

SCHEDULE 5

TERMS OF REFERENCE OF THE GROWING MID WALES JOINT OVERVIEW & SCRUTINY SUB-COMMITTEE (“JOSSC”)

1. Membership

- 1.1. The Joint Overview & Scrutiny Sub-Committee shall comprise of 10 members in total, 5 each from the Authorities, ensuring political balance.
- 1.2. Executive members of the Authorities shall not be members of the JOSSC.
- 1.3. Two nominated substitutes will be allowed for the representatives listed above provided that the substitutes are not involved in and have not attended meetings of the Board or ESG.
- 1.4. An Authority may send a substitute from their own Authority if they are unable to attend, but this may not be a member of the Authority's executive and should be a member of each Authority's relevant scrutiny committees and same political group. A substitute will be able to vote.

2. Purpose

- 2.1. The purpose of the Joint Overview & Scrutiny Sub-Committee shall be:
 - 2.1.1. Performing the overview and scrutiny function for the Growth Deal on behalf of the Authorities, to:
 - a) review and or scrutinise decisions made, or other action taken, in connection with the discharge of any of the Board's functions;
 - b) make reports or recommendations to the Board or its executive officers with respect to the discharge of any of those functions;
 - c) make reports or recommendations to the Board or its executive officers on matters which affect the area or the inhabitants of that area;
 - d) exercise such other functions as the Board may determine.
 - 2.1.2. To develop a Forward Work Programme annually, reflecting the functions under clause 2.1.1 above.

For the period up to Final Deal Agreement (Development):
 - 2.1.3. To seek reassurance and consider if the Growth Deal is developing according to guidance from WG and UK Government in the period up to Final Deal Agreement, according to the Inter-Authority Agreement applicable, and against the expected timetable and/or is being managed effectively.

For the period post Final Deal Agreement (Delivery):
 - 2.1.4. To seek reassurance and consider if the Growth Deal is delivering according to the Inter-Authority (IAA), the agreed Portfolio Business Case, Implementation Plan and timetable, and / or is being managed effectively;
 - 2.1.5. To monitor the delivery of the Growth Deal Regional projects against agreed Portfolio/Programme/Project plans.
 - 2.1.6. To make any reports and recommendations to the Authorities, whether to their executive boards or Full Council as appropriate, in respect of any

function which has been delegated to the Board pursuant to this Agreement.

2.2. For the avoidance of doubt, scrutiny of individual Authorities projects' shall be a matter for the relevant Authorities' Scrutiny Committee.

3. Chair

3.1. The Chair and Vice-Chair of the JOSSC shall be elected by the JOSSC.

3.2. The Chair and Vice-Chair of the JOSSC shall be elected by the JOSSC at its first meeting and then at each calendar year.

3.3. The position of Chair and Vice-Chair will rotate between the Authorities on an annual basis.

3.4. Election of Chair – The JOSSC will elect a Chair from the statutory membership of the committee. Substitute Members will not be eligible for election as the Chair.

3.5. Election of Vice-Chair – The JOSSC will elect a Vice Chair from the statutory membership of the committee. Substitute Members will not be eligible for election as Vice-Chair.

4. Voting

4.1. Each member of the JOSSC shall have one vote. Decisions of the JOSSC shall be made by simple majority vote.

4.2. In the event of equality of votes the Chair of the JOSSC shall have a casting vote.

5. Conflicts of Interest

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

6. Proceedings of Meetings

6.1. The rules of procedure of the Monitoring Officer in respect scrutiny shall apply to meetings of the JOSSC.

6.2. Members of the JOSSC shall be subject to the Codes of Conduct for Members of their Authority.

6.3. Meetings may be rearranged, cancelled or additional meetings scheduled with the agreement of the Chair.

6.4. Each meeting will be recorded through the production of notes which will be made available to the public online after the meeting with the exception of any exempt or confidential information. Notes of meetings will usually be brief, containing a summary of discussions, action points and recommendations.

6.5. The JOSSC is not a decision making body, and the Chair should aim to facilitate consensual agreement on matters under consideration. Where a consensus cannot be reached, the Chair shall present the split views of the committee to the Board.

7. Quorum

7.1. The quorum for meetings shall be no less than 4 Members, which must include at least 2 Members from each of the 2 Authorities

8. Frequency

8.1. The JOSSC shall meet quarterly, having regard of the Board's meetings.
Additional meetings may be convened by the Chair on at least 7 clear days' notice.

9. Allowances

9.1. No allowances shall be paid.

10. Sub-Groups

10.1. The JOSSC by agreement may create Task and Finish Groups.

11. Review

11.1. The Terms of reference of the JOSSC shall be reviewed annually.