



SECTION 4

4. STANDING ORDERS

4.1 GENERAL

4.11 The **North Wales Corporate Joint Committee** (the “CJC”) is a corporate body established by the North Wales Corporate Joint Committee Regulations 2021 (the “Establishment Regulations”)

4.12 The members of the CJC are the executive leaders of the 6 Constituent Councils:

- Conwy County Borough Council
- Denbighshire County Council
- Flintshire County Council
- Cyngor Gwynedd
- The Isle of Anglesey County Council
- Wrexham County Borough Council (“the Council Members”) and
- the Snowdonia National Park Authority Member (“SNPA” “Snowdonia Member” respectively);
- and any Co-opted Member.

4.13 The Snowdonia Member will be appointed by the Snowdonia National Park Authority (the “**Authority**”) and must be one of the following office-holders:

- (i) The chairman of the Authority;
- (ii) The deputy chairman of the Authority; or
- (iii) The chairperson of a committee with responsibility for planning matters as may be established by the Authority.

4.14 Each Council Member will act as a member of the CJC in relation to all of the CJC’s functions.



- 4.15 The Snowdonia Member will act as a member of the CJC only in relation to the Strategic Development Plan Function and any function that is ancillary or incidental to those functions.
- 4.16 Each Co-opted Member will act in accordance with their appointment.
- 4.17 The CJC may not delegate any of the following to any other person or sub-committee:
- (i) Its function in relation to the approval and revision a transport policy under the relevant provisions of the Transport Act 2000 (“Transport Policy Function”);
 - (ii) The actions in relation to preparing a Strategic Development Plan (the “Strategic Development Plan Function”) which are set out in Regulation 15(b) of the North Wales Corporate Joint Committee Regulations 2021;
 - (iii) The decision to agree the CJC budgets and contributions of the Constituent Councils and the Authority; and
 - (iv) Other specific decisions and responsibilities set out in the Establishing Regulations.

4.2 ANNUAL GENERAL MEETINGS AND OTHER MEETINGS

- 4.2.1 The CJC must hold an annual general meeting in each financial year on a date determined by the CJC.
- 4.2.2 The CJC may hold other meetings on the dates set out in the calendar of meetings specified in these Standing Orders section 4.6. An extraordinary CJC meeting may be called at any time by any person entitled to vote on a matter to be decided at that meeting.

4.3 CHAIRING MEETINGS

- 4.3.1 The first items of business to be transacted at the first meeting of the CJC are the appointments of a chairperson and vice-chairperson. The Council Member for Conwy County Borough Council must chair the meeting until the chairperson is appointed.
- 4.3.2 The first items of business to be transacted at subsequent annual general meetings of the CJC are the appointments of a chairperson and vice-chairperson.



- 4.3.3 If a vacancy occurs in the office of chairperson or vice-chairperson the appointment to fill the vacancy must be made at the first meeting of the CJC to be held after the vacancy has arisen.
- 4.3.4 The chairperson and vice-chairperson must each be a Council Member and must be appointed, or confirmed by the Council Members, and any other Member entitled to vote on the matter.
- 4.3.5 Meetings of the CJC must be chaired by the chairperson, or if the chairperson is absent then the vice-chair person.

4.4 QUORUM

- 4.4.1 All persons entitled to vote must be present for:
- (i) A meeting to decide the amounts payable by the relevant CJC Members for the Strategic Development Plan Budget and for the General Budget; and
 - (ii) For decisions to change voting procedures.
- 4.4.2 For any other matters, no fewer than 70% of the persons entitled to vote must be present.
- 4.4.3 Members will be regarded as present at a meeting where they attend that meeting by remote means in accordance with the Council's arrangements for multi-location meetings providing that they can speak to, hear and be heard by, other attendees at the meeting.
- 4.4.4 For the purposes of para 4.4.3, attendance "by remote means" means attendance in a different physical location to that of other participants and participating through an online meeting platform

4.5 VOTING

- 4.5.1 The number of Co-opted Members entitled to vote may not exceed the number of other Members entitled to vote.
- 4.5.2 Each person entitled to vote has one vote.
- 4.5.3 Other than the matters listed in 4.5.4 and 4.5.5 below, any vote to be decided by simple majority and if a vote is tied the matter is not carried.
- 4.5.4 The funding of budget decisions (amounts payable by the Constituent Councils and the SNPA) shall be determined by the unanimous agreement of the Members



entitled to vote. If the Members cannot reach agreement, the proportions are to be determined by the Welsh Government.

- 4.5.5 Any change to voting arrangements requires unanimous agreement of all Members entitled to vote on the matter.
- 4.5.6 Notwithstanding 4.5.3 above where the matter relates to strategic planning and a vote is tied, the person chairing has a casting vote.
- 4.5.7 The CJC may adopt an alternative voting procedure for any decision other than the decision on the budget and the decision to change the voting procedure itself.
- 4.5.8 The Agenda for each meeting will identify the voting arrangements for each item.

4.6 HOLDING OF MEETINGS

- 4.6.1 A CJC meeting may be held at a location determined by the CJC;
 - (i) by remote means; or
 - (ii) Partly by remote means and partly at a location determined by the CJC.
- 4.6.2 CJC meetings must be open to the public unless the public are excluded under 4.6.3 or 4.6.4 below:
- 4.6.3 The public must be excluded from meetings whenever it is likely in view of the nature of the business to be transacted, or the nature of the proceedings, that confidential information would be disclosed.
- 4.6.4 The public may by resolution be excluded from meetings whenever it is likely in view of the nature of the business to be transacted, or the nature of the proceedings, that exempt information would be disclosed.

(“confidential information” and “exempt information” have the meanings set out in the Corporate Joint Committees (General) (No 2) (Wales) Regulations 2021)
- 4.6.5 A CJC must give public notice of a CJC meeting:
 - (i) at least five clear days before the meeting, or
 - (ii) if the meeting is convened at shorter notice, at the time the meeting is convened.
- 4.6.6 The notice must be published electronically and must specify the date and time of the meeting and how the public can access the meeting.



- 4.6.9 Where the meeting is called by one of the Members of the CJC, the notice must specify the business proposed and be signed by the Member(s) calling the meeting or signify the approval of those Members by electronic means.

4.7 ACCESS TO AGENDA AND CONNECTED REPORTS

- 4.7.1 Copies of the agenda for a CJC meeting and copies of any report for the meeting must be published bilingually by the CJC:
- (i) electronically, and
 - (ii) at least five clear days before the meeting, or, if the meeting is convened at shorter notice, then at the time it is convened. However, such documents must be available to the Members of the CJC before they are published.
- 4.7.2 An item of business may not be considered at a CJC meeting unless either:
- 4.7.2.1 A copy of the agenda including the item (or a copy of the item) is published electronically at least three clear days before the meeting, or,
 - 4.7.2.2 if the meeting is convened at shorter notice, at the time it is convened, or
 - 4.7.2.3 by reason of special circumstances, which must be specified in the minutes, the chair of the meeting is of the opinion that the item should be considered at the meeting as a matter of urgency.

4.8 MINUTES AND OTHER DOCUMENTS AFTER MINUTES

- 4.8.1 The names of the Members present at a CJC meeting must be recorded.
- 4.8.2 Minutes of the proceedings of a CJC meeting must be drawn up and recorded. The minutes must be approved by the person chairing the CJC meeting or the person chairing the next suitable ordinary meeting of the CJC by signing the minutes, or by electronically signifying approval.
- 4.8.3 After a CJC meeting the CJC must:
- 4.8.3.1 Publish the minutes, or a copy of the minutes, where applicable a summary of proceedings in consequence of the exclusion of material which discloses exempt information, a copy of the agenda for the meeting and a copy of any report for the meeting as relates to any item during which the meeting was open to the public.



4.8.3.2 Ensure that those documents remain accessible electronically to members of the public until the expiration of the period of six years beginning with the date of the meeting.

4.8.3.3 As soon as reasonably practicable after a CJC meeting, and in any event before the end of seven working days beginning with the day on which the meeting is held, the CJC must publish electronically a note setting out:

- (a) the names of the members who attended the meeting, and any apologies for absence;
- (b) any declarations of interest;
- (c) any decision taken at the meeting, including the outcomes of any votes, but excluding anything relating to a decision taken when the meeting was not open to the public as discloses exempt information.

4.9 SUB-COMMITTEES

4.9.1 Sections 4.3 to 4.9 apply to a meeting of a sub-committee of the CJC as they apply to a meeting of the CJC.

4.9.2 The CJC shall, when establishing a sub-committee establish the voting arrangements as part of the terms of reference for the sub-committee which shall be set out in the Terms of Reference in Section 5.

4.10 BUDGET

4.10.1 For each financial year, the CJC must calculate its budget for its functions:

- (a) Strategic Development Plan Function (the “**Strategic Development Plan Budget**”)
- (b) Other functions (the “**General Budget**”)

4.10.2 The budget shall be agreed no later than 31st January 2022 for the first financial year and no later than 31st January for each subsequent year.

4.10.3 Revisions can be made to the budget during the financial year to which that budget relates.

4.10.4 The relevant contribution to the Strategic Development Plan budget requirement must be paid by the Constituent Councils and the SNPA - the proportion to be paid



by each is to be decided by unanimous agreement of the Council Members and the Snowdonia Member.

- 4.10.5 The relevant contribution to the general budget requirement must be paid by the Constituent Councils – the proportion to be paid by each is to be decided by unanimous agreement of the Council Members.

4.11 GENERAL FUND

- 4.11.1 The CJC must establish and maintain a fund to be known as the CJC's General Fund.
- 4.11.2 Any sums received or paid by the CJC, other than for specific external funds set out in the Establishing Regulations, must be done so through the CJC's General Fund.
- 4.11.3 The CJC must keep an account of receipts into and payments out of its General Fund.

4.12 FINANCIAL ADMINISTRATION

- 4.12.1 The CJC will adopt Financial Standing Orders to govern its financial arrangements.

4.13 STAFFING

- 4.13.1 The CJC will make arrangements in relation to staffing as are necessary for the proper discharge of its functions. Provisions in the Establishing Regulations apply to the CJC's arrangements for staffing.
- 4.13.2 Where required the CJC will adopt a Pay Policy Statement.

4.14 DUTY TO APPOINT CHIEF EXECUTIVE OFFICER

- 4.14.1 The CJC will appoint a chief executive officer.
- 4.14.2 The chief executive must:
- (i) Keep review of how the CJC exercises its different functions, the CJC's arrangements and staffing matters, and
 - (ii) Where appropriate to do so, make a report to the CJC setting out the chief executive's proposals in respect of any of those matters.
- 4.14.3 Provisions in the Establishing Regulations in relation to the direct employment of a chief executive officer will apply.



4.15 DUTY TO APPOINT CHIEF FINANCE OFFICER AND REPORTING FUNCTIONS

- 4.15.1 The CJC will appoint a chief finance officer under Section 151 of the Local Government Act 1972.
- 4.15.2 The CJC's chief finance officer will be responsible for the proper administration of its financial affairs and shall have the reporting duties under Section 114 of the Local Government Finance Act 1988

4.16 DESIGNATION AND REPORTS OF MONITORING OFFICER

- 4.16.1 The CJC must designate a monitoring officer under section 5 of the Local Government and Housing Act 1989, who will not be the same individual as the CJC's chief executive officer or chief finance officer.
- 4.16.2 The CJC's monitoring officer will have the duties under Section 5 of the Local Government and Housing Act 1989 in relation to the CJC together with support and advice functions in relation to CJC and sub-committee meetings and their members as set out in Regulation 8 of the Corporate Joint Committees (General) (No 2) (Wales) Regulations 2021.

4.17 LANGUAGE AND TRANSLATION

- 4.17.1 All meetings of the CJC and its Sub-Committees will be conducted bilingually and all participants may speak through the medium of Welsh and/or English. Simultaneous translation will be provided by the host authority.

4.18 RECORDS

- 4.18.1 The CJC will make arrangements for the proper care, preservation and management of the CJC's records, and make and maintain a scheme setting out those arrangements which are approved by the CJC (the "Records Scheme").
- 4.18.2 Provisions in the Establishing Regulations relate to the preparation, retention publications and facilitation of access to documents and records by the CJC.

4.19 CODE OF CONDUCT

- 4.19.1 The Conduct of Members (Principles)(Wales) Order 2001 which sets out the principles which are to govern the conduct of members of a relevant authority in Wales apply to Members and Co-Opted Members.
- 4.19.2 The CJC has adopted a code of conduct for Members (the “**Members Code of Conduct**”) - Section 11. Members and Co-opted Members of the CJC must observe the Members Code of Conduct where it applies.
- 4.19.3 The Code of Conduct (Qualifying Local Government Employees) (Wales) Order 2001 applies to an employee of a corporate joint committee as it applies to an employee of a relevant authority.