

SUB-COMMITTEES

EQUALITIES SUB-COMMITTEE

Objective

The Cabinet (Equalities) Sub-Committee is a standing Sub-Committee of the Cabinet and shall be responsible for seeking to ensure the strategic development, monitoring and review of mainstreamed equalities action planning within each service area of the authority and compliance with equalities legislation and EU Directives related to equal rights. It has a wider remit to develop policy and encourage best practice across the Council in relation to addressing all forms of inequality.

Scope

The Cabinet (Equalities) Sub-Committee shall be responsible for promoting, overseeing and prioritising the following areas of activity:

- i. Development of the impact of Council policies and strategies on matters of equality & social justice;
- ii. Development of the impact of Council policies on issues of community cohesion;
- iii. Development of the impact of Council strategies on poverty and specifically child poverty and wider income inequalities;
- iv. The implementation of the Equality Improvement Framework;
- v. The monitoring and review of service delivery and employment compliance with equalities legislation, such as the Sex Discrimination Act 1975, The Race Relations Act 1976, The Disability Discrimination Act 1995, The Human Rights Act 1998 and The Welsh Language Act 1993;
- vi. The monitoring and review of service delivery and employment compliance with EU Directives related to equal rights;
- vii. Ensuring that equality objectives are established, mainstreamed, monitored and reviewed for each service area; and
- viii. Overseeing the Council's Progress in relation to the Route to Health Improvement, as a means of addressing the wider health inequalities, and through this acting as the Corporate Health Improvement Group (CHIG)

Membership

The membership is full Cabinet, and when meeting to consider the Corporate Health Improvement Group (CHIG), the Committee will co-opt the Director of Public Health.

Meeting Arrangements

The Cabinet (Equalities) Sub-Committee shall meet on a quarterly basis

EUROPEAN AND REGIONAL AFFAIRS SUB-COMMITTEE

The European and Regional Affairs Sub-Committee is a standing Sub-Committee of the Cabinet.

The membership is the full Cabinet.

Its Terms of Reference are as follows:

- To consider issues of local importance that have a regional and collaborative significance;
- To ensure that these areas of work are taken forward in a way that is complementary to the Corporate Plan and the Community Strategy;
- To formulate policy positions for the Council around how we engage with this agenda;
- To sanction (or not) significant projects recommended to it by the Capital Programme Review Board involving external funding and where appropriate recommend them for Council approval;
- To receive structured updates on all forms of external funding that the Council has attracted, or is seeking to attract.

TASK GROUPS

CLIMATE CHANGE CABINET STANDING TASK GROUP

1. To champion the Climate Change Declaration and associated Action Plan on behalf of Cabinet
2. To constructively challenge the Action Plan, identifying gaps and areas for improvement
3. To assist in prioritisation for delivery, capacity and resources
4. To support Officers on finding solutions to barriers to delivery
5. To lead on public engagement on Climate Change matters e.g. videos, vlogs, public meetings, stakeholder engagement
6. To champion Member Engagement programmes on climate change

JOINT COMMITTEES

GREATER GWENT CREMATION JOINT COMMITTEE

(NOTE: The following is a summary of the functions, arrangements and committee responsibilities of the above body. The Joint Agreement between the constituent Local Authorities sets out the arrangements in more detail. The constituent Local Authorities are Blaenau Gwent County Borough, Caerphilly County Borough, Monmouthshire County, Newport City and Torfaen County Borough).

FUNCTIONS OF THE SERVICE

All matters relating to the Crematorium to include land, buildings and equipment and ensuring the provision of an efficient cremation service for the benefit of all the inhabitants of Greater Gwent.

FUNCTIONS OF THE JOINT COMMITTEE

Subject to the terms of the Joint Agreement the constituent Local Authorities delegate to the Joint Committee all powers of the councils with reference to the joint discharge of cremation functions other than the powers of :-

- a. borrowing money
- b. levying or issuing of precept or rate
- c. incurring capital expenditure
- d. incurring revenue expenditure not provided for in Estimates approved by the councils
- e. payment of salaries or wages or granting of conditions of service other than those approved by the councils

ARRANGEMENTS

The Joint Committee holds four meetings in every year for the transaction of general business and may hold such other meetings (including special meetings, called by the Chair or requisitioned by members) at such intervals as it finds necessary or convenient. The Joint Committee has the power to appoint sub committees from among its members for any purpose which in its opinion could be better considered or managed by a sub committee.

Not later than 30 November in every financial year the Joint Committee determines its Estimates for the forthcoming financial year and forwards them to each of the councils.

MEMBERSHIP

The Joint Committee consists of 10 members, two members to be appointed by each of the constituent Local Authorities. If a representative member fails to attend four consecutive meetings of the Joint Committee the Council by whom that member was appointed may declare that office to be vacant and nominate a replacement member.

QUORUM

Three voting members.

VOTING

Each constituent authority has one vote and in the case of an equality of votes the Chairman has an additional casting vote.

CHAIRMANSHIP

At its first meeting in each municipal year the Joint Committee appoints a Chairman and Vice Chairman respectively for the ensuing year. It is good practice for the Chairmanship to pass each year to the next constituent authority.

HOST AUTHORITY

The Finance and Contract Standing Orders of Newport City Council apply.

The Chief Financial Officer and Monitoring Officer for this function are the Chief Financial Officer and Monitoring Officer of Newport City Council.

The staff are employed by Newport City Council and that Council's Personnel policies and procedures apply to those staff.

The Committee is managed and supported by the Democratic Services Team in the Information Systems and Communications Division of Newport City Council which publishes the agenda for meetings. They can be contacted on 01633 232044 or at The Civic Centre, Newport, NP20 4UR.

GWENT ARCHIVES JOINT COMMITTEE

(NOTE: The following is a summary of the functions, arrangements and committee responsibilities of the above body. The Joint Agreement between the constituent Local Authorities sets out the arrangements in more detail. The constituent Local Authorities are Blaenau Gwent County Borough, Caerphilly County Borough, Monmouthshire County, Newport City and Torfaen County Borough).

FUNCTIONS OF THE SERVICE

The services of the Gwent Archive Service are divided into 3 main categories:-

1. services connected with the custody of historic records – obtaining, preserving, conserving and managing the archives.
2. services involving the management of legal and recent administrative records including title deeds, contracts, committee agendas and minutes, advice and information and public relations.
3. services provided for the public including public search rooms, advice and information, postal and telephone enquiries, library, photocopying and photographic services, publications, archive educational service to schools, open studies classes and talks on local history given by staff.

FUNCTIONS OF THE JOINT COMMITTEE

Subject to the terms of the Joint Agreement the constituent Local Authorities delegate to the Joint Committee all powers of the Councils with reference to the care, preservation and maintenance of archives and records other than powers of :-

- a. Borrowing money
- b. Incurring capital expenditure unless it is agreed by all Constituent Councils or it is funded by revenue contribution or grant
- c. Capital financing except as specified in b) above.
- d. Incurring revenue expenditure not provided for in the Revenue Estimates, unless it is supported by additional/supplementary financial contributions agreed by the constituent councils or by grant aid.
- e. Payment of salaries or wages or granting of conditions of service.

The Joint Committee does however have the powers to carry forward unspent balances.

ARRANGEMENTS

The Joint Committee holds no less than four meetings in any calendar year for the transaction of general business and may hold such other meetings (including special meetings, called by the Chair or requisitioned by Members) at such intervals as it shall find necessary or convenient. The Joint Committee has the power to appoint sub-committees from among its members for any purpose which in its opinion could be better considered or managed by a sub committee.

Not later than 31 December in every year the committee determines its Estimates for the cost of the service for the forthcoming financial year and shall forward them to each of the councils.

MEMBERSHIP

The Joint Committee consists of two members from each of the constituent Local Authorities. Any of the Council's may nominate a Deputy for any Member appointed by them and vote at any meeting of the Joint Committee in place of the member so appointed who for any reason is unable to attend that meeting, The Joint Committee shall at its discretion, appoint such co-opted or independent members to the Joint Committee and for such period as the Committee thinks fit. Such co-opted or independent members shall have an advisory role without voting rights.

QUORUM

Four elected representatives shall form a quorum.

VOTING

Each Elected Member shall have one vote per Elected Member and in the case of an equality of votes the Chair has an additional casting vote.

CHAIRMANSHIP

At its first meeting in each municipal year the Joint Committee appoints a Chairman and Vice Chairman respectively for the ensuing year. The Chair of the Joint Committee is to rotate on an annual basis across all constituent Councils.

HOST AUTHORITY

The Finance and Contract Standing Orders of Torfaen County Borough Council apply.

The Chief Financial Officer and Monitoring Officer for this function are the Chief Financial Officer and Monitoring Officer of Torfaen County Borough Council.

The staff are employed by Torfaen County Borough Council and that Council's Personnel policies and procedures apply to those staff.

The Committee is managed and supported by the Democratic Services Team in the Strategic Services Division of Torfaen County Borough Council which publishes the agenda for meetings. They can be contacted on 01495 742162 or at The Civic Centre, Pontypool, Torfaen, NP4 6YB.

HEADS OF THE VALLEY WASTE PROGRAMME JOINT COMMITTEE

(Note: Details of the Joint Committee and this Project are more particularly set out in an Inter Authority Agreement dated 2 August 2010 and made between Torfaen, Caerphilly and Blaenau Gwent County Borough Councils)

Aims/Purpose

- 1 To oversee the progress and implementation of the Project, to give the Project strategic direction and to carry out those functions set out in the Schedule below (Procurement Milestones) as being matters being allocated to the Joint Committee.
- 2 The Joint Committee will be the key body to oversee the Project and to represent the interests of the Authorities and its stakeholders. The Joint Committee will also be responsible for monitoring Project progress and managing the political dimensions of the Project.
- 3 The Joint Committee will also carry out the following functions:
 - Provide strategic direction to the Project Board (to include approval of remit for the Project Board and approval of any resourcing issues)
 - Act as a representative for each Authority's Executive/Cabinet to ensure consistency with individual objectives and visions
 - Monitor Project performance, management and working arrangements (to include the necessary audit and assurance checks)
 - Ensure that sufficient resources are committed to the Project
 - Arbitrate on any conflicts within the programme or negotiate a solution to any problems between the programme and external bodies
 - Communicate and provide progress on strategic issues within the Project
 - Promote Partnership working between the Authorities.

Terms

At the start of the Project, to agree:

- The Project plan
- Decision-making process prior to making recommendations to each Authority's Executive/Cabinet.

During the planning and development stages, to:

- Review Project status against the Project plan
- Monitor the management of Project budget, risks and quality
- Promote and support the Project among relevant stakeholders and where appropriate obtain their consent.
- Seek to resolve disputes where these cannot be resolved satisfactorily through other means
- Ensure that the proposals are affordable and deliver maximum value for money for the public sector.

Once the Joint Committee is in place, to agree:

- Measures against which the benefits realisation should be measured
- Arrangements for quality assurance and risk management
- Arrangements for communications
- Arrangements for procurement launch
- As the procurement progresses, to:
 - Review the Project status against the Project plan
 - Monitor the management of procurement budget, risks and quality
 - Monitor progression through key stages (eg Invitation to Submit Outline Solutions, Invitation to Submit Detailed Solutions, Invitation to Submit Refined Solutions (if required), preferred bidder).

- Review draft procurement documents (output specification, Project Agreement)
- Agree the process for evaluating bids and the detailed evaluation criteria and scoring
- Report to each Authority's Executive/Cabinet on the progress of the procurement
- Act as the ambassadors for the procurement and the Project it facilitates

At the end of the procurement, to:

- Ensure that the expected products have been delivered satisfactorily
- Ensure that the pre contract risk review is completed
- Agree the Full Business Case and recommend it to each Authority's Executive/Cabinet
- Recommend award of contract to each Authority's Executive/Cabinet and obtain all final approvals.

Blaenau Gwent County Borough Council as the Lead Authority will provide clerical support for the Joint Committee including convening meetings and maintaining minutes.

The Authorities will provide financial, legal, procurement and technical advice and support to the Joint Committee as and when required and the Project Board shall determine which Authority shall provide the relevant area of expertise.

The Section 151 Officer and Monitoring Officer (or his or her nominated deputies) for each Authority shall be entitled to attend and speak at any meeting of the Joint Committee but not vote.

GWENT REGIONAL PARTNERSHIP BOARD

Details of the Joint Committee and this Programme are particularly set out in a Section 33 Agreement between Torfaen, Caerphilly, Newport, Monmouthshire Blaenau Gwent County Borough Councils and Aneurin Bevan Health Board.

Aims/Purpose

- 1 To oversee the progress and implementation of the Frailty programme and to give the Programme strategic direction.
- 2 The Gwent Adults Strategic Partnership under the Gwent Regional Partnership Board will be the key body to oversee the Programme and to represent the interests of the Authorities, the Health Board and its stakeholders. The Adults Strategic Partnership will also be responsible for monitoring progress on implementation of the programme and managing the political dimensions of the Project.
- 3 The Adults Strategic Partnership will also carry out the following functions:
 - Provide strategic direction to the Programme and approval of any resourcing issues
 - Act as a representative for each Authority's Executive/Cabinet to ensure consistency with individual objectives and visions
 - Monitor Programme performance, management and working arrangements (to include the necessary audit and assurance checks)
 - Ensure that sufficient resources are committed to the Programme
 - Arbitrate on any conflicts within the programme or negotiate a solution to any problems between the programme and external bodies
 - Communicate and provide progress on strategic issues within the Programme
 - Promote Partnership working between the Authorities and the Health Board

Terms

At the start of the Year, to agree:

- The Annual Commissioning Plans

During the implementation phase, to:

- Review Programme against the Programme plan
- Monitor the management of Programme budget, risks and quality
- Promote and support the Programme among relevant stakeholders
- Seek to resolve disputes where these cannot be resolved satisfactorily through other means
- Ensure that the proposals are affordable and deliver maximum value for money for the public sector.
- Ensure that the benefits are properly measured and realised
- Ensure that arrangements for quality assurance and risk management are in place

As the implementation phase progresses, to:

- Review the Programme against the Programme plan
- Monitor the management of budget, risks and quality
- Monitor progression through key stages and ensure that WAG trigger points are met
- Review outcomes
- Agree the process for evaluation and oversee the process
- Report to each Authority's Executive/Cabinet/Health Board on the progress of the programme

Caerphilly County Borough Council as the Lead Authority will provide support for the Joint Committee including convening meetings and maintaining minutes.

The organisations will provide financial, legal, procurement and technical advice and support to the Joint Committee as and when required

The Section 151 Officer and Monitoring Officer (or his or her nominated deputies) for each Authority and their equivalent from the Health Board shall be entitled to attend and speak at any meeting of the Joint Committee but not vote.

PENSIONS JOINT GOVERNANCE COMMITTEE

(NOTE: The following is a summary of the functions, arrangements and committee responsibilities of the above body. The Inter-Authority Agreement (IAA) between the constituent Local Authorities sets out the arrangements in more detail.

The 'Constituent Authorities' are Carmarthenshire County Council, City and County of Swansea Council, City of Cardiff Council, Flintshire County Council, Gwynedd Council, Powys County Council, Rhondda Cynon Taff County Borough Council and Torfaen County Borough Council)

RESPONSIBILITIES OF THE JOINT COMMITTEE

The responsibilities of the Joint Governance Committee are set out in the IAA, primarily in Schedule 3, and includes (but are not limited to) the following:

1. Making recommendations to IMCo in respect of common client matters in respect of the performance and operation of IMCo.
2. Liaising with, provision of feedback to and the making of recommendations (as applicable), to the Chair of the Shareholder Forum in relation to matters on which the Shareholder Forum is to consult the Joint Governance Committee further to the terms of reference of the Shareholder Forum in Schedule 9.
3. The formulation, review and revision of policies and procedures noted within Schedule 5 of the IAA (Policies and Procedures).

4. The appointment and replacing of service providers and advisers to the Joint Governance Committee.
5. The delegation of tasks to the OWG, including the preparation of reports and draft documents and the undertaking of consultations relevant to the operation of the Joint Governance Committee.
6. To liaise with the Pension Boards as appropriate and as in line with guidance issued by the Pensions Regulator and other applicable legislation or regulatory guidance relevant to the operation of the Joint Governance Committee.
7. To prepare a Draft Business Plan with input from the OWG. Following this, to engage in consultation with the OWG (and any additional parties the OWG considers relevant), and to convene a meeting to review the consultation outcomes and agree a Final Business Plan. The Final Business Plan may incorporate any revisions the Joint Governance Committee deems appropriate in accordance with clause 7 of the IAA. The Business Plan shall be reviewed annually by the Joint Governance Committee and the Constituent Authorities.
8. Reporting quarterly and annually in writing to the Constituent Authorities with progress measured against the Business Plan and the objectives of the Investment Pool.
9. Overseeing the Pooling Collaboration and ensure that it is provided in accordance with the Business Plan.
10. Appointing the Officers Working Group (OWG) who shall support and advise the Joint Governance Committee on such matters as the Joint Governance Committee may reasonably request within the Joint Governance Committee's Terms of Reference or any matters relating to the client aspects of the Pooling Collaboration which are raised by any Constituent Authority's Section 151 Officer, Monitoring Officer or Senior LGPS Officer.
11. Liaising with Pension Boards as appropriate in line with CIPFA guidance, guidance issued by the Pensions Regulator and other applicable legislation or regulatory guidance.

TERMS OF REFERENCE OF THE JOINT COMMITTEE

The Terms of Reference of the Joint Governance Committee are set out in the IAA, primarily in Schedule 4, and includes (but are not limited to) the following:

1. Making recommendations to the Constituent Authorities on the performance, from a common client perspective, of IMCo against common or consistent key performance indicators across the Constituent Authorities;
2. Monitoring the performance of IMCo against common or consistent key performance indicators across the Constituent Authorities;
3. Reviewing policies in respect of environmental, social and governance matters (including responsible investment), local investment, and conflicts of interest management, and where appropriate making recommendations to the Constituent Authorities as to any changes deemed necessary;
4. Applying any processes or policies that are assigned to it within this Agreement;
5. Ensuring that the OWG acts within its remit as set out in the IAA, specifically but not limited to clause 5 and Schedule 8;
6. Providing any analysis or commentary to the Constituent Authorities on annual accounts relevant to the Joint Governance Committee;
7. Monitoring the implementation and effectiveness of the policies described in Schedule 5 and initiating reviews of these where required;
8. Delivery and ongoing monitoring against the Pooling Collaboration objectives, Business Plan and budgets;

9. Approving responses from the Pooling Collaboration in relation to consultations or other matters considered appropriate;
10. Making recommendations and providing feedback (as applicable) to the Chair of the Shareholder Forum in relation to matters on which the Shareholder Forum consults the Joint Governance Committee further to the Terms of Reference of the Shareholder Forum in Schedule 9 of the IAA;
11. Seeking advice from professional and authorised and regulated advisers where necessary;
12. Agreeing the Business Plan to be put forward to the Constituent Authorities for approval;
13. Reporting to the Constituent Authorities quarterly (and at any other time when the Joint Governance Committee considers it to be necessary) on the matters within their remit including the ongoing monitoring of the Business Plan;
14. Agreeing criteria for the evaluation of bids or tenders for any procurement of a provider or adviser to the Joint Governance Committee.

PROCEDURE

The procedure of the Joint Governance Committee is set out in the IAA, primarily within Schedule 6, and includes (but not limited to) the following:

MEETINGS

Meetings shall be held a minimum of two times per municipal year (being May to May), with additional meeting scheduled as necessary.

The Joint Governance Committee shall form such sub-committees and working groups as it considers expedient to performing its function. The Joint Governance Committee shall at the time of forming sub-committees or working groups set out the remit of the sub-committees or working groups, what the sub-committees or working groups are required to deliver and the timescale for that delivery. The Co-opted Member may be a member of any sub-committee or working group.

Each Constituent Authority's Section 151 Officer and Monitoring Officer (or in their absence their deputies) shall, where they are not members of the OWG, have the right to attend meetings of the OWG and receive copies of any papers

MEMBERSHIP

The membership of the Joint Governance Committee shall be:

- (a) one elected member nominated by each of the Constituent Authorities, provided that the nominated person is an elected member of that Constituent Authority and a member of that Constituent Authority's pensions committee (or equivalent body) for the purposes of the Local Government Pension Scheme Regulations 2013;
- (b) one Co-opted Member appointed by decision of the Members (or a sub-group of the Members where such a sub-group is formed to consider the candidates), and which Co-opted Member shall be selected from a pool of candidates nominated by each of the Constituent Authorities or their Pension Boards.

Each Constituent Authority may appoint a named deputy for each Member, which deputy must be an elected member of the same Constituent Authority and the same Constituent Authority's pension committee (or equivalent body) for the purposes of the Local

Government Pension Scheme Regulations 2013 as the Member for whom they are acting as deputy.

In the case of the Co-opted Member, a deputy shall be appointed by decision of the Members (or a sub-group of the Members where such a sub-group is formed to consider the candidates), and which deputy for the Co-opted Member shall be selected from a pool of candidates nominated by each of the Constituent Authorities or their Pension Boards.

The role of the Co-opted Member is contained within Schedule 6 of the IAA.

QUORUM

The quorum shall be six members.

VOTING

The Chair shall seek consensus wherever possible. However, where a vote is required each member present shall have one vote and voting will be by means of a show of hands or such other method as the Chair may decide is appropriate in the circumstances, including a roll call. The Co-opted member may not vote. In the event of a tied vote, the Chair shall have a second or casting vote. All decisions will be by simple majority of Members present.

In the event that a vote is taken, the voting positions and any abstentions of Members will be recorded in the minutes.

Any reference to the Joint Governance Committee taking any action including agreeing, approving or making recommendations, shall be determined subject to the voting provisions set out in Schedule 6 of the IAA.

CHAIRMANSHIP

The Chair and Vice Chair shall be members and shall be appointed by vote for a term of 12 calendar months.

In the absence of the Chair, the Vice-chair shall be entitled to exercise all the functions of the Chair.

HOST AUTHORITY

Carmarthenshire County Council will be the Host Authority for the operation of the Joint Governance Committee, the OWG and the Shareholder Forum which shall be carried out for and on behalf of itself and the Constituent Authorities and Carmarthenshire County Council agrees to act in that capacity subject to and in accordance with and to the extent provided for by the terms of this Agreement, pursuant to clause 8 of the IAA.

EAS AUDIT AND RISK ASSURANCE COMMITTEE

The Constituent Local Authorities are Blaenau Gwent County Borough Council, Caerphilly County Borough Council, Monmouthshire County Council, Newport City Council and Torfaen County Borough Council.

FUNCTIONS OF THE COMMITTEE

1. Financial reporting, internal controls and external / internal auditors

- To monitor the integrity of the financial statements of the company.
- To review the company's internal financial controls.
- To monitor and review the effectiveness of the company's internal audit function.
- To make recommendations to the board in relation to the appointment of the external auditor and to approve the remuneration and terms of engagement of the external auditor.
- To review and monitor the external auditor's independence and objectivity and the effectiveness of the audit process, taking into consideration relevant UK professional and regulatory requirements.

2. Risk management

- Review and assess the risk management of the company.
- Review and monitor the processes for assessing the completeness of the risk portfolio and changes thereto and identifying emerging risks, as well as understanding how the risks are managed.

3. Compliance with law and regulations

- To monitor and review HR policy and procedures and applied across the company.
- To monitor and review compliance with the current Welsh Language Measures Act.
- To monitor and review compliance with the Health and Safety Act and the risk assessments where appropriate.
- To monitor and review the corporate governance agreement to ensure compliance and fit for purpose. To include Members, local authorities, Directors / Chief Education Officers and officers.

4. Technology

- To review ICT policies to ensure compliance across the company.
- To review measures in place to protect Cybersecurity.
- To review and monitor the measures in place to protect data privacy and compliance with the transfer of sensitive pupil information.

5. Conflict of Interest

- To ensure that Members, Directors / Chief Education Officers and officers are free from conflicts that compromise judgement.

6. Reporting on Impact and Value for Money

- To review the integrity of systems developed to measure impact and value for money the SEWEAS is having on local authorities, schools and children and young people.

7. Report to the board on how it has discharged its responsibilities

MEMBERSHIP OF THE COMMITTEE

The committee consists of two non-executive members from each of the five local authorities from the South East Wales Education (SEWC) region.

CHAIRMANSHIP

The Chair of the Committee will be derived from a Local Authority that is not currently chairing the Joint Executive Group (JEG) and the EAS Company Board.

ARRANGEMENTS

The Committee will meet once a quarter unless special meetings are called.

QUORUM

The quorum shall be a member from at least 3 of the Councils.

VOTING

Each member shall have one vote.

PATROL ADJUDICATION JOINT COMMITTEE

The Committee provides resources to support the Independent Adjudicators and staff who comprise the Traffic Penalty Tribunal which deals with appeals in relation to Penalty Charge Notices for civil parking offences

(NOTE: The following is a summary of the functions, arrangements and committee responsibilities of the above body. The Joint Agreement between the Constituent Local Authorities sets out the arrangements in more detail.)

FUNCTIONS OF THE COMMITTEE

- To appoint (re-appoint and dismiss) subject to the Lord Chancellor's consent (and that of the Lord Chief Justice as required) Adjudicators for the purposes of the Part 6 of the 2004 Act.
- To appoint a proper officer and deputy of the Committee
- To appoint (and terminate and accept the resignation of) a Lead Authority
- To provide or make arrangements for the provision of accommodation and administrative staff and facilities for the Adjudicators
- To determine after consultation with the relevant Participating Authority where the Adjudicators are to sit
- To commission and receive an annual report upon the Adjudication Service from the Adjudicators
- To make and publish an annual report to the Appropriate National Authority as appropriate on the discharge by the Adjudicators of their functions
- To defray all the expenses of the adjudication process and in particular expenses in relation to the remuneration of Adjudicators
- To establish and approve annual budgets and receive annual accounts and regular monitoring reports on associated expenditure

- To undertake such other functions as are reasonably incidental to the efficient operation of the adjudication process
- Such other associated functions as the Participating Authorities may lawfully arrange for the Committee to perform as they from time to time consider appropriate, provided that the Committee agrees to such associated functions

MEMBERSHIP OF THE COMMITTEE

The Joint Committee consists of one representative from each of the Constituent Authorities. If a representative is unable to attend the Participating Authority may be represented by a substitute duly appointed by that Authority.

QUORUM

The quorum shall be one twentieth of the numbers of the Participating Authorities representatives but in any event not less than three

CHAIR

The Joint Committee shall appoint a Chair on an annual basis

VOTING

Each representative (or if absent the named substitute) shall be entitled to one vote. In the case of equality of votes the Chair has a second or casting vote.

JOINT COMMITTEE FOR THE NATIONAL ADOPTION SERVICE AND FOSTER WALES

(NOTE: the following is a summary of the functions, arrangements and committee responsibilities . The Joint Agreement between the 22 Constituent Local Authorities sets out the arrangements in more detail)

FUNCTIONS OF THE JOINT COMMITTEE

- Providing leadership to set the direction for NAS and Foster Wales including strategic planning by agreeing priorities, targets and resourcing following engagement with partners and stakeholders as well as support to operational planning.
- Reviewing progress including analysis of performance data and service information from the regions and VAA's.
- Providing annual and mid-year reports each year for agreement by the Combined Governance Board, Joint Committee and submission to Welsh Ministers as well as to WLGA and ADSS-C where required.
- Providing specific functions nationally to support and enable NAS operations (currently as below)
 - Establishing and maintaining a website for the National Adoption Service for Wales
 - Management of the Adoption Register for Wales (under contract from Welsh Government)

- Commissioning and contracting national contracts to support service delivery functions and support
- Maintaining arrangements for service user engagement across Wales
- Leadership, matrix management oversight, advice and support to regions and VAA's.
- Promotion of best practice and a culture of continuous improvement throughout the NAS.
- Securing appropriate resourcing through new / additional finance or re-profiling of existing as well as managing the central team allocation, grants and investment.
- Strategic commissioning as necessary for the discharge of functions
- Maintaining arrangements for national governance and allied sub / task & finish groups to engage stakeholders in carrying out the actions / work agreed by the Combined Governance Board
- Promotion of adoption, including national PR and marketing and the provision of the 'face and voice' of adoption in Wales.
- Stakeholder and relationship management including with allied services and organisations in Wales and UK, Ministers and Welsh Government.
- Providing specific functions nationally to support and enable Foster Wales operations (currently as below)
 - Establishing and maintaining a national website for Foster Wales
 - Commissioning and contracting national contracts to support service delivery functions and support
 - Leadership, matrix management oversight, advice and support to regions and LA's
 - Promotion of best practice and a culture of continuous improvement
 - Managing the central team allocation, grants and investment, enabling negotiations with funding bodies to secure ongoing resourcing.
 - Maintaining arrangements for national governance and allied sub / task & finish groups to engage stakeholders in carrying out the actions / work agreed by the Lead Heads of Children's Services Group
 - Promotion of Foster Wales, including national PR and marketing.
 - Stakeholder and relationship management including with allied services and organisations in Wales and UK, Ministers and Welsh Government

ARRANGEMENTS

The Joint Committee shall meet at least annually.

MEMBERSHIP

The Joint committee consists of one voting member from each of the Constituent Local Authorities.

The Council may nominate one or more substitute members, subject to notification being given to the officer acting as Monitoring Officer to the Joint Committee before the start of the meeting. The member appointed as a substitute shall have voting rights where the member for whom they are substituting does not attend.

Any member of the Council who is not a member of the Joint Committee is entitled to attend the Joint Committee but he or she shall not be entitled to vote, shall not take part in the consideration or discussion of any business save by leave of the Chair and comments will be recorded only on the direction of the Chair.

VOTING

Each voting member of the Joint Committee shall have one vote

CHAIR

The Joint Committee shall appoint one of its voting members as Chair and one of its voting members as Vice Chair

HOST AUTHORITY

The Council of the City of Cardiff will be the Host Authority