

SBCD Governance Board Meeting protocol



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Author:	Amanda Burns

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1. Introduction

This Protocol provides the means and guidance for the preparation, co-ordination and successful delivery of Swansea Bay City Deal Governance Boards, including Joint Committee, Programme (Portfolio) Board, Economic Strategy Board and Joint Scrutiny Committee. This Protocol should be read in conjunction with the Council's local procedures.

2. Notice of Meetings

- 2.1 The Chair of each Governance Board must first agree potential dates to hold meetings. The SBCD Portfolio Management Office (PoMO) liaises with the Chair of Programme (Portfolio) Board and Economic Strategy Board to determine potential dates. Similarly, Swansea Democratic Services support the set up of SBCD Joint Committee meetings and NPT Democratic Services support the set up of Joint Scrutiny Committee meetings.
- 2.2 A date and time will be set that suits enough members to form a quorum, but also fits with the schedule of the key members and in line with the governance requirements of the SBCD, required to fulfil the purpose of the meeting. Meetings will be scheduled at least 3 months in advance however the aim will be for 6-12 months in advance.
- 2.3 SBCD Programme (Portfolio) Board meetings should be held earlier in the month than Joint Committee meetings with 5 - 7 working days clear in between.
- 2.4 Ordinarily unless there are exceptional circumstances, SBCD Joint Committee and SBCD Programme (Portfolio) Board should not be held in the same week.
- 2.5 A formal meeting notice will be sent to members informing of the date, time and location of the Governance Board meetings. If the meeting is being held digitally a link will be sent out with the meeting notice for members to join. If the meeting is open to the public, the link will be published on the respective Council's website.
- 2.6 Only invitees are permitted to attend meetings. If the meeting is to be extended to additional colleagues, this request must go through SBCD PoMO.

3 Time and commitment

- 3.1 The frequency of Governance Board meetings as set out in their individual Terms of Reference are as follows:

Joint Committee	Monthly but additional meetings may be called
Programme (Portfolio) Board	Monthly before the Joint Committee meeting
Economic Strategy Board	Quarterly in advance of any Joint Committee meeting and when necessary to deal with any business agreed by the Chair of the ESB (ESB are currently meeting monthly)
Joint Scrutiny Committee	Every other month or on a frequency determined by the Joint Scrutiny Committee

- 3.2 Members invited to attend Governance Boards are expected to make every effort to participate in all scheduled meetings.
- 3.3 If unable to attend in person or by video conference, members and other attendees should send apologies to the appropriate Governance Board administrator as soon as they know they are unable to attend and ensure a suitable substitute is appointed. Attendance at Governance Boards is managed by the following:

Joint Committee	Democratic.Services@swansea.gov.uk
Programme (Portfolio) Board	citydeal@carmarthenshire.gov.uk
Economic Strategy Board	citydeal@carmarthenshire.gov.uk
Joint Scrutiny Committee	Democratic.Services@NPT.gov.uk

- 3.4 If the Chair is unable to attend a Chair pro-tem should be elected or the vice chair should chair the meeting.
- 3.5 The Chair supported by SBCD PoMO / Democratic Services must establish quoracy prior to the commencement of a meeting.
- 3.6 The quorum for the Joint Committee meeting is an appropriate representative from three of the four councils, however Joint Committee are not permitted to vote on the approval of a Business Case or any other matter relating to a programme / project if the member representative of a council involved in that programme / project is not present at that meeting.
- 3.7 For the Programme (Portfolio) Board to agree and submit recommendations, the Councils must be represented up to a quorum equivalent to that of half of the representatives of the Councils on the membership of the Programme (Portfolio) Board.
- 3.8 The quorum for the Joint Scrutiny Committee is no less than eight members which must include one member from each of the four authorities.

- 3.9 For the Economic Strategy Board to agree and submit recommendations the quorum for the Economic Strategy Board is the equivalent of half the membership.

4 Meeting Etiquette

- 4.1 During remote attendance at meetings, members are asked to turn off all noise sources (radio, TV, mobile phone). All members and participants will have their microphones muted when not speaking.
- 4.2 Joint Scrutiny meetings are recorded and made public. If there is a request for any other Governance Board to be recorded, this must be raised by the Chair to ensure all members are content.
- 4.3 If using video conferencing, members may use the raise hand function or chat function to be recognized to ask a question. Members should only talk when invited to by the Chair.
- 4.4 Members must refrain from interrupting other members as they speak.
- 4.5 When using video conferencing, ensure there is an appropriate background on display (unless this result in connectivity issues) with no personal items on show to protect your privacy and that of your home in public meetings.
- 4.6 When discussing exempt items please ensure that you are on your own and not in a public place or place where you can be overheard.

5 Agenda Setting

- 5.1 The SBCD Portfolio Management Office (PoMO) in conjunction with democratic services and the respective Chairs will co-ordinate the drafting of Agendas for Joint Committee and Joint Scrutiny Committee. The PoMO will co-ordinate the drafting of Agendas for Programme (Portfolio) Board and Economic Strategy Board meetings in conjunction with the respective Chairs.
- 5.2 Once an Agenda has been agreed, the SBCD PoMO will inform relevant Board members / colleagues of any items they are responsible for drafting / presenting and inform them of the timings in accordance with the deadlines set out in 6.1.
- 5.3 Members may request to submit agenda items for consideration directly to the SBCD PoMO or relevant Chairs.
- 5.4 With regards to Joint Committee and Programme (Portfolio) Board Agendas specifically, once agreed, SBCD PoMO will circulate to the SBCD Section 151 Officer and Monitoring Officer.

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- 5.5 All Agenda items for SBCD Joint Committee specifically, will be supported by a concise covering paper summarising the context and noting whether it is for information purposes, or a decision is required. Once report titles have been submitted to Democratic Services for the Joint Committee the titles should not be changed as they would have been forwarded for Welsh translation.
- 5.6 The SBCD PoMO will draft a Chair's Agenda providing further detail on the Agenda items, noting where decisions are required.
- 5.7 The Chair is responsible for ensuring the Governance Boards focus on the purpose of the meeting and they stay on track.

6 Documentation

- 6.1 This section is to ensure those responsible for approving documentation and members receiving documentation have sufficient time to clear and read the papers.
- 6.2 The SBCD PoMO will work with all responsible owners to ensure document sign off and time is set aside in diaries where necessary.
- 6.3 Table (a) provides timings for sufficient sign off of documentation by the appropriate Chair, SBCD Director, Section 151 Officer and Monitoring Officer and shows deadlines for submitting documentation. (Section 151 Officer and Monitoring Officer only sign off documentation relating to Joint Committee and Programme (Portfolio) Board).

Activity	Joint Committee	Programme (Portfolio) Board	Joint Scrutiny Committee	Economic Strategy Board
Submitted to PoMO	10 Working Days	9 Working Days	6 Working Days	6 Working Days
Submitted for Financial & Legal approval	9 Working Days	8 Working Days	N/A	N/A
Financial & Legal approval obtained	6 Working Days	5 Working Days	N/A	N/A
Submitted to Governance Board attendees	5 working Days	5 Working Days	5 Working Days	5 Working Days

Table (a)

- 6.4 Not all standardised reports require sign off by Section 151 Officer / Monitoring Officer. The SBCD PoMO will work with the Section 151 Officer / Monitoring Officer to identify standardized reporting requirements.
- 6.5 Where no or minor amendments have been made to documentation that has received sign off at Programme (Portfolio) Board, no further sign off is required to submit to Joint Committee. If additional sign off is required, this is to be agreed at Programme (Portfolio) Board.

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- 6.6 Whilst the legal requirement for publication of agendas and reports is 3 clear working days prior to the meeting, Governance Boards will work to 5 clear working days in advance of the meeting. Reports will only be added to the agenda with less than 3 clear working days in the event that a decision is needed as a matter of urgency ie due to a statutory deadline. The decision as to whether a matter is urgent will be the decision of the Monitoring Officer and Chair.
- 6.7 For non-public meetings, documents submitted after the deadline may only be added by resolution to the agenda, by the chair for the following conditions:
 - The agenda item if not acted upon in a timely manner would be compromised and failing to submit to members for consideration by a certain date would have serious consequences.
 - The document is for information purposes only
- 6.8 All Governance Board members should read the Board papers thoroughly to be prepared for the meeting. This is key in running smoothly and making the best use of time.
- 6.9 Minutes must be legibly recorded for all SBCD Governance Boards. Members formally review and authorise the minutes of the previous meeting at each Governance Board meeting.
- 6.10 Minutes for all SBCD Governance Boards will include the date, time and location of meeting, present and absent members, assigned actions and decisions made.