsh Language. The Committee is hosted by Rhondda Cynon Taf Council and agendas and minutes of committee meetings are published and available through their website – <https://rctcbc.moderngov.co.uk/ieListMeetings.aspx?CId=208&Year=0&LLL=0>
- 2.3 There is currently no joint scrutiny committee with oversight of the work of the Central South Consortium (CSC), with each partner local authority undertaking its own scrutiny arrangements, for example, each year the CSC Annual report has been presented to the Learning and Culture Scrutiny Committee for oversight (Start Well Scrutiny from May 2025). Other additional reports are provided by the CSC on request of the Scrutiny Committee. Previous joint scrutiny activities pre-Covid 19, were deemed ineffective through in-frequent member attendance and an inability to develop a coherent work programme covering all key priorities for each partner local authority.

- 2.4** The annual report provides an overview of the work of Central South Consortium and updates Members on the consortium's contribution to raising standards in schools across the Vale of Glamorgan.
- 2.5** The Joint Committee meets regularly to formally approve the annual business plan and budget, ensuring accountability for performance and budgetary control.
- 2.6** The Annual Governance Statement is reported to the Joint Committee for approval.
- 2.7** **Cardiff Capital Region City Deal - South East Wales Corporate Joint Committee** - membership includes the Executive Leader and Cabinet Member for Performance and Resources. Agendas and minutes of meetings for this Committee are published and available through the Cardiff Capital Region City Deal website. As per the link - <https://www.cardiffcapitalregion.wales/about-ccr/governance-papers/>
- 2.8** **Cardiff Capital Region City Deal - Joint Overview and Scrutiny Committee** - membership of the Committee is made up of one member from each of the 10 partner local authorities. The current representative for the Vale of Glamorgan Council is the Chair of the Place Scrutiny Committee. Each local authority is also allowed to name a substitute deputy representative to attend meetings in the absence of the substantive committee member.
- 2.9** The Joint Overview and Scrutiny Committee is hosted by Rhondda Cynon Taf Council and agendas and minutes of committee meetings are published through their website - <https://www.rctcbc.gov.uk/EN/Council/CouncillorsCommitteesandMeetings/Committees/CardiffCapitalRegionCityDealJointOverviewandScrutinyCommittee.aspx> . Minutes of meetings are not formally reported to any of the Vale of Glamorgan Scrutiny Committees but reports on projects specific to the Vale of Glamorgan have been considered by the previous Environment and Regeneration Scrutiny Committee, with future reports (from May 2025) to be considered by the new Place Scrutiny Committee.
- 2.10** The Cardiff Capital Region City Deal also has several sub-committees with Vale of Glamorgan membership:
- Governance and Audit Sub-Committee
 - Appointments Sub-Committee
 - Regional Transport Sub-Committee
 - Strategic Development Sub-Committee
- 2.11** Agenda and minutes of meetings of the sub-committees above are published and available through the Cardiff Capital Region City Deal's website.
- 2.12** **Shared Regulatory Services Joint Committee** – The Shared Regulatory Services is a partnership between Bridgend Council, City and County of Cardiff Council and

the Vale of Glamorgan Council. Membership for the Vale of Glamorgan Council is the Cabinet Member for Community Engagement, Equalities and Regulatory Services and the Chair of the Public Protection Licensing Committee.

- 2.13** The partnership provides services relating to trading standards, environmental health, licensing and private sector housing. As the partnership and Joint Committee are hosted by the Vale of Glamorgan Council, minutes of all committee meetings are routinely and formally reported to the Vale of Glamorgan Council's Cabinet. Scrutiny activity is undertaken individually by each of the 3 partner local authorities.
- 2.14** In addition, an Annual Overview Report is received from the Head of SRS and Lead Financial Officer, presented to the Cabinet of each participant Council. The report Includes performance of Regulatory service functions, progress on Objectives, business plan delivery, summary revenue account, and capital spending.
- 2.15** Participants arrange for reports to be made to their respective Cabinets for information purposes, including to the Vale of Glamorgan's Executive as the Host Authority.
- 2.16** Audited Statement of Accounts approved before September each year for submission to Audit Wales. Financial and performance issues addressed.
- 2.17** Annual General Meeting, full year accounting reported to the SRS Joint Committee.
- 2.18** Draft Annual Budget is agreed upon by December and submitted for approval to Participant Councils.
- 2.19** Scrutiny undertaken separately by each Partner Councils relevant Scrutiny Committee. The Overview and Scrutiny Committee or Governance and Audit Committee of the Participant Council may request that the Chair of the Joint Committee attend meetings to account for Joint Committee activities. Participants liaise to avoid duplication of effort in scrutiny.
- 2.20** **National Joint Committee for the National Adoption Service and Foster Wales** - membership from the Vale of Glamorgan is the Cabinet Member for Social Care and Health. Agendas and minutes of meetings are available through the National Adoption Service website - <https://adoptcymru.moderngov.co.uk/mgCommitteeMailingList.aspx?ID=141>

Under the National Joint Committee for the National Adoption Service and Foster Wales Vale, there is the Vale, Valleys and Cardiff Adoption Collaborative (VVC), which is one of five regional Collaboratives that form part of the National Adoption Service. It provides an adoption service on behalf of the Vale of

Glamorgan Council, City and County of Cardiff Council, Merthyr Tydfil County Borough Council and Rhondda Cynon Taff County Borough Council. The Vale of Glamorgan hosts the Collaborative. Valleys and Cardiff Adoption Collaborative Annual Reports are presented for oversight each year to the Council's Scrutiny Committee, previously the Healthy Living and Social Care Scrutiny Committee, and from May 2025, the Live Well Scrutiny Committee.

2.21 Joint Committee regulatory requirements include:

- Collaborative Agreement: Annual report and six-month service review.
- Regulation 39: Local Authority Adoption Services (Wales) Regulations 2019 mandate a system to monitor, review, and improve service quality.
- Paragraph 15 2 (c): Adoption and Children Act 2002 (Joint Adoption Arrangements) (Wales) Directions 2015 require an Annual Report to the Director of Operations for the National Adoption Service.

2.22 Contents of the Annual Report include:

- Governance and Scrutiny: Information on regional arrangements, staff changes, and areas for development.
- Performance Information: Placement of children for adoption, recruitment and assessment of adopters, and provision of adoption support services.
- Challenges and Priorities: Key challenges and future priorities, especially in the context of a decreasing budget.
- Statutory Function Scrutiny: Enables scrutiny of this key statutory function.
- Regular Performance Reviews by the Management Board and the Joint Committee in compliance with the JWA.

2.23 Prosiect Gwyrdd Joint Committee – Prosiect Gwyrdd is a partnership between Caerphilly Borough County Council, The County Council of the City and County of Cardiff, Monmouthshire County Council, Newport Council and Vale of Glamorgan Council. Prosiect Gwyrdd is committed to looking for the best environmental, cost effective and practical solution for waste after recycling and composting has been maximised in each area. The joint committee consists of 2 Cabinet or Executive Members from each authority. Membership for the Vale of Glamorgan is the Cabinet Member for Neighbourhood and Building Services and the Cabinet Member for Community Engagement, Equalities and Regulatory Services. The Committee is hosted by City and County of Cardiff Council and agendas and minutes of committee meetings are published through their website - <https://cardiff.moderngov.co.uk/mgCommitteeDetails.aspx?ID=150>

2.24 Scrutiny activity relating to waste collection and recycling is undertaken through monitoring reports provided to the previous Environment and Regeneration Scrutiny Committee, and from May 2025, the Place Scrutiny Committee.

2.25 The Joint Committee is supported by a project team of full-time officers, a project board of senior officers from partner councils, Joint Committee of 2

senior members from each authority, plus external legal, technical, and financial advisors.

- 2.26** Each Council agreed to form a Joint Scrutiny Panel with 2 non-executive members from each partner authority. Standing invitation for Project Team, Project Board, or Joint Committee to attend.
- 2.27** Functions of the Joint Scrutiny Committee:
- Perform scrutiny for Prosiect Gwyrdd on behalf of partnership authorities.
 - Develop forward work programme based on key contract delivery requirements and pre-decision scrutiny.
 - Ensure pre-decision scrutiny subjects comply with Public Contracts Regulations 2006, as amended and contract evaluation criteria.
 - Monitor project progress and manage key areas of risk and contract requirements.
 - Make reports and recommendations to relevant bodies.
- 2.28** Financial Arrangements:
- Operate financial arrangements with the contractor in line with the contract,
 - Set out in Joint Working Agreement 2 (JWA2), reviewed regularly to ensure sufficient resources.
 - Annual revenue budget recommended to partnering Councils, accounting statements, annual governance statements, and internal audit reports submitted to JC and reported to Audit Wales.
- 2.29** **Coychurch Crematorium Joint Committee** - Vale of Glamorgan current representatives are Councillors Gwyn John, Julie Lynch-Wilson and Carys Stallard. The Crematorium is located within the county of Bridgend, with the Joint Committee facilitated by Bridgend County Borough Council. Agendas and minutes of committee meetings are published through their website: <https://democratic.bridgend.gov.uk/mgCommitteeDetails.aspx?ID=311&LLL=-1>
- 2.30** Hosted by Bridgend County Borough Council – finance reports, budget setting, the Annual Accounting Statement, returned and audited by Audit Wales, setting of fees and charges, and reports of internal audit for approval reported to the JC reports internal audit for approval. Meetings are every 6 months.
- 2.31** **Glamorgan Archives Joint Committee** - membership from the Vale of Glamorgan Council are two Cabinet Members, the Cabinet Member for Education, Arts and the Welsh Language and the Cabinet Member for Leisure, Sport and Wellbeing. The Committee is hosted by City and County of Cardiff Council and agendas and minutes of committee meetings are published through their website - <https://cardiff.moderngov.co.uk/mgCommitteeDetails.aspx?ID=148>

- 2.32** Background context - Local Government Act 1972 required principal councils to arrange for the care and preservation of their documents through Joint Committees. The constituent Councils operated a joint committee from January 1997, following which the Glamorgan Record office appointed by the then Lord Chancellor as a place of deposit for specified public records, led to the partner councils entering into a JC agreement in 2006 with Cardiff for an initial term of 25 years, starting from the occupation date of the secured premises. The premises were relocated to a new building under a lease with the University of Cardiff. The agreement continues unless more than 50% of the parties give at least 12 months' notice in writing, expiring no sooner than 31st March in any financial year, specifically from 1st April 2030 to end April 2031.
- 2.33** The Joint Committee meets every 3 months, and considers the annual report and plan, and budget setting.
- 2.34** In respect of both the preceding two Joint Committees no reference identified of reporting to this Council's Scrutiny Committee or Cabinet. Minutes reported to Cabinet or to the relevant Scrutiny Committee would be a matter for the Leader or Scrutiny Chair.

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