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CYNGOR SIR
YNYS MÔN
ISLE OF ANGLESEY
COUNTY COUNCIL

Mr Richard Parry Jones, MA.
Prif Weithredwr – Chief Executive

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RHYBUDD O GYFARFOD	NOTICE OF MEETING
CYD-BWYLLGOR ANGHENION ADDYSGOL ARBENNIG (MÔN A GWYNEDD)	SPECIAL EDUCATIONAL NEEDS JOINT COMMITTEE (ANGLESEY & GWYNEDD)
DYDD GWENER, 4 GORFFENNAF, 2014 am 10:30 y bore	FRIDAY, 4 JULY 2014 at 10.30 am
YSTAFELL BWYLLGOR 1, SWYDDFEYDD Y CYNGOR, LLANGFNI	COMMITTEE ROOM 1, COUNCIL OFFICES, LLANGFNI
Swyddog Pwyllgor	Ann Holmes 01248 752518 Committee Officer

AELODAU/MEMBERS

Cynghorwyr/ Councillors:

CYNGOR GWYNEDD COUNCIL

Selwyn Griffiths, Annwen Hughes, Elin Walker Jones, Beth Lawton, Caerwyn Roberts, Peter Read, Eirwyn Williams.

CYNGOR SIR YNYS MÔN/ISLE OF ANGLESEY COUNTY COUNCIL

Derlwyn Hughes, Trefor Lloyd Hughes, Llinos M.Huws, Gwilym O.Jones, R.Meirion Jones, J.Arwel Roberts, Ieuan Williams

YR EGLWYS/THE CHURCH

Y Parch./Rev.Lloyd Hughes (Yr Eglwys yng Nghymru/The Church in Wales)
Gwag/Vacant (yr Eglwys Babyddol Rufeining/The Roman Catholic Church)
Mr Rheinallt Thomas (Eglwysi Rhyddion/Free Churches)

AGENDA

1 CHAIRPERSON

To elect a Chairperson for the Joint-Committee for the next two year period.

(The Joint- Committee's Constitution states that a Member of one Authority shall be appointed Chairperson and a Member of the other Authority Vice-Chairperson – these posts to be alternated the consecutive term so that the chairmanship and vice-chairmanship alternate between the two authorities)

(The Chairmanship has been held for the previous two year term by a Member of the Isle of Anglesey County Council)

2 VICE-CHAIRPERSON

To elect a Vice-Chairperson for the Joint-Committee for the next two years.

(The Vice-Chairmanship has been held for the previous two year term by Councillor Caerwyn Roberts, Gwynedd Council)

3 DECLARATION OF INTEREST

To receive any declaration of interest by any Member or Officer regarding any item of business.

4 MINUTES OF THE 14TH MARCH, 2014 MEETING (Pages 1 - 4)

The minutes of the previous meeting of the SEN Joint-Committee held on 14th March, 2014 to be submitted for confirmation.

5 THE SEN PROVIDER UNIT

To present a report on the activities of the SEN Provider Unit during the Spring 2014 Term. *(Report to follow)*

6 SPECIAL EDUCATIONAL NEEDS JOINT-COMMITTEE'S FINAL ACCOUNTS FOR THE YEAR ENDED 31 MARCH, 2014 (Pages 5 - 30)

To present the Joint-Committee's pre-audited final accounts for the financial year ended 31 March, 2014.

7 ANNUAL GOVERNANCE STATEMENT 2013/14 (Pages 31 - 34)

To present the SEN Joint-Committee's Annual Governance Statement for 2013/14.

8 NEXT MEETING

2:00 p.m. on Friday, 19th September, 2014 in the Hywel Dda Chamber, Council Headquarters, Caernarfon (to receive audited accounts).

SPECIAL EDUCATIONAL NEEDS JOINT COMMITTEE

Minutes of the meeting held on 14 March, 2014

PRESENT: Councillor Gwilym O.Jones (Isle of Anglesey County Council)
(Chairman)
Councillor Caerwyn Roberts (Gwynedd Council) (Vice-Chairman)

Gwynedd Council

Councillors Annwen Hughes, Elin Walker Jones, Beth Lawton, Peter Read, Gareth Thomas, Eirwyn Williams.

Isle of Anglesey County Council

Councillors Trefor Lloyd Hughes, Llinos Huws, R.Meirion Jones, R.Llewelyn Jones.

IN ATTENDANCE: Ffion Edwards Ellis (Senior Educational Psychologist)
Mrs Mair Read (Anglesey SEN Education Officer)
Mr Darren Jackson (Gwynedd Council Education Officer)
Kathy Bell (Senior Education Accountant – Gwynedd Council)
Ann Holmes (Committee Officer)

APOLOGIES: Councillor Derlwyn Hughes (Isle of Anglesey County Council), Mr Rheinallt Thomas (Free Churches), Mr Gareth Payne (Principal Education Psychologist), Mr Dewi Jones (Gwynedd Council Education Officer), Dr Gwynne Jones (Director of Lifelong Learning, Isle of Anglesey County Council)

The Chairman welcomed everybody present to this meeting of the Joint Committee and particularly Ffion Edwards Ellis, Senior Educational Psychologist and Mr Darren Jackson, Education Officer from Gwynedd Council. The Chairman referred to the appointment of Mrs Delyth Molyneux, formerly of Gwynedd Council, as the Head of Learning for the Isle of Anglesey County Council and congratulated her on being appointed to the post.

1. DECLARATION OF INTEREST

No declaration of interest was received.

2. MINUTES

The minutes of the previous meeting of the Special Educational Needs Joint Committee held on 10 December 2013 were submitted and confirmed as correct.

3. THE SPECIAL EDUCATIONAL NEEDS PROVIDER UNIT

A report was submitted on the work of the Special Educational Needs Provider Unit and related matters during the 2013 Autumn Term and the 2014 Spring Term.

The SEN Education Officer of the Isle of Anglesey County Council, Mrs Mair Read, reported on the main considerations arising from the report as follows –

- In relation to the administration of assessment and review processes, the administrative team is now at full capacity following the appointment of two clerical assistants for a period of 12 months up to the end of March 2015. It had been a challenging period for the administrative service and the efforts of staff who had taken on the additional workload during this period were appreciated.

- All the statutory assessments were completed within the deadline where there were no exceptions.
- A substantial number of annual reviews had been processed in a timely fashion in order to set devolved budgets for schools.
- Regional developments in relation to streamlining business plans linked to the Capita ONE records system are continuing. Adopting the proposed changes will ensure substantial time savings for the clerical assistants.
- A model of the new administrative service had been presented to the Client Officers with a view to addressing the need to restructure the administrative unit for 2015/16 to reflect changes to the operational requirements of the Provider Unit. The principle was approved in November.
- In relation to the Specialist Teachers Service, advertisements were placed for three posts – a full time post in language, communication and autism, where the greatest increase in caseload had occurred, and two 0.6 posts, one in the visual field and the other in the hearing field. Historically, there had been difficulties in recruiting specialist teachers that are also fluent in Welsh and therefore trainee teachers had been employed and arrangements made for them to attend courses whilst in employment. It was decided on this occasion to advertise for qualified teachers with an additional clause that applications from experienced teachers who wish to receive training would also be considered. An internal appointment was made to the full-time language and communication post but not to the two part-time posts, and they were therefore advertised externally.
- In relation to the Educational Psychology Service, the team continued to operate with substantially fewer psychologists during the term as a result of maternity absence and the departure of two part-time psychologists. A service had been provided for every school but each one received considerably fewer visits than usual. As a consequence, three assistant psychologists were employed to help fill the gap in the service. Although one of them could not start in post until Christmas they had made a contribution with a number of tasks and had presented two courses on specific issues.
- The Senior Educational Psychologist referred to the appendix to the report on the work of the Provider Unit outlining proposed arrangements for the Educational Psychology Service from September 2014 onwards. The plan proposed is based on a request for the Joint Committee to promote the training of psychologists and specifically to support two assistant psychologists to follow a professional training course that would enable the provision of an appropriate educational psychology service for schools in both counties in future. Following pressure from a number of services and authorities including the Joint Committee, the Officer observed that the professional training course for psychologists delivered by Cardiff University had been re-opened and that the assistant psychologists could apply to follow the course from September onwards. They have also applied to attend courses in England and in Dundee University in Scotland. It is proposed to advertise two trainee psychologist posts to begin in September 2014 after the three assistant psychologist posts have come to an end. The successful applicants will be attending a course either in Cardiff for three years or in Scotland for two years and would then work for the Joint Committee as 0.8 full-time psychologists. The appendix included details of costs that the Joint Committee would have to fund for maintaining two trainee psychologists either in Cardiff for three years or in Scotland for two years, or one in Cardiff and the other in Scotland. The costs are mainly lower than the funding that would otherwise be allocated to employ a full 1.4 psychologist and where the costs are higher, they are not significantly so. There will be a clause in the contracts of the trained psychologists to ensure that they will reimburse the funding if, for some reason, they do not to continue to work for the Joint Committee in future.
- The Senior Educational Psychologist observed that the scheme equates to supporting only two trainee psychologists on a course, and then employing them as 0.8 full-time psychologists. This is due to insufficient funding to employ more than a total of 1.6 full-time psychologists. The appendix included an outline of the paths available to the third assistant psychologist, including continuing to be employed by the Joint Committee for an additional year as an assistant psychologist and applying for training course in a year's time. The Senior Educational Psychologist stated such a proposed investment would strengthen the service for the future.

The SEN Officer of the Isle of Anglesey County Council suggested that the Joint Committee should consider whether to use funding from balances to continue to employ the third psychologist as an assistant psychologist and for her to reapply for a training course in a year's time.

The Senior Education Accountant of Gwynedd Council stated that he wished to discuss the costs in greater detail with the Client Officers and the Principal Educational Psychologist, including taking the additional employments costs of the psychologists into account, before the Joint Committee receives the final figures

In the ensuing debate on the information presented the following matters were raised:

- The contribution of the administrators at a difficult time when the team was operating without full capacity was recognised and they were thanked for taking on the additional workload.
- Enquiries were made regarding devolving funds to schools, the arrangements for so doing and the degree to which that had happened in both counties. Anglesey's SEN Education Officer stated that both counties are looking at devolving funds to schools for additional learning needs but work to assess the level of need would have to be completed first. The primary schools in Anglesey had been visited before Christmas and it is felt that they are ready and equipped to accept the responsibility. They will continue to need support and it must be ensured that the Joint Committee is robust for that purpose. It is expected nationally that a high percentage of the education budget would be devolved to schools. The Senior Education Accountant of Gwynedd Council explained that the Authority in Gwynedd devolves funding to 14 secondary schools and 14 of the largest primary schools. A Service Level Agreement would be entered into with the remainder.
- The psychologists training scheme was welcomed by the Members of the Joint Committee as a proactive step in safeguarding and strengthening the service for the future. In light of the proposed investment it was observed that the Joint-Committee would wish to see the clause regarding the trained psychologists being reinforced so as to commit them to serve the Joint Committee beyond the two years suggested, subject to employment rules. It was also noted that consideration should be given to exerting pressure to broaden admission to the professional training course in Cardiff University so as to include a higher number of trainees in order to reduce the costs of the course. Further information on the training course in Cardiff was requested, particularly the admission arrangements.

The Chairman stated that he recognised the work done by politicians and others to resurrect the Professional Training course in Cardiff University and he expressed his appreciation of the support for the campaign.

It was resolved that the Joint Committee –

- **Accepts the report on the work of the Provider Unit and notes its contents.**
- **Supports advertising two trainee psychologist posts to start in September 2014 once the three assistant psychology posts have come to an end.**

ACTIONS ARISING:

- **The Senior Education Accountant to discuss the costs of the psychologists training scheme with Client Officers and the Principal Educational Psychologist and to present the final figures to the Joint Committee.**
- **The Principal Education Psychologist to provide information on the Professional Training course in Cardiff University.**

4. FINANCIAL MATTERS

A report was presented by the Head of Finance of Gwynedd Council incorporating the Joint Committee's budget for 2014/15.

The Senior Education Accountant of Gwynedd Council reported that the budget includes employment contracts, pay increments, changes to national insurance contributions and general inflation for 2014/15 – an increase of 0.99% to the contributions of Gwynedd and Anglesey Councils. The net cost of the budget is £1.2m and is funded by contribution of 61.37% from Gwynedd which equates to £738,150 and 38.63% from Anglesey which amounts to £464,637. The Joint Committee is not facing a financial cut for 2014/15.

The SEN Officer of the Isle of Anglesey County Council stated that the possibility of asking the Joint Committee to implement a cut of 5% for 2014/15 and 2015/16 had been considered in discussing the financial plans.

The Senior Education Accountant stated that although it would be possible to absorb such a cut in the short term through the use of balances, a reduction of 5% equates to £60,000 which is equivalent to the cost of funding an educational psychologist and that implementing a further cut of 5% would equate to another psychologist post. As the bulk of the Joint Committee's expenditure is on staff salaries it is the staffing establishment that has to absorb the burden of any cuts. The SEN Officer of the Isle of Anglesey County Council added that a process of restructuring would have to be considered in order to cope with the financial cuts on such a scale. Any cuts would have to be incorporated within the changes occurring regionally across North Wales.

The Members of the Joint Committee emphasised the following points –

- That a different approach has to be taken to the budget setting process as opposed to salami slicing of services and the impact of cuts on individual services and their associated risks must be evaluated.
- If balances are to be used to maintain the Joint Committee's Services for two years, an analysis must be undertaken of the practical impact of cuts on service users i.e. how losing an educational psychology post would impact upon children with additional learning needs who need the service.

It was resolved to adopt the budget for 2014/15 as presented.

5. 2014/15 MEETINGS

It was noted that the meetings of the Joint Committee for 2014/15 would be held on the following dates:

Friday 4 July 2014 at 10:30am
Friday 19 September 2014 at 2pm
Friday 21 November 2014 at 10:30am
Friday 13 March 2015 at 10:30am.

**Councillor G.O.Jones
Chairman**

MEETING	Special Educational Needs Joint Committee (Isle of Anglesey County Council and Gwynedd Council)
DATE	4 July 2014
TITLE	The Joint Committee's Final Accounts for the year ended 31 March 2014
PURPOSE	To submit – <ul style="list-style-type: none"> • The Revenue Income and Expenditure Account Report for 2013/14, and • The Statement of Accounts, in the 'statutory' format, duly certified, but pre-Audit.
RECOMMENDATION	To receive and note the information
AUTHOR	Dafydd L Edwards, Head of Finance, Gwynedd Council

1. STATUTORY FINANCIAL REPORTING REQUIREMENTS

- 1.1 As reported a year ago, there are specific accounting and audit reporting requirements for Joint Committees.
- 1.2 Section 12 of the Public Audit (Wales) Act 2004 states that a joint committee of two or more (local) authorities is a local government body, and Section 13 of the Act requires such bodies to maintain accounts subject to audit by an external auditor approved by the Auditor General for Wales.
- 1.3 Although they are not independent legal entities, for the purposes of keeping accounts and being audited, a joint committee is separately subject to the same regulations as other local councils.
- 1.4 Gwynedd Council is the 'lead' Council responsible for meeting the accounting and financial reporting responsibilities of Anglesey and Gwynedd's Special Educational Needs Joint Committee.
- 1.5 The Accounts and Audit (Wales)(Amendment) Regulations 2010 require all Joint Committees to prepare year-end accounts, i.e. an income and expenditure account, and where the turnover exceeds £1m, a statement of accounts must be prepared in accordance with the CIPFA code for the Joint Committee.
- 1.6 That Statement of Accounts will be subject to a separate audit by the Wales Audit Office.

2. ACCOUNTS FOR 2013/14

- 2.1 **The Revenue Income and Expenditure Account for 2013/14 is submitted herewith as Appendix A**, as well as commentary on the major variances between the budget and actual expenditure for information “as usual”, in “outturn” format which, I trust, is more understandable for members acting as a “management board”.
- 2.2 **The Statement of Accounts for 2013/14 (prior to audit) is submitted herewith as Appendix B, duly completed and certified by the Responsible Financial Officer**, namely Gwynedd Council’s Head of Finance (Dafydd L Edwards) as the Statutory Finance Officer for the Joint Committee. This statement is in a standard statutory format and is essential from a “governance” perspective.
- 2.3 These will be subject to imminent audit by the Wales Audit Office, and the Appointed Auditor (Anthony Barrett) will produce an “ISA 260” report (detailing the Wales Audit Office’s main findings) for submission to the Joint Committee on 19 September 2014.

3. RECOMMENDATION

- 3.1 **The Special Educational Needs Joint Committee is asked to receive and note the information in the appendices, i.e. –**
- Revenue Income and Expenditure Account for 2013/14 – Appendix A
 - The Statement of Accounts for 2013/14 (pre-audit) – Appendix B

SPECIAL EDUCATION NEEDS JOINT COMMITTEE

(GWYNEDD AND ANGLESEY COUNCILS)

REVENUE INCOME AND EXPENDITURE ACCOUNT 2013/14

	FTE staffing structure	Budget 2013/14 £	Final Accounts 2013/14 £	Variance Over/(Under)spend £
Expenditure				
Employees	April			
Salaries	2013			
- Psychologists	(8.1)	521,490	432,263	(89,227)
- Support Teachers	(7.6)	379,710	335,682	(44,028)
- Administration	(6.4)	185,520	171,393	(14,127)
- Agency Administrative Services		0	10,718	10,718
Training		9,520	9,587	67
Advertising for Staff		0	630	630
Liability Insurance		2,720	2,720	0
Building				
Rates		4,760	4,756	(4)
Rent and Services		10,960	19,990	9,030
Transport				
Travelling Expenses		50,780	51,146	366
Supplies and Services				
Resources / Office Supplies		17,480	24,014	6,534
Advertising the Accounts		0	1,387	1,387
Audit Fee		0	3,428	3,428
Telephone		8,600	3,683	(4,917)
Post		1,800	6,588	4,788
Support Costs Anglesey		1,630	1,630	0
Support Costs Gwynedd		4,860	8,778	3,918
Total Expenditure		<u>1,199,830</u>	<u>1,088,393</u>	<u>(111,437)</u>
Income				
External Income		(8,890)	(6,858)	2,032
Interest on balances		0	(1,400)	(1,400)
Gwynedd Council Contribution		(730,880)	(730,880)	0
Anglesey Council Contribution		(460,060)	(460,060)	0
Total Income		<u>(1,199,830)</u>	<u>(1,199,198)</u>	<u>632</u>
Total Net Underspend		0	(110,805)	(110,805)

	£
SEN Joint Committee Reserve Balance 31/03/2013	(166,351)
Add net underspend 2013/14	<u>(110,805)</u>
SEN Joint Committee Reserve Balance 31/03/2014	<u>(277,156)</u>

Final Accounts 2013/14 – Main variances

- The final accounts show a net underspend of (£110,805) for the year 2013/14, and the following table summarises the main variances.

Expenditure Heading	Net Over / (Under spend (£)	(Under spend (£)
Employees -		
Psychologists (vacant posts)	(89,227)	
Support teachers (vacant posts/staff turnover)	(44,028)	
Administration (vacant posts less agency costs)	<u>(3,409)</u>	
Underspend - Employees		(136,664)
Supplies -		
Rent and Services (revision of recharges)	9,030	
Resources / Office Supplies	6,534	
Audit Fee	3,428	
Post	<u>4,788</u>	
Overspend – Supplies		23,780
Overspend – Other (balance)		2,079
		<hr/>
Net Underspend 2013/14		(110,805)

SEN Joint Committee reserve Balance

- It was reported in the meeting in March 2014, that the Joint Committee's reserve balance was expected to increase to approximately £300,000 by 31/03/2014 due to staff turnover and vacant posts.

Movement in reserve	Reserve Balance (£)	% of budget
SEN Joint Committee Reserve Balance 31 March 2013	(166,351)	14.0
Net Underspend 2013/14	(110,805)	9.3
SEN Joint Committee Reserve Balance 31 March 2014	(277,156)	23.3

**Special Educational Needs Joint
Committee
(Gwynedd and Anglesey Councils)**

**STATEMENT OF
ACCOUNTS
2013/14**

SUBJECT TO AUDIT

Finance Department
Gwynedd Council
www.gwynedd.gov.uk

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EXPLANATORY FOREWORD

Introduction

The Special Educational Needs (SEN) Joint Committee is a partnership between Gwynedd Council and the Isle of Anglesey County Council. It is responsible for the statutory work in the area of Special Educational Needs on behalf of the two Local Authorities' schools and client officers. Additionally, the Educational Psychology Service and Specialist Teachers Team for both Local Authorities are within the SEN Joint Committee. They advise schools and support pupils with special educational needs due to sight, hearing, autism, communication difficulties, language and physical or medical needs.

The Special Educational Needs Joint Committee accounts for the year 2013/14 are presented here on pages 5 to 15. The Statements of Accounts are prepared in accordance with CIPFA's *Code of Practice on Local Authority Accounting in the United Kingdom 2013/14*.

The Accounts consist of:-

- **Movement in Reserves Statement** – This statement shows the movement in year on the different reserves held by the Joint Committee, analysed into 'usable reserves' and 'unusable reserves'.
- **Comprehensive Income and Expenditure Statement** - This statement shows the accounting cost in the year of providing services in accordance with generally accepted accounting practices. The income and expenditure has been split between Gwynedd Council (61.4%) and the Isle of Anglesey County Council (38.6%).
- **The Balance Sheet** - Sets out the financial position of the Joint Committee on 31 March 2014.
- **The Cash Flow Statement** - This statement summarises the flow of cash to and from the Joint Committee during 2013/14 for revenue and capital purposes.

These accounts are supported by this Foreword, the Accounting Policies and various notes to the accounts. The accounting policies adopted by the Joint Committee comply with all relevant recommended accounting practices and are fully explained in the Accounting Policies set out in Note 1 of the Accounts on page 9.

Revenue Expenditure in 2013/14

- The Comprehensive Income and Expenditure Statement on page 6 shows that the Joint Committee's gross revenue expenditure was £1,088k during 2013/14, with the net position as (£111k).
- The financial out-turn position for 2013/14 is reported to the Joint Committee at its meeting on 4 July 2014. Joint Committee Members' approval is sought to transfer the £111k underspend to an earmarked reserve.
- The Movement in Reserves Statement and the Comprehensive Income and Expenditure Statement on page 5 and 6 detail the actual analysis in movements for the year.

TABLE 1 - Budget and Actual Comparison Summary (Net)

Table 1 provides a budgetary performance comparison.

	Budget	Actual	Variance
	£'000	£'000	£'000
Expenditure on Operations	1,200	1,088	(112)
Income			
Gwynedd Council Contribution	(731)	(731)	0
Anglesey County Council Contribution	(460)	(460)	0
Other Income	(9)	(8)	1
Net (Underspend)/Overspend	<u>0</u>	<u>(111)</u>	<u>(111)</u>

Accounting Policies

The accounting policies adopted on behalf of the Joint Committee comply with all relevant recommended accounting practices and are fully explained in the Accounting Policies set out in Note 1 of the Accounts on page 9.

Changes in Accounting Policies and to the Statement of Accounts

There were no new policies introduced as part of the *Code of Practice on Local Authority Accounting in the United Kingdom* for 2013/14 which affects the Joint Committee's accounts.

Further Information

The Statement of Accounts is available on Gwynedd Council's website www.gwynedd.gov.uk.

Further information relating to the accounts is available from:

William E Jones
Senior Finance Manager
01286 679406

or

Caren Rees Jones
Central Accountancy Unit, Finance Department
01286 679134

Finance Department
Gwynedd Council
Council Offices
Caernarfon
Gwynedd
LL55 1SH

This is part of the Council's policy of providing full information relating to the Council and the Joint Committees' affairs. In addition, interested members of the public have a statutory right to inspect the accounts before the audit is completed. The availability of the accounts for inspection is advertised in the local press at the appropriate time.

SPECIAL EDUCATIONAL NEEDS JOINT COMMITTEE

STATEMENT OF ACCOUNTS

STATEMENT OF RESPONSIBILITIES FOR THE STATEMENT OF ACCOUNTS

THE JOINT COMMITTEE'S RESPONSIBILITIES

Gwynedd Council bears the responsibility for the arrangements and administration of the Joint Committee's financial affairs and the Responsible Financial Officer is the Head of Finance.

It is the Joint Committee's responsibility to manage its affairs to secure economic, efficient and effective use of its resources to safeguard its assets, and to approve the Statement of Accounts.

THE HEAD OF FINANCE'S RESPONSIBILITIES

The Head of Finance is responsible for the preparation of the Special Educational Needs Joint Committee Statement of Accounts in accordance with proper practices as set out in the CIPFA/LASAAC *Code of Practice on Local Authority Accounting in the United Kingdom* ("the Code").

In preparing the statement of accounts, the Head of Finance has selected suitable accounting policies and then applied them consistently; has made judgements and estimates that were reasonable and prudent and complied with the Code of Practice.

The Head of Finance has also kept proper accounting records which were up to date and has taken reasonable steps for the prevention and detection of fraud and other irregularities.

RESPONSIBLE FINANCIAL OFFICER'S CERTIFICATE

I certify that the Statement of Accounts has been prepared in accordance with the arrangements set out above, and presents a true and fair view of the financial position of the Special Educational Needs Joint Committee at 31 March 2013 and its income and expenditure for the year then ended.

Dafydd L. Edwards B.A., C.P.F.A., I.R.R.V.

26 June 2014

MOVEMENT IN RESERVES STATEMENT

This statement shows the movement in the year on the different reserves held by the Joint Committee, analysed into 'usable reserves' (i.e. those that can be applied to fund expenditure) and 'unusable reserves'. The Surplus or (Deficit) on the Provision of Services line shows the true economic cost of providing the Joint Committee's services, more details of which are shown in the Comprehensive Income and Expenditure Statement. The Net Increase /Decrease before Transfers to Earmarked Reserves line shows the statutory General Fund Balance before any discretionary transfers to or from earmarked reserves undertaken by the Joint Committee.

Note	General Fund Balance	Earmarked General Fund Reserves	Total Usable Reserves	Unusable Reserves	Total Joint Committee's Reserves
	£'000	£'000	£'000	£'000	£'000
Balance 31 March 2012	0	(72)	(72)	0	(72)
<u>Movement in reserves during 2012/13</u>					
(Surplus)/Deficit on provision of services	(94)	0	(94)	0	(94)
Other Comprehensive Income and Expenditure	0	0	0	0	0
Total Comprehensive Income and Expenditure	(94)	0	(94)	0	(94)
Adjustments between accounting basis and funding basis under regulations	0	0	0	0	0
Net (Increase)/Decrease before Transfers to Earmarked Reserves	(94)	0	(94)	0	(94)
Transfers to/from Earmarked Reserves	9 94	(94)	0	0	0
(Increase)/Decrease in 2012/13	0	(94)	(94)	0	(94)
Balance 31 March 2013 carried forward	0	(166)	(166)	0	(166)
<u>Movement in reserves during 2013/14</u>					
(Surplus)/Deficit on provision of services	(111)	0	(111)	0	(111)
Other Comprehensive Income and Expenditure	0	0	0	0	0
Total Comprehensive Income and Expenditure	(111)	0	(111)	0	(111)
Adjustments between accounting basis and funding basis under regulations	0	0	0	0	0
Net (Increase)/Decrease before Transfers to Earmarked Reserves	(111)	0	(111)	0	(111)
Transfers to/from Earmarked Reserves	9 111	(111)	0	0	0
(Increase)/Decrease in 2013/14	0	(111)	(111)	0	(111)

Balance 31 March 2014
carried forward

0 (277) (277) 0 (277)

COMPREHENSIVE INCOME AND EXPENDITURE STATEMENT – 2013/14

This statement shows the accounting cost in the year of providing the special educational needs service in accordance with generally accepted accounting practices.

2012/13			2013/14			
Gross Expenditure	Gross Income	Net Expenditure		Gross Expenditure	Gross Income	Net Expenditure
£'000	£'000	£'000		£'000	£'000	£'000
1,012	0	1,012	Employees	963	0	963
15	0	15	Property	25	0	25
46	0	46	Transport	51	0	51
35	0	35	Supplies and Services	49	0	49
0	(1,202)	(1,202)	Income	0	(1,199)	(1,199)
1,108	(1,202)	(94)	Cost of Services	1,088	(1,199)	(111)
0	0	0	Other Operating Expenditure	0	0	0
0	0	0	Financing and Investment Income and Expenditure	0	0	0
0	0	0	Taxation and non-specific grant income	0	0	0
1,108	(1,202)	(94)	(Surplus) / Deficit on Provision of Services	1,088	(1,199)	(111)

BALANCE SHEET – 31 MARCH 2014

The Balance Sheet shows the value as at the Balance Sheet date of the assets and liabilities recognised by the Joint Committee. The net assets of the Joint Committee (assets less liabilities) are matched by the reserves held by the Joint Committee.

31 March 2013		<i>Note</i>	31 March 2014
£'000			£'000
0	Long Term Assets		0
1	Short Term Debtors	10	0
189	Cash and Cash Equivalents		311
190	Current Assets		311
(24)	Short Term Creditors	11	(34)
(24)	Current Liabilities		(34)
0	Long Term Liabilities		0
166	Net Assets		277
(166)	Usable Reserves		(277)
0	Unusable Reserves		0
(166)	Total Reserves		(277)

CASH FLOW STATEMENT – 2013/14

The Cash Flow Statement shows the changes in cash and cash equivalents of the Joint Committee during the reporting period.

2012/13		Note	2013/14
£'000			£'000
(94)	Net (Surplus) or Deficit on the Provision of Services		(111)
(1)	Adjustments to net surplus or deficit on the provision of services for non-cash movements (<i>creditors and debtors</i>)	12	(11)
0	Adjustments for items included in the net surplus or deficit on the provision of services that are investing and financing activities		0
(95)	Net cash flows from Operating Activities		(122)
0	Investing Activities		0
0	Financing Activities		0
(95)	Net (Increase)/Decrease in cash and cash equivalents		(122)
(94)	Cash and cash equivalents at the beginning of the reporting period		(189)
(189)	Cash and cash equivalents at the end of the reporting period		(311)

*Cash flow position in line with Accounting Policy 1.3

NOTES TO THE ACCOUNTS

NOTE 1 – ACCOUNTING POLICIES

1.1 General Principles

The Statement of Accounts summarises the Joint Committee's transactions for the 2013/14 financial year and its position at the year-end of 31 March 2014. The Authority is required to prepare an annual Statement of Accounts by the Accounts and Audit (Wales) Regulations 2005, which those Regulations require to be prepared in accordance with proper accounting practices. These practices primarily comprise the *Code of Practice on Local Authority Accounting in the United Kingdom 2013/14* and the Service Reporting Code of Practice 2013/14, supported by International Financial Reporting Standards (IFRS) and statutory guidance issued in the 2005 Act.

The nature of the Joint Committee's transactions is limited and only the relevant policies can be seen below.

1.2 Accruals of Expenditure and Income

Activity is accounted for in the year that it takes place, not simply when cash payments are made or received.

- Revenue from the sale of goods is recognised when the Joint Committee transfers the significant risks and rewards of ownership to the purchaser and it is probable that economic benefits or service potential associated with the transaction will flow to the Joint Committee.
- Revenue from the provision of services is recognised when the Joint Committee can measure reliably the percentage of completion of the transaction and it is probable that economic benefits or service potential associated with the transaction will flow to the Joint Committee.
- Supplies are recorded as expenditure when they are consumed – where there is a gap between the date supplies are received and their consumption, they are carried as inventories on the Balance Sheet where such balances are considered material.
- Expenses in relation to services received (including services provided by employees) are recorded as expenditure when the services are received rather than when payments are made.
- Where revenue and expenditure have been recognised but cash has not been received or paid, a debtor or creditor for the relevant amount is recorded in the Balance Sheet. Where debts may not be settled, the balance of debtors is written down and a charge made to revenue for the income that might not be collected.

1.3 Cash and Cash Equivalents

The Joint Committee does not have its own bank account and cash is administered by Gwynedd Council within its own accounts.

1.4 Contingent Assets

A contingent asset arises where an event has taken place that gives the Joint Committee a possible asset whose existence will only be confirmed by the occurrence or otherwise of uncertain future events not wholly within the control of the Joint Committee.

Contingent assets are not recognised in the Balance Sheet, but disclosed in a note to the accounts where it is probable that there will be an inflow of economic benefits or service potential. The Joint Committee has no contingent assets.

1.5 Contingent Liabilities

A contingent liability arises where an event has taken place that gives the Joint Committee a possible obligation whose existence will only be confirmed by the occurrence or otherwise of uncertain future events not wholly within the control of the Joint Committee. Contingent liabilities also arise in circumstances where a provision would otherwise be made but either it is not probable that an outflow of resources will be required or the amount of the obligation cannot be measured reliably.

Contingent liabilities are not recognised in the Balance Sheet, but disclosed in a note to the accounts.

1.6 Employee Benefits

1.6.1 Benefits Payable during Employment

Short-term employee benefits are those due to be settled within 12 months of the year-end. They include such benefits as wages and salaries, paid annual leave and paid sick leave for current employees and are recognised as an expense for services in the year in which employees render service to the Joint Committee. Because of its materiality, the Joint Committee accounts does not include recognition regarding accumulated absences costs, however the sum is included as part of the host authority's accounts.

1.6.2 Termination Benefits

Termination benefits are amounts payable as a result of a decision by the Joint Committee to terminate an officer's employment before the normal retirement date or an officer's decision to accept voluntary redundancy. The Comprehensive Income and Expenditure Account will include the actual costs, but all other relevant transactions are included within the host authority's accounts.

1.6.3 Post Employment Benefits

Employees of the Joint Committee are members of two separate pension schemes:

- The Teachers' Pension Scheme, administered by Capita Teachers' Pensions on behalf of the Westminster Government's Department for Education.
- The Local Government Pensions Scheme, administered by the Gwynedd Pension Fund at Gwynedd Council.

Both schemes provide defined benefits to members (retirement lump sums and pensions), earned as employees when they worked for the Joint Committee. However, the arrangements for the teachers' scheme mean that liabilities for these benefits cannot be identified to the Joint Committee. The scheme is therefore accounted for as if it were a defined contributions scheme and no liability for future payment of benefits is recognised in the Balance Sheet. The Comprehensive Income and Expenditure Statement is charged with the employer's contributions payable to Teachers' Pensions in the year.

1.6.4 The Local Government Pension Scheme

All other staff, subject to certain qualifying criteria, are entitled to become members of the Local Government Pension Scheme. The pension costs charged to the Joint Committee's accounts in respect of this group of employees is determined by the fund administrators and

represents a fixed proportion of employees' contributions to this funded pension scheme. See paragraph 1.13 below for more information.

1.6.5 Discretionary Benefits

The Joint Committee also has restricted powers to make discretionary awards of retirement benefits in the event of early retirements. Any liabilities estimated to arise as a result of an award to any member of staff (including teachers) are accrued in the year of the decision to make the award and accounted for using the same policies as are applied to the Local Government Pension Scheme.

1.7 Events after the Reporting Period

Events after the Balance Sheet date are those events, both favourable and unfavourable, that occur between the end of the reporting period and the date when the Statement of Accounts is authorised for issue. Two types of events can be identified:

- those that provide evidence of conditions that existed at the end of the reporting period – the Statement of Accounts is adjusted to reflect such events.
- those that are indicative of conditions that arose after the reporting period – the Statement of Accounts is not adjusted to reflect such events, but where a category of events would have a material effect, disclosure is made in the notes of the nature of the events and their estimated financial effect (where it is possible to estimate the cost).

Events taking place after the date of authorisation for issue are not reflected in the Statement of Accounts.

1.8 Prior Period Adjustments, changes in Accounting Policies, Estimates and Errors

Prior period adjustments may arise as a result of a change in accounting policies or to correct a material error. Changes in accounting estimates are accounted for prospectively, i.e. in the current and future years affected by the change and do not give rise to a prior period adjustment.

Changes in accounting policies are only made when required by proper accounting practices or the change provides more reliable or relevant information about the effect of transactions, other events and conditions on the Joint Committee's financial position or financial performance. Where a change is made, it is applied retrospectively (unless stated otherwise) by adjusting opening balances and comparative amounts for the prior period as if the new policy had always been applied.

Material errors discovered in prior period figures are corrected retrospectively by amending opening balances and comparative amounts for the prior period.

1.9 Government Grants and Other Contributions

Grants and contributions relating to capital and revenue expenditure are accounted for on an accruals basis, and recognised immediately in the relevant service line in the Comprehensive Income and Expenditure Statement as income, except to the extent that the grant or contribution has a condition that the Authority has not satisfied.

1.10 Overheads and Support Services

Charges for services provided by the Central Support Departments within Gwynedd Council and the Isle of Anglesey County Council are derived from a combination of pre-determined fixed charges, actual recorded staff time, transaction logging and pre-determined formulae.

1.11 Reserves

Specific reserves are created to set aside amounts for future spending schemes. This is done through transfers out of the General Fund Balance in the Movement in Reserves Statement.

1.12 Value Added Tax

Only in a situation when VAT is irrecoverable, will VAT be included or charged as 'irrecoverable VAT'. Since the Joint Committee has not registered for VAT, the VAT is recovered through Gwynedd Council's VAT registration.

1.13 Debtors and Creditors

The Joint Committee's Accounts are maintained on an accruals basis in accordance with the Code of Accounting Practice. The accounts reflect actual expenditure and income relating to the year in question irrespective of whether the payments or receipts have actually been paid or received in the year.

1.14 Pensions

International Accounting Standard (IAS) 19 governs how the long term liabilities which exist in relation to pension costs should be reported. The Joint Committee's accounts includes payments that were made towards the officers' pensions during the year. The assets and liabilities relevant to the Joint Committee's officers are not identified, thus no liability has been included on the balance sheet for future benefit payments. The assets and liabilities relating to the Joint Committee have been included within the Host Authority's accounts.

1.15 Jointly Controlled Operations

Jointly controlled operations are activities undertaken in conjunction with other ventures that involve the use of assets and resources of the ventures rather than the establishment of a separate entity.

The SEN Joint Committee has been categorised as a Joint Controlled Operation.

NOTE 2 – CHANGE IN ACCOUNTING POLICY

No new policies were introduced which affect the treatment of the Joint Committee's accounts.

NOTE 3 – ACCOUNTING STANDARDS THAT HAVE BEEN ISSUED BUT HAVE NOT YET BEEN ADOPTED

The CIPFA Code of Practice on Local Authority Accounting in the United Kingdom 2014/15 has introduced several changes in accounting policies which will be required from 1 April 2014. The changes are as follows:

IFRS 10 - Consolidated Financial Statements (May 2011)

This change in the accounting policy has introduced a new definition of control, which is used to determine which entities are consolidated for the purpose of group accounts.

IFRS 11 - Joint Arrangements (May 2011)

This change in accounting policy is related to accounting for joint arrangements, which is a contractual arrangement over which two or more parties have joint control. These are classified as either a joint venture or a joint operation. Proportionate consolidation is no longer an option for jointly controlled entities.

IFRS 12 - Disclosure of Interest with Other Entities (May 2011)

This change requires a number of disclosures relating to an entity's interests in subsidiaries, joint arrangements, associates and unconsolidated structured entities.

IAS 27 - Separate Financial Statements and IAS 28 - Investments in Associates and Joint Ventures (amended May 2011)

These statements have been amended as a result of the changes to IFRS 10, IFRS 11 and IFRS 12 (above). Given that there would be no changes in the financial statements, except for disclosure, due to the changes to IFRS 10, IFRS 11 and IFRS 12, there is therefore also no impact as a result of changes in IAS 27 and IAS 28.

IAS 32 - Financial Instruments: Presentation (amended December 2011)

This standard introduces changes to the presentation of financial instruments and allows the offsetting of financial assets and financial liabilities.

It is not likely that the above changes will have a material affect on the SEN Joint Committee's Statement of Accounts.

NOTE 4 – CRITICAL JUDGEMENTS IN APPLYING ACCOUNTING POLICIES

In applying the accounting policies set out in Note 1, the Joint Committee has had to make judgements, estimates and assumptions about the carrying amounts of assets and liabilities that are not readily apparent from other sources.

The judgements, estimates and associated assumptions applied are based on historical experience and other factors, other factors being historical and actual future projections and assumptions that are considered to be relevant.

All available and related information is sourced and applied in assessing and determining the position, which is particularly critical when considering such matters as earmarked reserves, provisions and contingent liability. Actual results may subsequently differ from those estimates. The estimates and underlying assumptions are continually reviewed.

NOTE 5 – ASSUMPTIONS MADE ABOUT FUTURE AND OTHER MAJOR SOURCES OF ESTIMATION UNCERTAINTY

The Statement of Accounts contains estimated figures that are based on assumptions made by the Joint Committee about the future or that are otherwise uncertain. Estimates are made taking into account historical experience, current trends and other relevant factors. However, because certain balances cannot be determined with certainty, actual results could be different from the assumptions and estimates.

No items in the Joint Committee’s Balance Sheet at 31 March 2014 may be considered to be a significant risk, with the possibility of material adjustment in the forthcoming financial year.

**NOTE 6 – MATERIAL ITEMS OF INCOME AND EXPENSE
(Not disclosed on the face of the Comprehensive Income and Expenditure Statement)**

There are no material items of income and and expense which are not disclosed on the face of the Comprehensive Income and Expenditure Statement.

NOTE 7 – EVENTS AFTER THE BALANCE SHEET DATE

There are no known events after the balance sheet date.

NOTE 8 – ADJUSTMENTS BETWEEN ACCOUNTING BASIS AND FUNDING BASIS UNDER REGULATIONS

No adjustments to the total comprehensive income and expenditure were required by the Joint Committee in the year in accordance with proper accounting practice to the resources that are specified by statutory provisions as being available to the Joint Committee to meet future expenditure.

NOTE 9 – TRANSFERS TO/FROM EARMARKED RESERVES

The note below sets out the amounts set aside from the General Fund in earmarked reserves to provide financing for future expenditure plans.

Earmarked Reserves

SEN Joint Committee Reserve £'000

Balance 31 March 2012	72
<u>Transfers:</u>	
Between Reserves	0
In	94
Out	0
Balance 31 March 2013	166
<u>Transfers:</u>	
Between Reserves	0
In	111
Out	0
Balance 31 March 2014	277

NOTE 10 – SHORT-TERM DEBTORS

	31 March 2013 £'000	31 March 2014 £'000
Other Local Authorities	0	0
Other Entities and Individuals	1	0
Total	1	0

NOTE 11 – SHORT-TERM CREDITORS

	31 March 2013 £'000	31 March 2014 £'000
Other Local Authorities	0	11
Public Corporations and Trading	8	6
Other Entities and Individuals	16	17
Total	24	34

NOTE 12 – CASH FLOW STATEMENT : ADJUSTMENTS TO NET SURPLUS OR DEFICIT ON THE PROVISION OF SERVICES FOR NON-CASH MOVEMENTS

2012/13 £'000	2013/14 £'000
(2) (Increase)/Decrease in Creditors	(10)
1 Increase/(Decrease) in Debtors	(1)
(1)	(11)

NOTE 13 – EXTERNAL AUDIT COSTS

The Joint Committee has incurred the following costs relating to external audit.

2012/13	2013/14
£'000	£'000
8 Fees for External Audit Services *	3

* As part of 2012/13’s audit requirements, two financial years were required to be audited.

NOTE 14 – RELATED PARTIES

The Joint Committee is required to disclose material transactions with related parties – bodies or individuals that have the potential to control or influence the Joint Committee or to be controlled or influenced by the Joint Committee. Disclosure of these transactions allows readers to assess the extent to which the Joint Committee might have been constrained in its ability to operate independently or might have secured the ability to limit another party’s ability to bargain freely with the Joint Committee.

Members

Members of the Joint Committee have an influence over the Joint Committee’s financial and operating policies.

Members have declared an interest or relationship (as defined) in companies or businesses which may have dealings with the Joint Committee. A breakdown of the payments and balances at 31 March 2014 made to these companies under this heading during 2013/14 is as follows:

Payments made	Amounts owed by the Joint Committee	Amounts owed to the Joint Committee
£0	£0	£0

The figures are based on information received in respect of Councillors’ returns.

NOTE 15 – EXIT PACKAGES

The number of exit packages with total cost per band and total cost of the compulsory and other redundancies are set out in the table below. The cost in the table below reflects the related cost to the employer rather than the actual cost of the payments to the individuals.

(a)	(b)	(c)	(d)	(e)
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Exit package cost band (including special payments)	Number of compulsory redundancies		Number of other departures agreed		Total number of exit packages by cost band		Total cost of exit packages in each band	
	2012/13	2013/14	2012/13	2013/14	2012/13	2013/14	2012/13	2013/14
£	Number	Number	Number	Number	Number	Number	£'000	£'000
0 - 20,000	0	0	0	0	0	0	0	0
20,001 - 40,000	0	0	0	0	0	0	0	0
40,001 - 60,000	0	0	0	0	0	0	0	0
60,001 - 80,000	0	0	0	0	0	0	0	0
80,001 - 100,000	0	0	0	0	0	0	0	0
100,001 - 150,000	0	0	0	0	0	0	0	0
Total	0	0	0	0	0	0	0	0

NOTE 16 – PENSIONS SCHEMES ACCOUNTED FOR AS DEFINED CONTRIBUTION SCHEMES

Teachers employed by the Joint Committee are members of the Teachers' Pension Scheme, administered by Capita Teachers' Pensions on behalf of the Westminster Government's Department for Education. The scheme provides teachers with specified benefits upon their retirement, and the Joint Committee contributes towards the costs by making contributions based on a percentage of members' pensionable salaries.

The scheme is technically a defined benefit scheme. However, the scheme is unfunded and the Department for Education uses a notional fund as the basis for calculating the employers' contribution rate paid by joint committees and local authorities. The Joint Committee is not able to identify its share of underlying financial position and performance of the scheme with sufficient reliability for accounting purposes. For the purposes of this Statement of Accounts, it is therefore accounted for on the same basis as a defined contribution scheme.

In 2013/14 the Joint Committee paid £38,947 (£41,177 in 2012/13) in respect of teachers' pension costs, which represented 14.10% (14.08% in 2012/13) of teachers' pensionable pay.

NOTE 17 – PENSION COSTS

As part of the terms and conditions of employment of its officers who are members of the Local Government Pension Scheme, the Joint Committee makes contributions towards the cost of post employment benefits.

In 2013/14 the Joint Committee paid £106,836 (£99,943 in 2012/13) representing officer pension costs to the Local Government Pension Scheme of 22.4% of each member officer's pensionable pay (21.9% in 2012/13).

Further related technical financial transactions regarding the Joint Committee have been included within Gwynedd Council's accounts without net effect.

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COMMITTEE :	Special Educational Needs Joint-Committee
DATE:	4 July, 2014
TITLE OF REPORT:	Annual Governance Statement
ACTION:	To accept the Annual Governance Statement

Background :

The Accounts and Audit Regulations (Wales) (Amended) (2010) require that every Joint-Committee produces a Statement of Internal Control and to this end, an Annual Governance Statement has been prepared.

The Joint-Committee is asked to approve the statement which it is intended will be combined with the Joint-Committee's accounts to form one composite document to be presented to the Joint-Committee for approval at the end of September, 2014.

ANNUAL GOVERNANCE STATEMENT

This statement meets the requirement to produce a Statement of Internal Control pursuant to Regulation 4 of the Accounts and Audit (Wales) Regulation 2005.

Part 1: SCOPE OF RESPONSIBILITY

The Special Educational Needs Joint Committee was established by Gwynedd Council and Isle of Anglesey County Council in 1996 for the purpose of providing a special educational needs service by discharging the functions detailed in a service level agreement between the Joint Committee and the authorities.

The Special Educational Needs Joint Committee is responsible for ensuring that its business is conducted in accordance with the law and proper standards, and that public money is safeguarded and properly accounted for, and used economically, efficiently and effectively.

In discharging this overall responsibility, the Special Educational Needs Joint Committee is also responsible for putting in place proper arrangements for the governance of its affairs, facilitating the effective exercise of its functions, and which includes arrangements for the management of risk and adequate and effective financial management.

Part 2: THE PURPOSE OF THE GOVERNANCE FRAMEWORK

The governance framework comprises the systems and processes, and culture and values, by which the Special Educational Needs Joint Committee is directed and controlled and its activities through which it accounts to, engages with and leads the community. It enables the authorities that are part of the Special Educational Needs Joint Committee to monitor the achievement of its strategic objectives and to consider whether those objectives have led to the delivery of appropriate, cost effective services.

The system of internal control is a significant part of that framework and is designed to manage risk to a reasonable level rather than to eliminate all risk of failure to achieve policies, aims and objectives; it can therefore only provide reasonable and not absolute assurance of effectiveness. The system of internal control is based on an ongoing process designed to identify and prioritise the risks to the achievement of the Special Educational Needs Joint Committee's policies, aims and objectives, to evaluate the likelihood of those risks being realised and the impact should they be realised, and to manage them efficiently, effectively and economically.

The governance framework described above has been in place at the Special Educational Needs Joint Committee for the year ended 31 March 2014 and up to the date of approval of the statement of accounts.

Part 3: THE GOVERNANCE FRAMEWORK

3.1 Membership

The Special Educational Needs Joint Committee has been established in accordance with requirements set out in the Local Government Act 1972 under section 101, section 102(1) (b) (power for two or more authorities to appoint a joint committee), section 103 (expenses incurred by a joint committee defrayed between the authorities), section 104 (disqualification for membership of a joint committee as per normal local authority rules) and section 105 (disability for voting on account of interests in contracts etc.).

Membership of the Joint Committee consists of 7 elected members of Gwynedd Council and 7 elected members of Isle of Anglesey County Council. Members are appointed by the Authority in accordance with the rules of political balance relevant to that Authority. In addition, membership of the Joint Committee will include 1 member nominated by the Bangor Diocesan Board of Finance with a right to vote, 1 member nominated by the Catholic Church with a right to vote, and one member nominated by the free churches with no right to vote.

The term of Membership, as well as arrangements for the appointment of a Chair and Vice Chair, are defined within the Constitution.

The Joint Committee is a permanent arrangement, and in accordance with the Constitution, if either authority desires to withdraw from the Joint Committee twelve months' notice must be given terminating at the end of the financial year.

3.2 Functions

The Special Educational Needs Joint Committee fulfils the following on behalf of Gwynedd Council and Isle of Anglesey County Council:

- Providing a special educational needs service by discharging the functions detailed in a service level agreement between the Joint Committee and the authorities.

3.3 Structure, Roles and Responsibilities

A Constitution is in place for the Joint Committee, dated 30 January 2004. The Constitution outlines the following roles:

- All activities of the Joint Committee are in accordance with the Council Procedure Rules of Isle of Anglesey County Council.
- Administrative and secretarial facilities shall be provided by Director of Legal Services for Isle of Anglesey County Council; the cost being shared between the two authorities.
- Staff are jointly employed by the two authorities for the purposes of discharging the functions delegated to the Joint Committee. Staff are employed in accordance with the conditions of service of Isle of Anglesey County Council together with any additional conditions imposed by the Joint Committee. The Constitution defines the Joint Committee's power to act in relation to all matters regarding staff employment.
- A personnel service is provided for the Joint Committee by Isle of Anglesey County Council; the cost being shared between the two authorities.
- The financial rules of Gwynedd Council are relevant to all of the joint committee's financial activity. The Joint Committee must report to the two authorities annually upon its financial position.
- All financial services are provided to the Joint Committee by the Head of Finance of Gwynedd Council; the cost being shared between the two authorities.

- The Joint Committee has the right to establish one or more sub-panels and to delegate some of its functions to the Sub-panel(s) provided that that delegation does not prevent the Joint Committee’s own ability to exercise those functions.

Part 4: EFFECTIVENESS OF THE GOVERNANCE FRAMEWORK

The Special Educational Needs Joint Committee has responsibility for conducting, at least annually, a review of the effectiveness of its governance framework including the system of internal control. The review of effectiveness is informed by the work of the executive managers who have responsibility for the development and maintenance of the governance environment, any reference within the head of internal audit’s annual report, and also by comments made by the external auditors and other review agencies and inspectorates.

- In accordance with the Constitution of the Joint Committee, all of its activities are in accordance with the Council Procedure Rules of Isle of Anglesey County Council. As a result, therefore, reviews of the effectiveness of the Local Code of Governance, the Constitution and the system of internal control of that authority will also incorporate the basis of the Joint Committee’s governance.

We have been advised on the implications of the result of the **review of the effectiveness of the governance framework** by the Special Educational Needs Joint Committee, and that the arrangements **continue to be regarded as fit for purpose in accordance with the governance framework**.

Part 5: SIGNIFICANT GOVERNANCE ISSUES

The processes outlined in previous sections of this statement describe the methods used by the Council to identify the most significant governance issues that need to be addressed.

The Special Educational Needs Joint Committee does not believe that any such issues have arisen during the assessment of its governance arrangements that warrant attention in this Annual Governance Statement.

Part 6: OPINION

We propose over the coming year to take steps to address the above matters to further enhance our governance arrangements. We are satisfied that these steps will address the need for improvements that were identified in our review of effectiveness and will monitor their implementation and operation as part of our next annual review.

DEWI R. JONES
 Head of Education, Gwynedd Council

Councillor CAERWYN ROBERTS
 SEN Joint-Committee Chairman

Date: _____

Date: _____

DR GWYNNE JONES
 Director – Lifelong Learning, Anglesey County Council

Date: _____