

TERMS OF REFERENCE: PROSIECT GWYRDD JOINT SCRUTINY PANEL

Introduction

1. Prosiect Gwyrdd is a partnership of local authorities (Cardiff, Caerphilly, Newport, Monmouthshire and Vale of Glamorgan) undertaking a complex procurement to secure a solution for the treatment of waste after composting and recycling are maximised.
2. Prosiect Gwyrdd is resourced by the partnership and is supported by a Project Team of full time officers, a Project Board made up of senior officers representing each of the partner councils and, a Joint Committee of 2 senior members from each authority. In addition, legal, technical and financial external advisors have been appointed to provide expert advice.
3. Each Council agreed to form a Joint Scrutiny Panel as part of the agreement to establish and participate in the Project.

Membership of the Joint Scrutiny Panel

4. The Joint Scrutiny Panel shall consist of non executive members from each partner authority.
5. The Joint Scrutiny Panel shall consist of 2 non executive members from each partner authority. It is a matter for each local authority partner to nominate or terminate the appointment of members serving on the Joint Scrutiny Panel.
6. The length of appointment is a matter for each local authority partner.
7. A standing invitation will be sent to the Project Team, Project Board or Joint Committee to attend and participate in meets of the Joint Scrutiny Panel.

Quorum

8. A quorum of 25% of the Joint Scrutiny Panel's membership is required.

Election of a Chair

9. The Joint Scrutiny Panel shall elect a Chair annually.

Chair to Determine Rules of Procedure

10. Members and the public must have regard for the Chair who will have the authority to determine on any rules of procedure during meeting(s) of the Joint Scrutiny Panel.

Members Conduct

11. Members of the Joint Scrutiny Panel will be bound by their Council's Code of Conduct.

Declarations of Interest

12. Members of the Scrutiny Panel must declare any interest during meetings of the Joint Scrutiny Panel (and withdraw from the meeting if necessary) in accordance with their Council's Code of Conduct or as required by law.

Confidentiality of Information

13. In accordance with their Council's Code of Conduct, Members of the Joint Scrutiny Panel must not disclose any information considered 'exempt' in accordance with Section 100A(4) of the Local Government Act 1972.

Recordings of Meetings

14. Anyone is permitted to make notes of meetings but recordings of meetings are not permitted.

Deputations

15. It is a matter for the Chair to determine whether Members of the public may participate in a meeting of the Joint Scrutiny Panel.

Openness and Transparency

16. All meeting of the Joint Scrutiny Panel 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.
17. All agendas, report and minutes of the Joint Scrutiny panel will be made publicly available, unless deemed exempt information in accordance with the above Act.

Functions to be Exercised by the Joint Scrutiny Panel

18. The Joint Scrutiny Committee shall be responsible for exercising the following functions:
 - a. To perform the Overview and Scrutiny function for Prosiect Gwyrdd on behalf of the partnership authorities.
 - b. To develop a forward work programme based on the key contract delivery requirements and pre-decision scrutiny of key decisions made by the Project Board and Joint Committee.
 - c. To ensure that consideration of pre-decision scrutiny subjects are undertaken in accordance with the principles contained in the Public Contracts Regulations 2006 and any recommendations are consistent with the pre-determined contract evaluation criteria.
 - d. To seek reassurance that the Project is running to time and key areas of risk and/or contract requirements are being managed effectively.
 - e. To monitor the projects progress against the Project plan.
 - f. To make any reports and recommendations to the Project Team, Project Board, Joint Committee, Partner Authorities or any other person or organisation.