

## South East Wales Corporate Joint Committee

9.15am-9.30am on Monday 5 June 2023 via [Microsoft Teams](#)

### Agenda

1. Welcome and Apologies
2. Declarations of Interest Attached
3. Minutes of the Previous Meeting held on 22 May 2023 Attached

#### EXEMPT ITEMS

*The report and all appendices below are exempt from publication because they contain information of the kind described in paragraphs 14 (information relating to the financial or business affairs of any particular person) and 21 (public interest test) of parts 4 and 5 of Schedule 12A to the Local Government Act 1972 and in all the circumstances of the case the public interest in maintaining the exemption outweighs the public interest in disclosing the information*

4. Temporary acting up Arrangements for the Chief Executive Post Attached  
*To receive the Report of the Interim Chief Executive*

**Kellie Beirne**  
**Interim Chief Executive**  
**South East Wales Corporate Joint Committee**  
**5 June 2023**

## Cydbwyllgor Corfforaethol De-ddwyrain Cymru

9.15-9.30 ar Ddydd Iau 5 Mehefin 2023 a [Microsoft Teams](#)

### Agenda

1. Croeso ac Ymddiheuriadau
2. Datgan Buddiannau Atodedig
3. Cofnodion y cyfarfod a gynhaliwyd ar 22 Mai 2023 Atodedig

#### EXEMPT ITEMS

*Mae pob adroddiad ac atodiad isod wedi'u heithrio rhag cael eu cyhoeddi oherwydd eu bod yn cynnwys gwybodaeth o'r fath a ddisgrifir ym mharagraffau 14 (gwybodaeth yn ymwneud â materion ariannol neu fusnes unrhyw berson penodol) a 21 (prawf budd y cyhoedd) o rannau 4 a 5 Atodlen 12A i Ddeddf Llywodraeth Leol 1972 ac o dan holl amgylchiadau'r achos mae budd y cyhoedd o ran cynnal yr eithriad yn gwrthbwysu budd y cyhoedd o ran datgelu'r wybodaeth*

4. Trefniadau Cyfrifoldebau Ychwanegol Dros Dro ar gyfer Rôl y Prif Weithredwr Atodedig  
*Derbyn adroddiad Prif Weithredwr Dros Dro, CBC DDdC*

**Kellie Beirne**  
**Prif Weithredwr Dros Dro**  
**Cydbwyllgor Corfforaethol De-ddwyrain Cymru**  
**5 Mehefin 2023**

**SOUTH EAST WALES CORPORATE JOINT COMMITTEE**

**SUMMONS TO ATTEND A MEETING  
OF THE SOUTH EAST WALES CJC**


5 JUNE 2023

**GWŶS I FYNCHU CYFARFOD  
CBC DE-DDWYRAIN CYMRU**

5 MEHEFIN 2023

You are summoned to attend a meeting of the **SOUTH EAST WALES CORPORATE JOINT COMMITTEE** which will be held via Microsoft Teams between 9.15-9.30am on 5 June 2023 to transact the business set out in the agenda attached. The meeting may be accessed via [Microsoft Teams](#).

**KELLIE BEIRNE  
PROPER OFFICER**



5 JUNE 2023

## **RECORDING OF MEETING**

**This meeting will be recorded for subsequent broadcast on the CJC's website. The whole of the meeting will be recorded, except where there are confidential or exempt items.**

**If you make a representation to the meeting you will be deemed to have consented to being filmed and/or recorded.**

**If you have any queries regarding the recording of this meeting, please contact ELIZABETH FITZGERALD on 07974 211817 or email [Elizabeth.Fitzgerald@cardiff.gov.uk](mailto:Elizabeth.Fitzgerald@cardiff.gov.uk)**

## South East Wales Corporate Joint Committee

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*To receive the Report of the Interim Chief Executive*

**Kellie Beirne**  
**Interim Chief Executive**  
**South East Wales Corporate Joint Committee**  
**5 June 2023**

**CYDBWYLLGOR CORFFORAETHOL DE-DDWYRAIN CYMRU**

**GWŶS I FYNYCHU CYFARFOD  
CBC DE-DDWYRAIN CYMRU**

5 MEHEFIN 2023

**SUMMONS TO ATTEND A MEETING  
OF THE SOUTH EAST WALES CJC**

5 JUNE 2023

Cewch eich gwyso i fynychu cyfarfod o **GYD-BWYLLGOR CORFFORAETHOL DE-DDWYRAIN CYMRU** a gynhaliwyd yn Microsoft Teams a 09:15-09:30 ar 5 Mehefin 2023 i drawsweithredu'r busnes a nodir yn yr agenda sydd ynghlwm. Gellir gweld y cyfarfod drwy [Microsoft Teams](#).

**KELLIE BEIRNE  
PRIF WEITHREDWR DROS DRO**



5 MEHEFIN 2023

## **RECORDIO'R CYFARFOD**

**Bydd y cyfarfod hwn yn cael ei recordio i'w ddarlledu wedyn ar wefan y CBC. Bydd y cyfarfod cyfan yn cael ei recordio, ac eithrio pan fo eitemau cyfrinachol neu eithriedig.**

**Os byddwch yn gwneud sylwadau i'r cyfarfod, ystyrir eich bod wedi cydsynio i gael eich ffilmio a/neu recordio.**

**Os oes gennych unrhyw ymholiadau ynghylch recordio'r cyfarfod hwn, cysylltwch ag ELIZABETH FITZGERALD trwy ffonio 07974 211817 neu drwy e-bostio [Elizabeth.Fitzgerald@caerdydd.gov.uk](mailto:Elizabeth.Fitzgerald@caerdydd.gov.uk)**

## Cydbwyllgor Corfforaethol De-ddwyrain Cymru

9.15-9.30 ar Ddydd Iau 5 Mehefin 2023 a [Microsoft Teams](#)

### Agenda

1. Croeso ac Ymddiheuriadau
2. Datgan Buddiannau Atodedig
3. Cofnodion y cyfarfod a gynhaliwyd ar 22 Mai 2023 Atodedig

#### EXEMPT ITEMS

*Mae pob adroddiad ac atodiad isod wedi'u heithrio rhag cael eu cyhoeddi oherwydd eu bod yn cynnwys gwybodaeth o'r fath a ddisgrifir ym mharagraffau 14 (gwybodaeth yn ymwneud â materion ariannol neu fusnes unrhyw berson penodol) a 21 (prawf budd y cyhoedd) o rannau 4 a 5 Atodlen 12A i Ddeddf Llywodraeth Leol 1972 ac o dan holl amgylchiadau'r achos mae budd y cyhoedd o ran cynnal yr eithriad yn gwrthbwysu budd y cyhoedd o ran datgelu'r wybodaeth*

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*Derbyn adroddiad Prif Weithredwr Dros Dro, CBC DDdC*

**Kellie Beirne**  
**Prif Weithredwr Dros Dro**  
**Cydbwyllgor Corfforaethol De-ddwyrain Cymru**  
**5 Mehefin 2023**



## **Declarations of Interest**

### **Procedural Note for Elected Members**

All members are required by law to complete a declaration of interests form to register their financial and other interests that could potentially conflict with their role as local councillor, including their membership of the Joint Committee. In addition, each Council has its own process for recording such interests, as well as its own adopted members' code of conduct. If in doubt, members should seek advice from their Council's Monitoring Officer in the first instance.

In addition to completing a declaration of interests form, members are also required to declare any interests at the start of a meeting of the Joint Committee, where that particular interest conflicts with some or all of the business to be discussed at that meeting. When making a declaration of interest, members should state whether the interest is personal or prejudicial. It is a matter for the member whether or not they choose to declare an interest, and whether or not that interest is personal or prejudicial. Members should refer to their Council's Code of Conduct and seek advice from their Council's Monitoring Officer prior to the start of meeting. If members become aware of a potential interest during the course of the meeting, they should make a declaration at the earliest opportunity and seek advice from the legal representative of the Accountable Body if required.

In respect of personal interests, member may remain in the meeting and take part in any debate and vote on the item of business. In respect of prejudicial interests, then they must leave the meeting immediately, not take part in the discussion of or vote on those items in which they have declared a prejudicial interest.

The interest will be recorded in the minutes of the meeting.

## Datgan Buddiannau

### **Nodyn Gweithdrefnol ar gyfer Aelodau Etholedig**

Mae'n ofynnol yn ôl y gyfraith i bob aelod lenwi ffurflen datganiad buddiannau i gofrestru eu diddordebau ariannol a diddordebau eraill a allai o bosibl wrthdaro â'u rôl fel cynghorydd lleol, gan gynnwys eu haelodaeth o'r Cyd-bwyllgor. Yn ogystal, mae gan bob Cyngor ei broses ei hun ar gyfer cofnodi diddordebau o'r fath, yn ogystal â'i god ymddygiad aelodau mabwysiedig ei hun. Os oes amheuaeth, dylai'r aelodau ofyn am gyngor gan Swyddog Monitro eu Cyngor yn y lle cyntaf.

Yn ogystal â chwblhau ffurflen datgan buddiannau, mae'n ofynnol hefyd i aelodau ddatgan unrhyw ddiddordebau ar ddechrau cyfarfod o'r Cyd-bwyllgor, lle mae'r diddordeb penodol hwnnw'n gwrthdaro gyda rhywfaint neu'r holl fusnes i'w drafod yn y cyfarfod hwnnw. Wrth wneud datganiad o fuddiannau, dylai'r aelodau ddatgan a yw'r diddordeb hwnnw yn un personol neu'n rhagfarnol. Mae'n fater i'r aelod p'un a ydynt yn dewis datgan buddiant ai peidio, ac a yw'r diddordeb hwnnw'n bersonol neu'n ragfarnol ai peidio. Dylai aelodau gyfeirio at God Ymddygiad eu Cyngor a gofyn am gyngor gan Swyddog Monitro eu Cyngor cyn dechrau'r cyfarfod. Os daw aelodau'n ymwybodol o ddiddordeb posibl yn ystod y cyfarfod, dylent wneud datganiad ar y cyfle cyntaf a gofyn am gyngor gan gynrychiolydd cyfreithiol y Corff Atebol os oes angen.

O ran diddordebau personol, gall aelod aros yn y cyfarfod a chymryd rhan mewn unrhyw ddadl a phleidleisio ar eitem busnes. O ran diddordebau rhagfarnol, yna mae'n rhaid iddynt adael y cyfarfod ar unwaith, peidio â chymryd rhan wrth drafod na phleidleisio ar yr eitemau hynny y maent wedi datgan diddordeb rhagfarnol ynddynt.

Bydd y diddordeb yn cael ei gofnodi yng nghofnodion y cyfarfod.

## 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