

# TERMS OF REFERENCE OF THE JOINT OVERVIEW AND SCRUTINY COMMITTEE OF THE SOUTH EAST WALES CORPORATE JOINT COMMITTEE

## Definitions

1. For the purposes of these Terms of Reference:

**‘CJC’** – The South East Wales Corporate Joint Committee

**‘Appointing Authorities’** are the constituent councils of the CJC

**‘Host Authority’** means Rhondda Cynon Taff CBC, or such other authority as the Appointing Authorities may agree from time to time;

## Introduction

2. The Joint Overview and Scrutiny Committee of the South East Wales Corporate Joint Committee (“the JOSC”) was established by the agreement of the Appointing Authorities pursuant to the Local Authorities (Joint Overview and Scrutiny Committees) (Wales) Regulations 2013.

## Members

3. The JOSC shall consist of one non-executive member from each Appointing Authority.
4. It is a matter for each Appointing Authority, from time to time, to nominate, or terminate the appointment of its nominated member serving on the JOSC. Each Appointing Authority shall be entitled, from time to time, to appoint a deputy for its member representative to the JOSC but such deputy shall only be entitled to vote at meetings of the JOSC in the absence of their corresponding principal.
5. The length of appointment is a matter for each Appointing Authority.

## Quorum

6. The quorum necessary for a meeting of the JOSC is at least 5 out of the 10 JOSC members, present at the relevant time.

## Election of a Chair

7. The JOSC shall elect a Chair and Vice Chair annually.

### **Rules of Procedure**

8. The procedure rules will be those of the Host Authority for its Scrutiny Committees.

### **Members' Conduct**

9. Members of the JOSC will be bound by their respective Council's Code of Conduct.

### **Declarations of Interest**

10. Members of the JOSC must declare any interest either before or during the meetings of the JOSC (and withdraw from that meeting if necessary) in accordance with their Council's Code of Conduct or as required by law.

### **Confidential and Exempt Information / Access to Information**

11. The Host Authority's Access to Information Procedure rules shall apply subject to the provisions of the Local Government Act 1972.

### **Openness and Transparency**

12. All meetings of the JOSC will be open to the public unless it is necessary to exclude the public in accordance with Section 100A (4) of the Local Government Act 1972.

13. All agendas, reports and minutes of the JOSC will be made publicly available, unless deemed exempt or confidential in accordance with the above Act.

### **Functions to be exercised by the Joint Overview and Scrutiny Committee**

14. The JOSC shall be responsible for exercising the functions of a Joint Overview and Scrutiny Committee pursuant to the Local Authorities (Joint Overview and Scrutiny Committees) (Wales) Regulations 2013.

15. Any member of the JOSC may refer to the JOSC any matter which is relevant to its functions provided it is not a local crime and disorder matter as defined in section 19 of the Police and Justice Act 2006.
16. Any member of any of the Appointing Authorities may refer to the JOSC any local Government matter which is relevant to the functions of the JOSC, subject to the following conditions:
  - a. The matter relates to one of the functions of the Appointing Authority and is relevant to the functions of the JOSC,
  - b. It affects the electoral area of the member or it affects any person who lives or works there; and
  - c. It is not a local crime and disorder matter as defined in section 19 of the Police and Justice Act 2006.
17. When considering whether to refer a matter to the JOSC a member should first consider if it falls within the remit of a single overview and scrutiny committee within the member's local authority, and if that is the case the member should raise the matter there. Members should only refer a matter to the JOSC if it falls clearly within the responsibilities and terms of reference of the JOSC and if there is no scrutiny of the issue in the local authority to which the member belongs.

### **Administrative Arrangements**

18. It shall be the responsibility of the Head of Democratic Services of the Host Authority to ensure that an appropriate level of officer support and other resources to the joint overview and scrutiny committee are in place at all times. The cost of providing these resources will be met by the CJC.