

## Governance update



### Joint Committee

Date: 9 December 2019

Report by: Officer Working Group

<b>Subject:</b>	<b>ACCESS Governance update</b>
<b>Purpose of the Report:</b>	The purpose of this paper is to update the Joint Committee (JC) on the progress of the Phase 3 Governance work, outlined to the Joint Committee at their meeting of 9 September 2019
<b>Recommendations:</b>	<p>The Joint Committee is invited to:</p> <ul style="list-style-type: none"><li>• note the revised timetable for completion of phase 3 governance deliverables</li><li>• Note that the revised IAA will take effect upon execution by all participating authorities, completion of this process to be confirmed in writing by the Clerk to the Committee.</li></ul>
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## **1. Purpose**

- 1.1. The purpose of this paper is to update the Joint Committee (JC) on the progress of the Phase 3 Governance work, outlined to the JC at their meeting of 9 September 2019, and the subsequent associated extension of timescales for the delivery of this work.

## **2. Background**

- 2.1. In June 2018 the JC agreed to Phase 3 of the Governance Workstream, which included reviewing the Inter Authority Agreement (IAA) alongside the completion of the Governance Manual, with a primary focus on ensuring consistency and clarity.
- 2.2. In September associated costs for this area of work was presented to the JC and it was agreed to include in the budget plan.
- 2.3. Section 151 Officers have discussed and contributed to the development of this workstream at each of their four meetings between December 2018 and August 2019. An update was also given at their November 2019 meeting.
- 2.4. Squire Patton Boggs held a webinar on 11 June for Monitoring Officers. This enabled the rationale behind proposed changes to the IAA to be explained in detail. It also introduced the Governance Manual. Engagement with Monitoring Officers has continued since.
- 2.5. At the JC meetings on 18 March, 11 June and 9 September, the Committee were advised of the timetable and next steps for the finalisation of the key governance documents.

## **3. Progress since Joint Committee meeting on 9 September 2019**

- 3.1. A re-circulation of the IAA to the Monitoring Officers for approval took place during October and November. At the time of writing one matter required the consideration of further drafting. This matter is limited to ensuring that references to Operator Agreement(s) are generic rather than specific. This is expected to be largely completed by the time of the Committee's meeting, at which a verbal update will be given.
- 3.2. As a result of the ongoing engagement with Monitoring Officers, the timetable has been redrafted and the execution of the revised IAA is now expected to commence in the new year. The updated timetable is shown below.

#### 4. Revised timetable for completion of the IAA review and finalisation of the Governance Manual

Shaded items are completed

<b>Task</b>	<b>Date</b>	<b>Responsible party(ies)</b>
S151 Officer meeting – revised ToR's discussed	15 <sup>th</sup> March	Section 151 Officers
Revised ToR's, revised IAA and governance manual finalised in draft and reviewed by GSG	w/c 8 <sup>th</sup> April	Squire Patton Boggs ACCESS Officers
Revised ToR's, revised IAA and governance manual issued to OWG for review & comment	w/c 15 <sup>th</sup> April	ACCESS Officers
OWG meeting – feedback taken from OWG on governance documents	25 <sup>th</sup> April	ACCESS Officers
Governance Sub-Group Meeting – final drafts revised; any required amends made	w/c 29 <sup>th</sup> April	Squire Patton Boggs ACCESS Officers
Email issued to Monitoring Officers outlining next steps	w/c 13 <sup>th</sup> May	ACCESS Officers
Governance report issued to Joint Committee; along with draft governance documents	4 <sup>th</sup> June 2019	ACCESS Officers
Joint Committee meeting – Governance Manual approved and passed to ASU for ongoing management	11th June 2019	Joint Committee
Monitoring Officers webinar/ Webinar recording issued Draft governance documents issued	12th June 2019	Monitoring Officers ACCESS Officers Squire Patton Boggs
Possible meeting of Monitoring Officers – feedback discussed and captured	Not required	Monitoring Officers Squire Patton Boggs
Feedback received from Monitoring Officers	November 2019	Monitoring Officers
Updated IAA circulated to members of the Joint Committee	Revised date: December	ACCESS Officers Joint Committee
Final version produced and signed off by GSG	Revised date: January	ACCESS Officers Squire Patton Boggs
Individual Authorities commence internal governance processes	Revised date: January	ACCESS Officers Monitoring Officers
Authorities to confirm approval of revised IAA to Clerk to the Joint Committee – Clerk will then issue the revised IAA for execution.	TBC	ACCESS Officers Clerk

## **5. Governance training arrangements**

- 5.1. The outstanding drafting required for the IAA does not impact upon the governance training, and this is scheduled to be held after the meeting on 9 December 2019.

## **6. Recommendation**

- 6.1. The Joint Committee is invited to:

- note the revised timetable for completion of phase 3 governance deliverables
- Note that the revised IAA will take effect upon execution by all participating authorities, completion of this process to be confirmed in writing by the Clerk to the Committee.

## **7. Consultation with Key Advisers**

- 7.1. Squire Patton Boggs are providing legal advice.
- 7.2. Hymans Robertson have provided project management support.