

South East Wales Corporate Joint Committee Annual Meeting

10.30-11.30am on Monday 22 May 2023 via Microsoft Teams

Minutes

Committee Members and Chief Executives

Julian Stedman	Chair of Planning, Access and Rights of Way Committee	Bannau Brecheiniog NPA
Cllr John Morgan (via Teams)	Cabinet member for Regeneration	Blaenau Gwent CBC
Damien McCann (via Teams)	Interim Chief Executive	Blaenau Gwent CBC
Cllr Huw David OBE	Leader	Bridgend CBC
Mark Shephard	Chief Executive	Bridgend CBC
Cllr Huw Thomas	Leader	Cardiff Council
Paul Orders	Chief Executive	Cardiff Council
Cllr Jamie Pritchard	Deputy Leader	Caerphilly CBC
Cllr Geraint Thomas	Leader	Merthyr Tydfil CBC
Ellis Cooper	Chief Executive	Merthyr Tydfil CBC
Cllr Mary Ann Brocklesby (via Teams)	Leader	Monmouthshire CC
Paul Matthews	Chief Executive	Monmouthshire CC
Beverly Owen (via Teams)	Chief Executive	Newport CC
Cllr Mark Norris	Cabinet Member	Rhondda Cynon Taf CBC
Paul Mee	Chief Executive	Rhondda Cynon Taf CBC
Cllr Anthony Hunt, Chair	Leader	Torfaen CBC
Stephen Vickers (via Teams)	Chief Executive	Torfaen CBC
Cllr Lis Burnett (via Teams)	Leader	Vale of Glamorgan Council
Rob Thomas (via Teams)	Chief Executive	Vale of Glamorgan Council
Kellie Beirne (KB)	Interim Chief Executive	SEW CJC
James Williams	Interim Monitoring Officer	SEW CJC
Christopher Lee (CL)	Interim Section 151 Officer	SEW CJC

Officers

Gill Brown	Group Accountant	Accountable Body
Gareth Gates	Accountant	Accountable Body
Gareth Jones	Director of Planning & Place	Bannau Brecheiniog NPA
Rhian Kyte	Head of Regeneration & Planning	Caerphilly CBC
Rhys Thomas	Chief Operating Officer	Office of the CCR
Hrjinder Singh	Head of Finance, Risk & Assurance	Office of the CCR
Nigel Pompeus (via Teams)	Inward Investment Marketing Lead	Office of the CCR

Jordan Musgrove (via Teams)	Social Media & Website Officer - Venture	Office of the CCR
Vikky David (via Teams)	Social Media and Website Officer	Office of the CCR
Liz Fitzgerald (minutes)	Business Development & Partnership Officer	Office of the CCR
Nic Butler	Business Development & Partnership Officer	Office of the CCR

Presenter

Tracey Thomas	Chief HR Officer	Cardiff Council
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Observers

Gareth Ashman	Head Of Infrastructure	UK Government
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Apologies

Catherine Mealing-Jones	Chief Executive	Bannau Brecheiniog NPA
Cllr Stephen Thomas	Leader	Blaenau Gwent CBC
Cllr Sean Morgan	Leader	Caerphilly CBC
Christina Harrhy	Chief Executive	Caerphilly CBC
Cllr Jane Mudd, Vice Chair	Leader	Newport CC
Cllr Andrew Morgan OBE	Leader	Rhondda Cynon Taf CBC
Rob O'Dwyer	Head of Infrastructure	Office of the CCR
Andy Gilbert	Change Manager	Office of the CCR

Recording of the meeting started at 10:40

1. Welcome and Apologies

Cllr Hunt opened the meeting and apologies were noted.

2. Declarations of Interest

Paul Orders and Paul Matthews declared a non-prejudicial personal interest in Item 6 Update on the Transition to the CJC from a Workforce Perspective because CCR staff were employed by Cardiff and Monmouthshire Councils.

3. Minutes of the Previous Meeting held on 27 March 2023

The minutes of the meeting held on 27 March were agreed as a true and accurate record of the meeting.

Cllr Hunt passed the Chair to KB to seek nominations for Chair and Vice Chair.

4. (a) Appointment of Chair for 2023/24 (b) Appointment of Vice Chair for 2023/24

(a) KB requested nominations for the chair. Cllr Huw Thomas nominated Cllr Hunt for Chair, seconded by Cllr David. All Members present voted in favour with no abstentions. No other nominations were received. KB passed the Chair back to Cllr Hunt.

(b) Cllr Brocklesby nominated Cllr Mudd, seconded by Cllr David. All

Members present voted in favour with no abstentions. No other nominations were received.

5. 2022/23 Financial Out-turn and Annual Return

- (1) CL went introduced the item and went through the report. CL noted that the Annual Return was earlier than usual and therefore Appendix 1 was an indicative and unaudited return. As part of the work undertaken earlier this year and as part of the internal audit process, steps have been put in place as set out in the report which identify a pragmatic approach, which has been agreed with Audit Wales and will allow CL and the Chair to sign the audited accounts at the appropriate time. The Statutory deadline is 30 June and the annual audited return would be uploaded to the CJC website no later than 3 September 2023.
- (2) Board Members were unanimous in accepting the recommendations of the report verified by a show of hands, with no abstentions.
- (3) It was resolved that SEW CJC:
 - (1) noted the Final Budget Out-turn position for the financial year ended 31 March 2023 as set-out in this report;
 - (2) approved the indicative Annual Return attached at Appendix 1 subject to it being signed by Internal Audit and by the Interim s151 Officer;
 - (3) authorised the Interim s151 Officer to make minor amendments to the attached indicative Annual Return;
 - (4) authorised the person presiding at the meeting to sign the Annual Return once it has been signed by Internal Audit and by the Interim s151 Officer, for its onward submission to Audit Wales, to commence the 2022/23 audit as set out in this report;
 - (5) noted the deadline for the conclusion of the 2022/23 external audit is 30 September 2023 and that in the event there are any material changes identified by the external audit, then an updated Annual Return will be brought back to the CJC for review and approval prior to this date.

CCR Officers left the meeting at 10:45

6. Update on the Transition to the CJC from a Workforce Perspective

- (1) Tracey Thomas introduced the report and confirmed that the legal matters regarding employment had now been finalised and did apply to those working under Cardiff Council, Monmouthshire CC and the Accountable Body. To avoid potential conflicts, Chief Executives from Caerphilly CBC, Rhondda Cynon Taf CBC, Bridgend CBC and Vale of Glamorgan led on the workforce project,

with Caerphilly CBC acting as overall lead. The CJC would take on the employment conditions of Cardiff Council.

- (2) Committee Members were unanimous in accepting the recommendations of the report verified by a show of hands, with no abstentions.
- (3) It was resolved that SEW CJC:
 - (1) noted the progress update of the People Workstream for the move into the CJC and the advice that TUPE applies to staff transferring from constituent councils to the CJC;
 - (2) approved the Chief Executive Job Description and Person Specification (Appendix 1) and associated salary;
 - (3) approved the transition terms and conditions of employment as set out in paragraph 11 of the report and that comply with Schedule to the South East Wales Corporate Joint Committee Regulations 2021.

CCR officers re-joined the meeting at 10:54

Recording of the meeting ended at 10:55