

# CARDIFF CAPITAL REGION CITY DEAL

## REGISTER OF REGIONAL CABINET DECISIONS: 10 JUNE 2019

Decision No.	Minute No.	Decision	Reason	Consultation Undertaken	Dates			Declaration of Interest	Responsibility for implementation after date shown
					Decision Made	Publication	Deadline for call-in		
CAB/19/01	Min No	<p><b>Elect the Chairperson for the Regional Cabinet 2019/20</b></p> <p><b>RESOLVED</b> that:</p> <p>(i) the JWA stipulation on rotation of the Chair of the Regional Cabinet would be waived for the present municipal year;</p> <p>(ii) Cllr Morgan should be re-appointed as Chair of the Regional Cabinet for the year 2019/20.</p>	<p>The Joint Working Agreement in relation to the delivery of the Cardiff Capital Region City Deal provides that the Chairperson of the Joint Committee shall be an elected Member representative of a Council appointed to the Joint Committee (Regional Cabinet) and shall rotate amongst the Councils on an annual basis.</p>		10 June 2019	12 June 2019			
CAB/19/02	Min No	<p><b>Appoint the Vice Chairpersons</b></p> <p><b>RESOLVED</b> that:</p> <p>(i) Councillors Peter Fox and Huw Thomas would be re-appointed as Vice</p>	<p>To facilitate the efficient workings of the Regional Cabinet it is proposed to appoint two Vice Chairpersons, from the elected</p>		10 June 2019	12 June 2019			

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		Chairpersons for the Regional Cabinet for the year 2019/20.	Members representatives of the Regional Cabinet.						
	Min No	<p><b>Declarations of Interest</b></p> <p>Cllr David Poole advised that he had an interest in Agenda Item 10 concerning the Strength in Places Fund item, and would leave the room when the report was due to be heard.</p> <p>No further declarations of interest were made at this time.</p>			10 June 2019	12 June 2019			
CAB/19/03	Min No.	<p><b>2018-19 Annual Business Plan - Quarter 4 Performance Report</b></p> <p>The Regional Director informed the meeting that the recommendation 1, as written in the report, required amendment and should have</p>	To inform key stakeholders, principally, Regional Cabinet and also, Wales and UK Governments of the Quarter 4 reporting position		10 June 2019	12 June 2019			Kellie Beirne Cardiff Capital Region Director

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		<p>ended after the words, 'Appendix 5'.</p> <p>AGREED; the Cardiff Capital Region Joint Cabinet:</p> <ol style="list-style-type: none"> <li>1. Noted the overall progress at Quarter 4 2018/19, including the budget position reported at Appendix 5.</li> <li>2. Considered and deemed acceptable to approve the Quarter 4 performance report.</li> <li>3. Authorised the Director of the Cardiff Capital Region City Deal to formally submit the Quarter 4 performance report, including supporting information to both UK and Welsh Governments, and other stakeholders as required, on behalf of the Regional Cabinet.</li> </ol>	<p>against the 2018/19 City Deal Business Plan, thus discharging the reporting requirements of the Assurance Framework and providing a comprehensive overview of progress.</p> <p>To provide regional Cabinet with an update of actual expenditure and projected full year out-turn as at Quarter 4 against the approved Wider Investment Fund budgets as set out in the Annual Business Plan for the financial year 2018/19.</p>						

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			<p>To recommend that Regional Cabinet approve the Quarter 4 report, which has been seen and informed by Wales and UK Governments, in order for formal submission to government partners.</p> <p>To note the continued changes to the format, structure and shape of the report, in order to provide a 'balanced scorecard' approach in order to provide a consistent, concise and coherent means of evaluating and</p>						

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			monitoring performance and progress.						
CAB/19/04	Min No.	<p><b>2018/19 Joint Committee Revenue Budget Final Out-Turn and Proposal to Create Earmarked 'Reserves'</b></p> <p>AGREED; the Cardiff Capital Region Joint Cabinet:</p> <p>a) Noted the final out-turn position against the Joint Committee Revenue Budget for the year ending 31st March 2019;</p> <p>b) Approved the creation of two specific Earmarked Reserves amounting to £85,495 to meet specific costs identified in this report in future years in respect of the 'Gateway Review' process and to support the 'CDO Senior</p>	<p>To inform Regional Cabinet of the final out-turn position against its Joint Committee Revenue Budget for the year ending 31st March 2019.</p> <p>To recommend that specific Earmarked Reserves are created to meet costs which will now be incurred in 2019/20 and that that the balance of the 2018/19 underspend is retained as a General Reserve for prudence and to assist Regional Cabinet with</p>		10 June 2019	12 June 2019			Chris Lee, Section 151 Officer, Cardiff Capital Region City Deal

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		<p>Officer Restructure and Recruitment' process;</p> <p>c) Following the approval of recommendation (b), delegated authority to the Joint Committee s151 Officer to manage the two specific Earmarked Reserves and to approve any expenditure that is to be met from specific Earmarked Reserves, subject to following the policies and procedures of the Accountable Body in respect of reserves and provisions of the Joint Working Agreement in relation to the delivery of the Cardiff Capital Region City Deal ('JWA');</p> <p>d) Following the approval of recommendation (b), approved that the underspend of -£123,498 in respect of the 2018/19 Joint Committee Revenue</p>	<p>budget management in future years.</p>						

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		<p>Budget is retained as a Joint Committee General Reserve to assist with general budget management in future years;</p> <p>e) Following the approval of recommendation (d), delegated authority to the Joint Committee s151 Officer in consultation with the Joint Committee Chair, to manage the Joint Committee General Reserve and to approve any expenditure that is to be met from the General Reserve subject to following the policies and procedures of the Accountable Body in respect of reserves and provisions, relating to expenditure, of the JWA.</p>							
CAB/19/05	Min No.	<b>2018/19 Unaudited Statement of Accounts including Annual</b>	To provide Regional Cabinet with the		10 June 2019	12 June 2019			Chris Lee, Section 151 Officer, Cardiff

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		<p><b>Governance Statement</b></p> <p>AGREED; the Cardiff Capital Region Joint Cabinet:</p> <ol style="list-style-type: none"> <li>1. Authorised the Joint Committee Section 151 Officer to sign the Chief Financial Officer's Statement of Responsibilities on page 11 of the unaudited Statement of Accounts;</li> <li>2. Noted that having had an opportunity to review and provide comments, the unaudited Statement of Accounts for the year ended 31<sup>st</sup> March 2019 (attached as Appendix 1) will be:               <ol style="list-style-type: none"> <li>i. Formally provided to the Wales Audit Office to allow them to commence their audit of the statements;</li> </ol> </li> </ol>	<p>opportunity to review and comment on the unaudited Statement of Accounts for the year ended 31<sup>st</sup> March 2019, ahead of submission to the Wales Audit Office in line with the statutory deadline of the 15<sup>th</sup> June 2019.</p>						Capital Region City Deal



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		ii. Will be made available for public inspection for a period of four weeks as per the indicative dates outlined in this report.							
CAB/19/06	Min No.	<p><b>Proposals for a Strategic Development Plan (SDP)</b></p> <p>Discussion was had regarding the points raised in paragraphs 9 and 10 of the report.</p> <p>RESOLVED; the Cardiff Capital Region Joint Cabinet noted the content of this report and subject to the following points, the draft template report at Appendix 1 was endorsed for use as the basis for a report to each Council comprising the Cardiff Capital Region, seeking approval to proceed with a Strategic Development Plan (SDP) for the Cardiff Capital Region. The draft report be amended such that</p>	<p>To endorse the draft report at Appendix 1 for use as the basis for a report to each Council comprising the Cardiff Capital Region, seeking approval to proceed with a Strategic Development Plan (SDP) for the Cardiff Capital Region, providing clarity of intent and to allow work to commence.</p>		10 June 2019	12 June 2019			Kellie Beirne Cardiff Capital Region Director

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		(i) Option C (Costs split on the basis of Strategic Planning Panel Member Votes) in Appendix 2 (Options Paper on cost apportionment for SDP) be stated as the recommended way forward as regards sharing costs, with provision built in for review and (ii) and that as regards recommendation 4 of the draft template report, this should be amended such that 1 member from each constituent Council is nominated to represent their Council and their vote is weighted to reflect the figures given in the table set out in recommendation 4 of the draft report (that is, weighted votes).							
CAB/19/07	Min No.	<b>Strength in Places Fund – WAVE 1 – CS Connected</b>	The reasons for CCR City Deal taking part in the consortium approach to		10 June 2019	12 June 2019			Kellie Beirne Cardiff Capital Region Director

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		<p>Cllr David Poole had earlier declared an interest in this item and left the meeting at this time.</p> <p>AGREED; the Cardiff Capital Region Joint Cabinet:</p> <p>1) noted the success of the CCR consortium in securing seed corn funding and being invited by UKRI to progress the initial Expression of interest ('EOI') application into a full business case or detailed proposal;</p> <p>2) endorsed the approach – as described in this report – to developing the full business case and detailed proposal;</p> <p>3) agreed to receive the full business case and detailed proposal at the Regional Cabinet meeting</p>	<p>progressing a full business case for Strength in Places investment in building the Compound Semiconductor cluster are:</p> <ul style="list-style-type: none"> <li>• the consortium has been selected as one of 24 successful submission to receive seed funding to develop a full business case;</li> <li>• this represents an important step in developing global competitive advantage around the Compound</li> </ul>						

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		in September 2019 ahead of its submission to UKRI.	<p>Semiconductor sector and moving towards wider recognition and opportunities – many of which are now demonstrable; and,</p> <ul style="list-style-type: none"> <li>all of the partners together, demonstrate the strong research base, the industrial need and business focus and the local leadership credentials to succeed.</li> </ul>						
CAB/19/08	Min No.	<b>Investment and Intervention Framework and Toolkit</b>	To seek Regional Cabinet's approval to establish the Investment and		10 June 2019	12 June 2019			Kellie Beirne Cardiff Capital Region Director

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		<p>AGREED; the Cardiff Capital Region Joint Cabinet:</p> <ol style="list-style-type: none"> <li>1. approved the establishment of the Investment and Intervention Framework ('IIF') and the priority investment strands of Infrastructure, Innovation, and Challenge on the basis set out in this report;</li> <li>2. endorsed the initial investment apportionment across the three investment priorities as set out in paragraph 17 of this report which will be reviewed annually as part of the annual business plan process;</li> <li>3. approved the conclusion of the Overarching Funding Agreement (a draft of which is attached at appendix 2 to this</li> </ol>	<p>Intervention Framework and Toolkit as set-out in the WIF Assurance Framework. To create the new Investment Panel as detailed in the Overarching Funding Agreement to support the implementation of the IIF and to transition the current Chief Executive's group to the Programme Board in order for Chief Executives to have a formal role in the process.</p> <p>To seek approval of the IIF marketing and its launch.</p>						

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		<p>report) and delegate authority to the City Deal Director to finalise the Overarching Funding Agreement and associated documentation, including completion of the following:</p> <ul style="list-style-type: none"> <li>• Investment Manual – in development – to follow;</li> <li>• KPI assessment model – to ensure that across the portfolio of projects funded from the IIF that appropriate and proportional contribution is made to the overall aims and objectives of the City Deal;</li> <li>• Sift Questionnaire – weightings and scores for each question, and</li> </ul>							

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		<p>subject to such delegation being exercised:</p> <p>(i) in consultation with the Chair of Regional Cabinet and the S151 Officer for Regional Cabinet; and</p> <p>(ii) such that the substance of the Overarching Funding Agreement and IIF process shall not differ in any material respect to that outlined in this report.</p> <p>4. Approved the establishment of the Investment Panel as an advisory board to the Cardiff Capital Region Director, as detailed in paragraph 26 of this report and delegate authority to the City Deal Director to appoint, from time to time, the members of the Investment Panel, in accordance with the nomination process set</p>							

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		<p>out in paragraph 27 of this report and subject to such delegations being exercised in consultation with the Chair and Vice Chairs of Regional Cabinet.</p> <p>5. Approved the proposed revised Regional Cabinet Portfolio Roles as set out in Appendix 5 to this report.</p> <p>IT WAS FURTHER AGREED; that with Regards Recommendations 4 and 5, a further report would be submitted to Regional Cabinet noting the appointments made and allocation of portfolios.</p> <p>6. Approved proposals for the launch and marketing of the Investment and Intervention Framework during the Wales Festival of Innovation.</p>							



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		<p>7. To facilitate the effective operation of the IIF, delegated authority to the City Deal Director to:-</p> <p>(i) identify or establish a framework agreement from which external advisors can be procured as and when required, to provide in-depth specialist due diligence advice covering legal, financial, Page 15 of 15 commercial and technical advice in order to assess a project that is being considered for CCRCDF funding;</p> <p>(ii) engage any individual, person, firm, partnership or company (and determine the terms of the contract), where the estimated value of appointments for any one project proposal does not exceed £100,000 and</p>							

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		<p>costs can be met from within approved budgets and note that the delegation set out in Schedule 1 of the Joint working Agreement (Delegations Policy) paragraph 27 is so amended; and</p> <p>(iii) carry out such tasks as are required and allocated to the Director under the Overarching Funding Agreement, subject to such delegations being exercised: (i) in consultation with the Chair of Regional Cabinet and the S151 Officer for Regional Cabinet; and (ii) any resultant costs incurred being within approved budgets.</p> <p>8. Noted and endorsed the work of the Cardiff Capital Region City Deal Director</p>							

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		in undertaking a review of the process and procedures for Declarations of Interest.							
CAB/19/09	Min No.	<p><b>Proposal for MIPIM 2020</b></p> <p>IT WAS FURTHER NOTED; that the figure of £47k quoted in Paragraph 5 is incorrect. The cost breakdown was £30k as contribution from the Regional Business Council and £17k in additional costs (travel, accommodation, etc.)</p> <p>AGREED; the Cardiff Capital Region Joint Cabinet:</p> <ol style="list-style-type: none"> <li>1. Noted the overview of experience, key benefits and lessons learnt from MIPIM 2019.</li> <li>2. Agreed in principle participation of the CCR at MIPIM 2020, in line with the objectives set out</li> </ol>	<p>To provide an overview of the experience and key benefits of Cardiff Capital Region (CCR) participation in MIPIM 2019.</p> <p>To propose an approach to participating in MIPIM 2020, having regard to the interface with, and connections across, the Cardiff Capital Region, Cardiff Council, other regions and the Welsh Government – as supported by the</p>		10 June 2019	12 June 2019			Kellie Beirne Cardiff Capital Region Director

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		<p>in this report (see The Proposal for MIPIM 2020), to develop a partnership approach between the CCR and Cardiff Council, primarily funded through partner contributions.</p> <p>3. Agreed to set aside £50,000 of the Wider Investment Fund as the CCR contribution to securing a space, position and profile at MIPIM 2020, alongside Cardiff Council, and key partners, and delegate authority to the City Deal Director to put in place the associated arrangements within the approved budget.</p>	<p>Cardiff Capital Region Business Council.</p> <p>To set out the purpose of the CCR MIPIM Partner event planned by the Regional Business Council for 1 May 2019 in Treforest</p>						
CAB/19/10	Min No.	<b>Local Evaluation Plan for the Cardiff Capital Region &amp; Baseline Report for First Evaluation of the Wider Investment</b>	The Locality Evaluation Framework provides a benchmark against		10 June 2019	12 June 2019			Kellie Beirne Cardiff Capital Region Director

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		<p>AGREED; the Cardiff Capital Region Joint Cabinet:</p> <ol style="list-style-type: none"> <li>1. Noted and endorsed the co-produced Locality Evaluation Plan for the Cardiff Capital Region – as a means of guiding the process of evaluating the impact of interventions on local economic growth.</li> <li>2. Noted the first Baseline Report and support the City Deal Director in addressing the issues which require improvement around business and civic engagement, synchronising performance report and marketing and communications – all of which are set out in the Annual Business Plan – but will now need reinforcement and strengthening.</li> </ol>	<p>which to measure the effects and impact of local interventions.</p> <p>Now that the first Baseline Report has been received, the relevant work can be undertaken to align performance monitoring and reporting and ensuring the focus is on the areas for improvement that CCR can influence and address.</p> <p>Regional Cabinet, partnerships and other stakeholders will very quickly become involved in the process of establishing baseline</p>						

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		3. Noted the cost implications and budget provisions made as set out in financial implications above in 2019/20 and for which provision has been made in the Wider Investment Fund in 2019/20.	<p>information, offering views, perspectives and insights on outcomes and progress. It is important that there is a strong understanding of the significance of this work ongoing and the part they have to play.</p> <p>The cost associated with this work up until Gateway Review is significant and it is important that Regional Cabinet understands what it is involved and the value added.</p>						
CAB/19/11	Min No.	<b>2019 Audit Plan – Cardiff Capital Region City Deal Joint Cabinet</b>	This document had been prepared for the internal use of Cardiff Capital		10 June 2019	12 June 2019			

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		<p>Phil Pugh declared a personal interest in this item. Phil Pugh referred to Paragraph 25 of the report where this declaration is stated. Councillor Andrew Morgan declared a personal interest (but not prejudicial) noting a previous professional relationship and ongoing friendship between Mr Pugh's wife and his Mother. Both remained present in the meeting.</p> <p>AGREED; that the Cardiff Capital Region Joint Cabinet noted the contents of the Report of Wales Audit Office.</p>	Region City Deal Joint Committee as part of work performed / to be performed in accordance with statutory functions.						
CAB/19/12	Min No.	<p><b>Appointment of Chief Operations Officer</b></p> <p>Rhys Thomas of the City Deal Office declared a</p>	For Regional Cabinet to endorse and ratify the recommendation of the Appointments Committee.		10 June 2019	12 June 2019			Kellie Beirne Cardiff Capital Region Director

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		<p>personal interest in this item and left the meeting whilst this item was discussed.</p> <p>AGREED; the Cardiff Capital Region Joint Cabinet confirmed and ratified the recommendation of the Appointment's Panel in respect of the appointment of candidate 342842, on a secondment basis, to the fixed term post of Chief Operations Officer.</p>							
<b>Prepared by Programme Management Office:</b>					<b>10 June 2019</b>				
<b>Submitted to Chief Executive for Signature:</b>					<b>12 June 2019</b>				

Approved for Publication: Kellie Beirne  
Cardiff Capital Region Director

Date: 12 June 2019