

## SECTION 1

### 1. INTRODUCTION

#### 1.1 PURPOSE AND CONTENT OF THE CONSTITUTION

- 1.1.1 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”.
- 1.1.2 The CJC has a duty to prepare and publish a Constitution (section 37(5) Local Government Act 2000)
- 1.1.3 The Contents pages at the beginning of this Constitution provide a guide on what is in the Constitution and where you can find it.
- 1.1.4 The Constitution describes how the CJC is made up, and its role, functions, membership and procedural rules.
- 1.1.5 In Section 3 (Getting Information and Getting Involved) we have provided information for members of the public and Members on how you can get information about the CJC. We hope that this will help people who have an interest in the work of the CJC, and how you can get involved.
- 1.1.6 You can get a better understanding of the role and functions of the CJC in sections 1.2 of this Constitution, including the role of the CJC and its sub-committees in sections 1.2.10. Section 6 provides information on the management and Officer structures of the CJC. Some Officers have a specific duty to ensure that the CJC operates within the law and uses resources wisely. Responsibility for functions at section 8 says what and where the decisions are made within the CJC, and which Officers have authority to make which decisions.
- 1.1.7 Section 11 has the Code of Conduct and Protocols which set the standard of behaviour of Officers and Members. All Officers and Members have agreed to comply with these Codes and protocols.

#### 1.2 HOW THE CJC OPERATES

##### The “CJC”

- 1.2.1 All Members have agreed to follow a Code of Conduct, to ensure high standards in the way they undertake their duties. The Standards Committee is responsible for training and advising on the Code of Conduct.



- 1.2.2 The meeting dates of the CJC are published and it meets regularly. It may meet remotely (via an on-line link) or in person at a venue to be notified in advance of any meeting. Meetings of the CJC are normally open to the public unless information of a confidential or exempt nature is being discussed.
- 1.2.3 The CJC membership comprises of:
- (i) the “Council members” of the CJC are the executive leaders of the 6 Constituent Councils:
    - (a) Conwy County Borough Council
    - (b) Denbighshire County Council
    - (c) Flintshire County Borough Council
    - (d) Cyngor Gwynedd
    - (e) Isle of Anglesey County Council
    - (f) Wrexham County Borough Council
  - (ii) the Snowdonia National Park Authority member (“Snowdonia Member”), and
  - (iii) any Co-opted Member
- 1.2.4 The Snowdonia Member will be appointed by the Snowdonia National Park Authority (the “National Park”) and must be one of the following office-holders:
- (a) The Chair of the National Park;
  - (b) The Deputy Chair of the National Park; or
  - (c) The chairperson of a committee with responsibility for planning matters as may be established by the National Park.
- 1.2.5 Where a Council Member is not able to act as a member for any period, the Constituent Council of which that Council Member is a member may appoint another member of its executive to substitute the Council Member for that period. Where the Snowdonia Member is not able to act as a member for any period, the National Park may appoint one of the other office-holders listed above at paragraph 1.2.4 to substitute the Snowdonia Member for that period. The provisions of Regulation 7(2) of the “Establishment Regulations” apply.
- 1.2.6 Regulation 7(2) of the “Establishment Regulations” makes provision for the suspension of Council Members and/or the Snowdonia Member.



- 1.2.7 Each Council Member will act as a member of the CJC in relation to all of the CJC's functions.
- 1.2.8 The Snowdonia Member will act as a member of the CJC in relation to the Strategic Development Plan Function and any function that is ancillary or incidental to that function.
- 1.2.9 The CJC may by written agreement co-opt one or more individuals as members of the CJC ("Co-opted Member"). Regulation 9 of the "Establishing Regulations" will apply in relation to such Co-opted Members who will act in accordance with their appointment.

### **Sub-Committees**

- 1.2.10 The CJC must establish a sub-committee known as the Governance and Audit Sub-committee to
- (a) review and scrutinise the CJC's financial affairs;
  - (b) make reports and recommendations in relation to the CJC's financial affairs;
  - (c) review and assess the risk management, internal control and corporate governance arrangements of the CJC;
  - (d) make reports and recommendations to the CJC on the adequacy and effectiveness of those arrangements;
  - (e) review and assess the CJC's ability to handle complaints effectively
  - (f) make reports and recommendations in relation to the ability of the CJC to handle complaints effectively
  - (g) oversee the CJC's internal and external audit arrangements;
  - (h) review any financial statements prepared by the CJC;
  - (i) exercise such other functions as the CJC may specify.
- 1.2.11 The CJC shall adopt the terms of reference of the Governance and Audit Sub-Committee before 1st June 2022 and those terms of reference may be amended by the CJC from time to time.
- 1.2.12 The CJC will appoint a Standards Committee in accordance with the terms of reference adopted by the CJC before 1st June 2022 and those terms of reference may be amended by the CJC from time to time.



- 1.2.13 The CJC may appoint a sub-committee to make recommendations to the CJC and will adopt terms of reference for the sub-committee and these may be amended by the CJC from time to time.
- 1.2.14 The CJC may establish one or more sub-committees for the purpose of discharging any of its functions, subject to Standing Orders, to carry out in respect of the area of each constituent council the function of developing and revising the Regional Transport Plan and transport policies, preparing and revising a Strategic Development plan, and the exercise of the economic well-being function, and anything to facilitate or which is incidental or conducive to the exercise of its functions. The CJC may establish such other Sub-Committees as it deems necessary to support its functions.
- 1.2.15 A sub-committee appointed by the CJC may include, or be wholly comprised of, persons who are not members of the CJC.
- 1.2.16 The functions of a sub-committee, the number of members of a sub-committee and the term of office of each member must be fixed by the CJC and the sub-committee may only exercise those functions as are delegated to it by the CJC.
- 1.2.17 The CJC shall, when establishing a sub-committee will establish the voting arrangements as part of the terms of reference for the sub-committee.
- 1.2.18 Standing Orders apply to a meeting of a sub- committee of the CJC as they apply to a meeting of the CJC.
- 1.2.19 Any delegation to a sub-committee will be subject to Standing Orders.