

South East Wales Corporate Joint Committee Annual Meeting

10.30-11.30am on Monday 22 May 2023 via [Microsoft Teams](#)

Agenda

1. Welcome and Apologies
2. Declarations of Interest Attached
3. Minutes of the Previous Meeting held on 27 March 2023 Attached
4. (a) Appointment of Chair for 2023/24
(b) Appointment of Vice Chair for 2023/24
5. 2022/23 Financial Out-turn and Annual Return Attached
To receive the report of the Interim Section 151 Officer
6. Update on the Transition to the CJC from a Workforce Perspective Attached
To receive the report of the Chief Executive of Caerphilly County Borough Council

Kellie Beirne
Interim Chief Executive
South East Wales Corporate Joint Committee
22 May 2023

Cydbwyllgor Corfforaethol De-ddwyrain Cymru Cyfarfod Blynyddol

10.30-11.30 ar Ddydd Iau 22 Mai 2023 a [Microsoft Teams](#)

Agenda

1. Croeso ac Ymddiheuriadau
2. Datgan Buddiannau Atodedig
3. Cofnodion y cyfarfod a gynhaliwyd ar 27 Mawrth 2023 Atodedig
4. (a) Ethol Cadeirydd ar gyfer 2023/24
(b) Penodi Is-gadeirydd ar gyfer 2023/24
5. Alldro Ariannol a Datganiad Blynyddol 2022/23 Atodedig
Derbyn Adroddiad Swyddog Adran 151 Dros Dro, CBC DDdC
6. Diweddariad ar Symud i'r Cydbwyllgor Corfforaethol o Safbwynt Gweithlu Atodedig
I gael adroddiad Prif Weithredwr Cyngor Bwrdeistref Sirol Caerffili

Kellie Beirne
Prif Weithredwr Dros Dro
Cydbwyllgor Corfforaethol De-ddwyrain Cymru
22 Mai 2023

SOUTH EAST WALES CORPORATE JOINT COMMITTEE

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

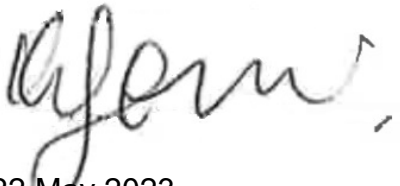
22 MAY 2023

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

22 MAI 2023

You are summoned to attend a meeting of the **SOUTH EAST WALES CORPORATE JOINT COMMITTEE** which will be held via Microsoft Teams between 10.30am-11.30pm on 22 May 2023 to transact the business set out in the agenda attached. The meeting may be accessed via [Microsoft Teams](#).

**KELLIE BEIRNE
PROPER OFFICER**



22 May 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

South East Wales Corporate Joint Committee Annual Meeting

10.30-11.30am on Monday 22 May 2023 via [Microsoft Teams](#)

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Kellie Beirne
Interim Chief Executive
South East Wales Corporate Joint Committee
22 May 2023

CYDBWYLLGOR CORFFORAETHOL DE-DDWYRAIN CYMRU

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

22 MAI 2023

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

22 MAY 2023

Cewch eich gwyso i fynychu cyfarfod o **GYD-BWYLLGOR CORFFORAETHOL DE-DDWYRAIN CYMRU** a gynhaliwyd yn Microsoft Teams a 10:30-11.30 ar 22 Mai 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**



22 Mai 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

Cydbwyllgor Corfforaethol De-ddwyrain Cymru Cyfarfod Blynyddol

10.30-11.30 ar Ddydd Iau 22 Mai 2023 a [Microsoft Teams](#)

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Kellie Beirne
Prif Weithredwr Dros Dro
Cydbwyllgor Corfforaethol De-ddwyrain Cymru
22 Mai 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

11.00am-12.00pm on Monday 27 March 2023 via Microsoft Teams

Minutes

Members and Chief Executives

Cllr Stephen Thomas	Leader	Blaenau Gwent CBC
Damien McCann	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
Cllr Sean Morgan	Leader	Caerphilly CBC
Christina Harrhy	Chief Executive	Caerphilly CBC
Cllr Geraint Thomas	Leader	Merthyr Tydfil CBC
Ellis Cooper	Chief Executive	Merthyr Tydfil CBC
Cllr Mary Ann Brocklesby	Leader	Monmouthshire CC
Paul Matthews	Chief Executive	Monmouthshire CC
Cllr Ann Crimmings	Cabinet Member	Rhondda Cynon Taf CBC
Cllr Anthony Hunt, Chair	Leader	Torfaen CBC
Stephen Vickers	Chief Executive	Torfaen CBC
Cllr Lis Burnett	Leader	Vale of Glamorgan Council
Rob Thomas	Chief Executive	Vale of Glamorgan Council
Kellie Beirne (KB)	Interim Chief Executive	SEW CJC
James Williams (JW)	Interim Monitoring Officer	SEW CJC
Christopher Lee (CL)	Interim Section 151 Officer	SEW CJC

Officers

Gareth Jones	Director of Planning & Place	Brecon Beacons NPA
Jon Day	Economic Policy Manager	Cardiff Council
Simon Gale	Director of Prosperity and Development	Rhondda Cynon Taf CBC
Gill Brown	Group Accountant	Accountable Body
Gareth Gates	Accountant	Accountable Body
Rhys Thomas	Chief Operating Officer	Office of the CCR
Hrjinder Singh	Head of Finance, Risk & Assurance	Office of the CCR
Mike Brough	Senior Programme Lead – Infrastructure	Office of the CCR
Rob O'Dwyer	Head of Infrastructure	Office of the CCR
Natalie		
Andy Gilbert	Change Manager	Office of the CCR
Steven Hazleton	Marketing & Communications Lead	Office of the CCR
Liz Fitzgerald (minutes)	Business Development & Partnership Officer	Office of the CCR

Observers

Christopher Stevens	Head of Planning & Partnership	Welsh Government
Helen Williams	South East Regional Team	Welsh Government
Gareth Ashman	Head of Infrastructure	UK Government

Apologies

Julian Stedman	Chair of Planning, Access & Rights of Way Committee	Brecon Beacons NPA
Catherine Mealing-Jones	Chief Executive	Brecon Beacons NPA
Cllr Sean Morgan	Leader	Caerphilly CBC
Paul Orders	Chief Executive	Cardiff Council
Cllr Jane Mudd, Vice Chair	Leader	Newport CC
Beverly Owen	Chief Executive	Newport CC
Cllr Andrew Morgan OBE	Leader	Rhondda Cynon Taf CBC
Paul Mee	Chief Executive	Rhondda Cynon Taf CBC
Suzanne Chesterton	Head of Governance, Policy and Communications	Office of the CCR

Recording of the meeting started at 11:02

1. Welcome and Apologies

Cllr Hunt opened the meeting and apologies were noted.

2. Declarations of Interest

No declarations of interest were received.

3. Minutes of the Previous Meeting held on 30 January 2023

The minutes of the previous meeting held on 30 January were agreed as a true and accurate record of the meeting.

4. Transition Plan - South East Wales Corporate Joint Committee Statutory Sub-Committees

(1) JW introduced the item and provided an overview of the statutory sub-committees that would need to be implemented at the present stage of the transition to the SEW CJC.

(2) Leaders agreed to accept the recommendations of the report and Cllr Hunt obtained individual votes of acceptance from Leaders in the following order:

Bridgend, Rhondda Cynon Taf, Vale of Glamorgan, Cardiff, Merthyr Tydfil, Caerphilly, Blaenau Gwent, Monmouthshire and Torfaen.

Cllr Mudd was not present to vote for Newport.

(3) It was resolved that the South East Wales Corporate Joint Committee:

- (1) approved the proposal to utilise Cardiff Council's Standards & Ethics Committee to carry out the statutory function of the Standards Sub-Committee for the South East Wales Corporate Joint Committee;
- (2) authorised the Interim Chief Executive to instruct officers of the CJC to make arrangements with officers at Cardiff Council to obtain the required approval and consent of the relevant officers and members to implement the proposal set out in recommendation 1;
- (3) authorised the Interim Chief Executive to instruct officers of the CJC to prepare and enter into an appropriate Service Level Agreement with Cardiff Council to cover costs associated with the additional work for Cardiff's Officers in facilitating a joint standards committee;
- (4) noted the statutory requirement to establish a Governance & Audit Sub-Committee:
 - a) authorised the Interim Chief Executive to make arrangements to establish the Governance & Audit Sub-Committee and constitute its membership;
 - b) approved the terms of reference of the proposed Governance & Audit Sub-Committee as attached at Appendix 1.

5. Update on the Transition Planning for the South East Wales Corporate Joint Committee and 2022/23 Month 11 Budget Monitoring Position

- (1) KB introduced the item. She confirmed that the VAT Order had now been laid before Parliament and had been in force from February 2023; VAT could now be reclaimed as part of the work of the CJC. The Paragraph 11 s150 Government of Wales Act Order had also been laid before Parliament the previous week. KB thanked Welsh Government and Office of the Secretary of State for Wales colleagues for helping to move matters forward. KB said that the matter of transferring City Deal funding to the SEW CJC remained outstanding but CCR Chair and Vice Chairs had written to UK Government on this matter. KB highlighted the complex issues around the transition planning which included future resourcing; there were currently c14 committees for the CCR with additional committees to be set up and the work to be done in synthesising and consolidating towards a sensible governance model.
- (2) KB highlighted the decision to prepare a framework for a Child Poverty Strategy, required by the Children and Families (Wales) Measure 2010, in readiness should the SEW CJC not be covered by exemption if the 10 constituent local authorities discharged this via publication of their own strategies. CCR were consulting with Welsh Government and would comply and publish as appropriate.

- (3) In respect of the SEW CJC budget all matters were in order and there had been minimum expenditure. There would be a requirement at year-end to complete and submit a Small Bodies Return.

Leaders agreed to accept the recommendations of the report and Cllr Hunt obtained individual votes of acceptance from Leaders in the following order:

Monmouthshire, Blaenau Gwent, Caerphilly, Merthyr Tydfil, Cardiff, Vale of Glamorgan, Rhondda Cynon Taf, Bridgend and Torfaen.

Cllr Mudd was not present to vote for Newport.

- (4) It was resolved that the South East Wales Corporate Joint Committee:

- (1) noted the updates on Section 150 order, VAT Status, approach to the UK Government regarding the City Deal funding, the budget update and the transition activities, including the development of a Target Operating Model;
- (2) noted the 2022/23 Month 11 Budget Monitoring position and projected out-turn as set out in the report, noting that further updates will be brought back to the CJC in-line with statutory requirements and deadlines;
- (3) approved the draft Child Poverty Strategy at Appendix 6, subject to consultation with Welsh Government;
- (4) authorised the Interim Chief Executive, in consultation with members, to make any changes to the Child Poverty Strategy that are required following the consultation with Welsh Government;
- (5) authorised the publication of the Child Poverty Strategy in accordance with the statutory obligations.

6. South East Wales Corporate Joint Committee Well-being Objectives

- (1) KB introduced the item and confirmed that after consideration of the options, SEW CJC would adopt the objectives of the Regional Economic and Industrial Plan (REIP). The REIP had had wide regional consultation and support, aligned with the region's objectives and incurred no duplication.
- (2) Leaders suggested that as well as focusing on economic growth and social value aspects, SEW CJC should also recognise socio, political and geographical barriers and the objectives should include these elements. KB clarified that at the moment only work

would around immediate corporate duties was ongoing. The existing provisions for CCR were still in force and would apply to City Deal work; the new approach would apply from 1 April 2024 following integration of the two bodies. JW reiterated that the existing framework would continue; a new Statement could be adopted in 2024 if required.

- (3) Leaders suggested that Derek Walker, the Future Generations Commissioner for Wales, should be invited to meet with the Board.
- (4) Leaders agreed to accept the recommendations of the report and Cllr Hunt obtained individual votes of acceptance from Leaders in the following order:

KB

Bridgend, Rhondda Cynon Taf, Vale of Glamorgan, Cardiff, Merthyr Tydfil, Caerphilly, Blaenau Gwent, Monmouthshire and Torfaen.

Cllr Mudd was not present to vote for Newport.

- (5) It was resolved that the South East Wales Corporate Joint Committee:
 - (1) approved the CJC's Well-Being objectives and the draft Well-Being Statement set out at Appendix 1 and
 - (2) authorised officers to arrange for the publication of the CJC's well-being objectives and well-being statement (set out in Appendix 1), in accordance with the legal requirements.

Recording of the meeting ended at 11:27

Date of Next Meeting: 11.30am on Monday 22 May 2023 via Microsoft Teams

This document is available in Welsh / Mae'r ddogfen hon ar gael yn Gymraeg



SOUTH EAST WALES CORPORATE JOINT COMMITTEE

22 MAY 2023

2022/23 FINANCIAL OUT-TURN AND ANNUAL RETURN

TO RECEIVE THE REPORT OF SEW CJC INTERIM SECTION 151 OFFICER

AGENDA ITEM: 5

Reason for this Report

1. To present the South East Wales Corporate Joint Committee (the CJC) with the final budget out-turn position for the financial year 2022/23.
2. To present to the CJC the indicative, unaudited Annual Return for the year ended 31 March 2023 for approval subject to it being signed by the Interim s151 Officer and by Internal Audit to enable the Annual Return to be approved by the statutory deadline of the 30 June 2023.

Background

3. The South East Wales CJC Regulations came into force on 1 April 2021 which established the corporate legal entity of the CJC, consisting of the 10 constituent Cardiff Capital Region (CCR) local authorities and, for the purposes of the Strategic Development Plan (SDP), the Bannau Brycheiniog National Park Authority (BBNPA).
4. In summary, the CJC is responsible for carrying out the Strategic Development Planning (SDP) function, preparing a Regional Transport Plan (RTP) as well as having a wider Economic Wellbeing role across the South East Wales region. Significantly though, the CJC provides an opportunity for the CCR City Deal (CCRCD) to evolve from a single funding programme to a new corporate entity through which multiple programmes, investments and functions could be developed and delivered on a regional basis.
5. A full year budget of £103,747 was approved in 2022/23 to support the interim operation of the CJC, referred to as 'Building the Foundations' phase.
6. Local Authorities and other relevant bodies (including Corporate Joint Committees) are required to prepare and publish their annual accounts in-line with the requirements of the Accounts & Audit (Wales) Regulations 2014 (as

amended). Regulation 14 states that smaller relevant bodies (those with annual income and expenditure below £2.5 million) must prepare accounting statements in accordance with the Accounts & Audit (Wales) Regulations 2014 and proper practices which provides for accounts to be prepared in the form of an indicative Annual Return replacing the obligation to produce a full Statement of Accounts.

Issues

VAT Update

7. The initial CJC budgets set for Financial Years 2021/22 and 2022/23 were prepared on a 'VAT inclusive' basis, as at that time there was no clear timetable in place to resolve the section 33 status issue for CJs. For this reason, it was deemed that budgets are set on the basis that VAT would not be recoverable during those periods.
8. Following discussions with both the UK and Welsh Governments, the Value Added Tax (Refund of Tax) Order 2023 was made on 11 January 2023 and came into force on the 9 February 2023, which allows CJs to fully reclaim VAT on their non-business activities. Therefore, the figures set out in this report include the appropriate adjustments in respect of VAT which the CJC can recover from the effective date.
9. Table 1 below sets out the CJC's final out-turn position against the approved 2022/23 budget. It should be noted that the table represents the aggregated budgets in respect of both the CJC General Budget (2/3rds) and the CJC Strategic Development Planning (SDP) Budget (1/3rd).

Table 1: SEW CJC 22/23 Final Out-turn

SEW CJC Final Out-turn Position - 2022/23				
Out-turn		Budget	Out-turn	Variance
2021/22		2022/23	2022/23	2022/23
£s		£s	£s	£s
6,895	CCRCD SLA: CJC Officer & Cabinet Support	35,847	35,029	(818)
2,538	Cardiff Council SLA: Statutory Officers & HR Advisory	13,200	12,899	(301)
389	RCT SLA: Transactional support & systems	16,835	16,943	108
2,456	CJC Insurances & Broker Fees	18,300	14,837	(3,463)
500	Internal Audit Fees	1,565	1,565	0
2,400	External Audit Fees	2,400	2,000	(400)
0	Contingency	15,600	4	(15,596)
15,178	CJC Gross Expenditure	103,747	83,277	(20,470)
	Funded By :-			
(18,335)	CCR 10 Constituent Local Authorities	(103,540)	(103,540)	0
(37)	BBNPA Contribution	(207)	(207)	0
(18,372)	CJC Gross Income	(103,747)	(103,747)	0
(3,194)	CJC Surplus	0	(20,470)	(20,470)

** Note: Where applicable, figures are inclusive of VAT at the prevailing rate*

10. In terms of its wider management and support arrangements, the CJC procures these services through three key Service Level Agreements (SLAs) with CCRCD, Cardiff Council and Rhondda Cynon Taf County Borough Council (RCT). Table 1 confirms that the aggregated spend against these three budget heads was slightly less than the approved budget. This underspend largely reflects the impact of VAT recovery from the 9 February 2023.
11. In terms of the remaining expenditure heads, there was an underspend against the budget approved for CJC Insurances and Broker fees, whilst the Contingency budget was not utilised in 2022/23. This resulted in a combined underspend of £20,470 against the approved CJC (aggregated) budget.
12. Finally, Table 1 details that the full value of approved CJC Contributions that were due in 2022/23 were received in full, resulting in a net surplus position of £20,470 for the year. In-line with the practice adopted in the previous year, this surplus will be transferred to the CJC General Reserve. Table 2 sets out the overall position against the Reserve as at the 31 March 2023.

Table 2: SEW CJC General Reserves held as at 31 March 2023

SEW CJC Balance Sheet - General Reserves as at 31.03 2023			
	Opening Balance	Change	Closing Balance
	£s	£s	£s
CJC General Budget Reserve	(2,130)	(13,682)	(15,812)
CJC SDP Budget Reserve	(1,064)	(6,787)	(7,851)
	(3,194)	(20,470)	(23,664)

Annual Return

13. The indicative, unaudited Annual Return for 2022/23 is attached at Appendix 1 and follows a standardised format, which includes the following sections:
 - (1) Section 1: Accounting Statements details the CJC's financial information in respect of 2022/23, as well as the details of the previous year's figures.
 - (2) Section 2: Annual Governance Statement sets out eight questions aimed at ensuring there is a sound system of internal control for the CJC's operations, including the preparation of its accounting statements.
 - (3) Section 3: Additional Disclosure Notes which includes information to assist the reader to understand the Accounting Statements and/or the Annual Governance Statement. Three key notes have been added in this regard.
 - (4) Section 4: Committee Approval and Certification, requires certification by

both the Responsible Financial Officer (RFO), which in this case is the CJC's Interim s151 Officer and approval by the CJC Chair.

- (5) Section 5: Annual Internal Audit Report, which is currently in the process of being reviewed and signed-off by the Regional Internal Audit Service. They are acting independently and providing a risk based assessment of procedures and internal controls, through the consideration of a further eight questions.

Next Steps

14. Members should note that Reg 15 requires the Responsible Financial Officer to sign and date the statement of accounts/ record of receipts and payments/income and expenditure account and statement of balances and certify they present a true and fair view **before** they are approved by the CJC.
15. However, as set out above, the Regional Internal Audit Service are yet to conclude their work on the 2022/23 Return and therefore, the Return attached at Appendix 1 at this time is indicative and the steps outlined below represent a pragmatic way forward. The proposed way forward has been discussed with the CJC's external auditors, who were supportive. Once the Internal Audit is complete this will allow:
 - (1) certification by the Responsible Financial Officer (RFO), which in this case is the CJC's Interim s151 Officer;
 - (2) the Chair of the meeting on 22 May 2023 to complete the 'Committee Approval and Certification' section. This report seeks the necessary approval and delegation in order to facilitate this requirement.
16. It is anticipated that steps 1 & 2 above will be completed by the statutory deadline of the 30 June 2023. Once completed, this will allow the remaining steps to be progressed, which are summarised below:
 - (1) for the signed unaudited Annual Return to be submitted to the external auditor (Audit Wales) in accordance with the Accounts and Audit (Wales) Regulations 2014 for smaller relevant bodies, to commence its audit;
 - (2) to advertise and facilitate the opportunity for an online public inspection of the Annual Return for a period of four weeks in line with statutory requirements;
 - (3) to support the work of Audit Wales during their external audit of the Annual Return;
 - (4) for the findings of the external audit to be reported back to the CJC and for them to approve and sign the audited Annual Return at a future meeting and no later than 30 September 2023; and
 - (5) to publish the audited Annual Return on the CJC's website following its approval no later than 30 September 2023.

Reasons for Recommendations

17. To report the final budgeted out-turn position for 2022/23 to the CJC.
18. To present to the CJC the indicative, unaudited Annual Return for the year ended 31 March 2023 for approval subject to its being signed by the Interim s151 officer and by Internal Audit and to secure the necessary delegations to allow the Annual Return to be submitted to external audit by the statutory deadline of 30 June.

Financial Implications

19. This report provides the CJC with details of the final budget out-turn position in respect of the 2022/23 budget. The details are set out in Table 1, which represents the aggregated position of the two separate CJC budgets (CJC General Budget and SDP Budget), that were approved in 2022/23, as required by the South East Wales CJC Regulations.
20. Table 1 details that full value of approved CJC Contributions that were due in 2022/23 were received in full, resulting in a net surplus position of £20,470. This surplus will be transferred to a General Reserve and is available to support future CJC budgetary requirements.
21. The net surplus has been split between the General Budget and the SDP Budget elements based on the 2/3rd (£13,682) and 1/3rd (£6,787) basis agreed by the CJC as part of the budget setting process. In addition to the 2022/23 surplus, there is a surplus of £3,194 brought forward from 2021/22. Further details are set out in Table 2.
22. Should be it be determined at some point in the future that any CJC General Reserve balances are no longer required, then any sums held will be returned to contributing partners, based on their respective contributions.

Legal Implications

23. The Accounts and Audit (Wales) (Amendment) Regulations 2021 amended the Accounts and Audit (Wales) Regulations 2014 (the 2014 Regulations) to provide that corporate joint committees, such as the SEW CJC, are subject to the provisions of the 2014 Regulations where relevant. Consequently, the CJC is required to prepare and publish its annual accounts in line with the requirements of the 2014 Regulations.
24. The Annual Return must be considered and approved by the CJC before 30 June 2023.

Well-being of Future Generations (Wales) Act 2015

25. In developing the Plan and in considering its endorsement regard should be had, amongst other matters, to:
 - (a) the Welsh Language (Wales) Measure 2011 and the Welsh Language Standards;

- (b) Public sector duties under the Equalities Act 2010 (including specific Welsh public sector duties). Pursuant to these legal duties Councils must in making decisions have due regard to the need to (1) eliminate unlawful discrimination, (2) advance equality of opportunity and (3) foster good relations on the basis of protected characteristics. Protected characteristics are a. Age; b. Gender reassignment; c. Sex; d. Race – including ethnic or national origin, colour or nationality; e. Disability; f. Pregnancy and maternity; g. Marriage and civil partnership; h. Sexual orientation; i. Religion or belief – including lack of belief.
- (c) the Well Being of Future Generations (Wales) Act 2015. The Well-Being of Future Generations (Wales) Act 2015 ('the Act') is about improving the social, economic, environmental and cultural well-being of Wales. The Act places a 'well-being duty' on public bodies aimed at achieving 7 national well-being goals for Wales - a Wales that is prosperous, resilient, healthier, more equal, has cohesive communities, a vibrant culture and thriving Welsh language and is globally responsible. In discharging their respective duties under the Act, each public body listed in the Act (which includes the Councils comprising the CCRCD) must set and published wellbeing objectives. These objectives will show how each public body will work to achieve the vision for Wales set out in the national wellbeing goals. When exercising its functions, the CJC Cabinet should consider how the proposed decision will contribute towards meeting the wellbeing objectives set by each Council and in so doing achieve the national wellbeing goals. The wellbeing duty also requires the Councils to act in accordance with a 'sustainable development principle'. This principle requires the Councils to act in a way which seeks to ensure that the needs of the present are met without compromising the ability of future generations to meet their own needs. Put simply, this means that SEW CJC must take account of the impact of their decisions on people living their lives in Wales in the future. In doing so, CJC Cabinet must:
- look to the long term.
 - focus on prevention by understanding the root causes of problems.
 - deliver an integrated approach to achieving the 7 national well-being goals.
 - work in collaboration with others to find shared sustainable solutions.
 - involve people from all sections of the community in the decisions which affect them.

26. CJC Cabinet must be satisfied that the proposed decision accords with the principles above. To assist CJC Cabinet to consider the duties under the Act in respect of the decision sought, an assessment has been undertaken, which is attached at Appendix 2.

Equality Act 2010

27. In considering this matter, regard should be had, amongst other matters, to the Councils' duties under the Equality Act 2010. Pursuant to these legal duties the CJC Cabinet must in making decisions have due regard to the need to (1) eliminate unlawful discrimination (2) advance equality of opportunity and (3)

foster good relations on the basis of protected characteristics. Protected characteristics are:

- age;
- gender reassignment;
- sex;
- race – including ethnic or national origin, colour or nationality;
- disability;
- pregnancy and maternity;
- marriage and civil partnership;
- sexual orientation;
- religion or belief – including lack of belief.

RECOMMENDATIONS

28. It is recommended that the South East Wales CJC:

- (1) notes the Final Budget Out-turn position for the financial year ended 31 March 2023 as set-out in this report;
- (2) approves the indicative Annual Return attached at Appendix 1 subject to it being signed by Internal Audit and by the Interim s151 Officer;
- (3) authorises the Interim s151 Officer to make minor amendments to the attached indicative Annual Return;
- (4) authorises 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) notes 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.

Christopher Lee
Interim s151 Officer, SEW CJC
22 May 2023

Appendices

Appendix 1 Indicative Unaudited Annual Return for 2022/23
Appendix 2 Well-being of Future Generations Assessment

Minor Joint Committees in Wales

Annual Return for the Year Ended 31 March 2023

Accounting statements 2022-23 for:

Name of body: **SOUTH EAST WALES CORPORATE JOINT COMMITTEE**

	Year ending		Notes and guidance for compilers
	31 March 2022 (£)	31 March 2023 (£)	Please round all figures to nearest £. Do not leave any boxes blank and report £0 or nil balances. All figures must agree to the underlying financial records for the relevant year.
Statement of income and expenditure/receipts and payments			
1. Balances brought forward	0	3,194	Total balances and reserves at the beginning of the year as recorded in the financial records. Must agree to line 7 of the previous year.
2. (+) Income from local taxation/levy	18,372	103,747	Total amount of income received/receivable in the year from local taxation (precept) or levy/contribution from principal bodies.
3. (+) Total other receipts	0	0	Total income or receipts recorded in the cashbook minus amounts included in line 2. Includes support, discretionary and revenue grants.
4. (-) Staff costs	0	0	Total expenditure or payments made to and on behalf of all employees. Include salaries and wages, PAYE and NI (employees and employers), pension contributions and related expenses, eg, termination costs.
5. (-) Loan interest/capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on external borrowing (if any).
6. (-) Total other payments	15,178	83,278	Total expenditure or payments as recorded in the cashbook minus staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	3,194	23,663	Total balances and reserves at the end of the year. Must equal $(1+2+3) - (4+5+6)$.
Statement of balances			
8. (+) Debtors	18,372	16,292	Income and expenditure accounts only: Enter the value of debts owed to the body.
9. (+) Total cash and investments	0	15,464	All accounts: The sum of all current and deposit bank accounts, cash holdings and investments held at 31 March. This must agree with the reconciled cashbook balance as per the bank reconciliation.
10. (-) Creditors	15,178	8,093	Income and expenditure accounts only: Enter the value of monies owed by the body (except borrowing) at the year-end.
11. (=) Balances carried forward	3,194	23,663	Total balances should equal line 7 above: Enter the total of $(8+9-10)$.
12. Total fixed assets and long-term assets	0	0	The asset and investment register value of all fixed assets and any other long-term assets held as at 31 March.
13. Total borrowing	0	0	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).

Annual Governance Statement

We acknowledge as the members of the Committee, our responsibility for ensuring that there is a sound system of internal control, including the preparation of the accounting statements. We confirm, to the best of our knowledge and belief, with respect to the accounting statements for the year ended 31 March 2023, that:

	Agreed?		'YES' means that the Council/Board/Committee:	PG Ref
	Yes	No*		
<p>1. We have put in place arrangements for:</p> <ul style="list-style-type: none"> effective financial management during the year; and the preparation and approval of the accounting statements. 	<input checked="" type="radio"/>	<input type="radio"/>	Properly sets its budget and manages its money and prepares and approves its accounting statements as prescribed by law.	6, 12
<p>2. We have maintained an adequate system of internal control, including measures designed to prevent and detect fraud and corruption, and reviewed its effectiveness.</p>	<input checked="" type="radio"/>	<input type="radio"/>	Made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.	6, 7
<p>3. We have taken all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and codes of practice that could have a significant financial effect on the ability of the Committee to conduct its business or on its finances.</p>	<input checked="" type="radio"/>	<input type="radio"/>	Has only done things that it has the legal power to do and has conformed to codes of practice and standards in the way it has done so.	6
<p>4. We have provided proper opportunity for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit (Wales) Regulations 2014.</p>	<input checked="" type="radio"/>	<input type="radio"/>	Has given all persons interested the opportunity to inspect the body's accounts as set out in the notice of audit.	6, 23
<p>5. We have carried out an assessment of the risks facing the Committee and taken appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.</p>	<input checked="" type="radio"/>	<input type="radio"/>	Considered the financial and other risks it faces in the operation of the body and has dealt with them properly.	6, 9
<p>6. We have maintained an adequate and effective system of internal audit of the accounting records and control systems throughout the year and have received a report from the internal auditor.</p>	<input checked="" type="radio"/>	<input type="radio"/>	Arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether these meet the needs of the body.	6, 8
<p>7. We have considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on the Committee and, where appropriate, have included them on the accounting statements.</p>	<input checked="" type="radio"/>	<input type="radio"/>	Disclosed everything it should have about its business during the year including events taking place after the year-end if relevant.	6
<p>8. We have taken appropriate action on all matters raised in previous reports from internal and external audit.</p>	<input checked="" type="radio"/>	<input type="radio"/>	Considered and taken appropriate action to address issues/weaknesses brought to its attention by both the internal and external auditors.	6, 8, 23

* Please provide explanations to the external auditor on a separate sheet for each 'no' response given; and describe what action is being taken to address the weaknesses identified.

Additional disclosure notes*

The following information is provided to assist the reader to understand the accounting statements and/or the Annual Governance Statement

1. The South East Wales Corporate Joint Committee (CJC) came into effect on the 31st January 2022, and therefore the 2021/22 return was the first return completed and reflected transactions incurred for a part-year.
2. The CJC does not directly employ any staff. Instead support during these early phases of the CJC's introduction is commissioned from three separate organisations (1) Cardiff Capital Region (CCR), (2) Cardiff Council (CC) and (3) Rhondda Cynon Taf (RCT) Council. The proposed support arrangements were the subject of a report to the CJC Cabinet at its 31st January 2022 meeting and have been replicated for 2022/23 (CJC meeting of the 30th January 2023 (Item 5)). Therefore, the AGS section of the return collectively relies on all three organisations working together to ensure that there is a sound system of internal control, including the preparation of the accounting statements. The respective Roles & Responsibilities of the three organisations is clearly set out in the 'Interim CJC Management & Support Arrangements' report (Meeting of the 31st January 2022, Agenda Item 8) and in particular, Appendices 1 and 2 of that report.
3. CJs were granted section 33 VAT status on the 9th February 2023 and therefore, expenditure fully incurred by CJs prior to that date has been included within the accounts Gross of VAT. Transactions incurred fully after that date have been included Net of VAT. The services provided under the three SLAs span the entire year and therefore the VAT has been apportioned to reflect the CJC VAT status pre and post 9th February.

* Include here any additional disclosures the Council considers necessary to aid the reader's understanding of the accounting statements and/or the annual governance statement.

Committee approval and certification

The Committee is responsible for the preparation of the accounting statements and the annual governance statement in accordance with the requirements of the Public Audit (Wales) Act 2004 (the Act) and the Accounts and Audit (Wales) Regulations 2014.

<p>Certification by the RFO</p> <p>I certify that the accounting statements contained in this Annual Return present fairly the financial position of the Committee, and its income and expenditure, or properly present receipts and payments, as the case may be, for the year ended 31 March 2023.</p>	<p>Approval by the Council/Board/Committee</p> <p>I confirm that these accounting statements and Annual Governance Statement were approved by the Committee under minute reference:</p>
	<p>Minute ref:</p>
<p>RFO signature:</p>	<p>Chair of meeting signature:</p>
<p>Name:</p>	<p>Name:</p>
<p>Date:</p>	<p>Date:</p>

Annual internal audit report to:

Name of body:

The Committee's internal audit, acting independently and on the basis of an assessment of risk, has included carrying out a selective assessment of compliance with relevant procedures and controls expected to be in operation during the financial year ending 31 March 2023.

The internal audit has been carried out in accordance with the Committee's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and the internal audit conclusions on whether, in all significant respects, the following control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of the Committee.

	Agreed?				Outline of work undertaken as part of the internal audit (NB not required if detailed internal audit report presented to body)
	Yes	No*	N/A	Not covered**	
1. Appropriate books of account have been properly kept throughout the year.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Insert text
2. Financial regulations have been met, payments were supported by invoices, expenditure was approved and VAT was appropriately accounted for.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Insert text
3. The body assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Insert text
4. The annual precept/levy/resource demand requirement resulted from an adequate budgetary process, progress against the budget was regularly monitored, and reserves were appropriate.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Insert text
5. Expected income was fully received, based on correct prices, properly recorded and promptly banked, and VAT was appropriately accounted for.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Insert text
6. Petty cash payments were properly supported by receipts, expenditure was approved and VAT appropriately accounted for.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Insert text
7. Salaries to employees and allowances to members were paid in accordance with minuted approvals, and PAYE and NI requirements were properly applied.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Insert text
8. Asset and investment registers were complete, accurate, and properly maintained.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Insert text

	Agreed?				Outline of work undertaken as part of the internal audit (NB not required if detailed internal audit report presented to body)
	Yes	No*	N/A	Not covered**	
9. Periodic and year-end bank account reconciliations were properly carried out.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Insert text
10. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments/income and expenditure), agreed with the cashbook, were supported by an adequate audit trail from underlying records, and where appropriate, debtors and creditors were properly recorded.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Insert text

For any risk areas identified by the Council/Board/Committee (list any other risk areas below or on separate sheets if needed) adequate controls existed:

	Agreed?				Outline of work undertaken as part of the internal audit (NB not required if detailed internal audit report presented to body)
	Yes	No*	N/A	Not covered**	
11. Insert risk area	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Insert text
12. Insert risk area	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Insert text
13. Insert risk area	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Insert text

* If the response is 'no', please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

** If the response is 'not covered', please state when the most recent internal audit work was done in this area and when it is next planned, or if coverage is not required, internal audit must explain why not.

[My detailed findings and recommendations which I draw to the attention of the Committee are included in my detailed report to the Committee dated _____.] * Delete if no report prepared.

Internal audit confirmation

I/we confirm that as the Committee's internal auditor, I/we have not been involved in a management or administrative role within the body (including preparation of the accounts) or as a member of the body during the financial years 2021-22 and 2022-23. I also confirm that there are no conflicts of interest surrounding my appointment.

Name of person who carried out the internal audit:

Signature of person who carried out the internal audit:

Date:

Future Generations Assessment Evaluation

(includes Equalities and Sustainability Impact Assessments)






<p>Name of the Officer completing the evaluation:</p> <p>Hrijinder Singh on behalf of Christopher Lee</p> <p>Phone no: 0300 004 0414</p> <p>E-mail: h.singh@cardiff.gov.uk</p>	<p>Please give a brief description of the aims of the proposal</p> <p>To present the South East Wales Corporate Joint Committee final budget out-turn position for the financial year 2022/23 accompanying draft, unaudited Annual Return for the year ended 31st March 2023.</p>
<p>Proposal: To note the final budget out-turn position and approve the draft, unaudited Annual Return (2022/23), so this may be put on public display and external audit can commence.</p>	<p>Date Future Generations Evaluation form completed: 22 May 2023</p>

1. Does your proposal deliver any of the well-being goals below? Please explain the impact (positive and negative) you expect, together with suggestions of how to mitigate negative impacts or better contribute to the goal.

Well Being Goal	Does the proposal contribute to this goal? Describe the positive and negative impacts.	What actions have been/will be taken to mitigate any negative impacts or better contribute to positive impacts?
<p>A prosperous Wales Efficient use of resources, skilled, educated people, generates wealth, provides jobs</p>	<p>As previously reported the SEW CJC has adopted a Bare Minimum approach to its arrangements until such time as the outstanding technical issues are resolved.</p> <p>The CJC Regulations set out requirements in respect of Commencement Duties for Strategic Development Planning (SDP), Regional Transport Plan RTP) and wider Economic well-being functions. Once the CJC is fully functioning the core functions of the SEW CJC and as such will significantly impact the prosperity of the region.</p>	<p>Will be addressed as part of the work undertaken on the Commencement Duties (which came into effect on the 30th June 2022) and in-line with the prescribed timescales for full implementation (from April 2024 onwards).</p>
<p>A resilient Wales Maintain and enhance biodiversity and ecosystems that support resilience and can adapt to change (e.g. climate change)</p>	<p>Activity around the strategic development planning, regional transport planning and economic well-being will all contribute to enhancing and strengthening the resilience of the region. The SEW CJC provides new powers for the region to directly impact upon and implement activity in these areas.</p>	<p>As above</p>
<p>A healthier Wales</p>	<p>The SEW CJC will contribute towards meeting the well-being objectives set by each of the ten constituent local</p>	<p>As above</p>

Well Being Goal	Does the proposal contribute to this goal? Describe the positive and negative impacts.	What actions have been/will be taken to mitigate any negative impacts or better contribute to positive impacts?
People's physical and mental wellbeing is maximized and health impacts are understood	authorities in order to achieve the national wellbeing goals for the region.	
A Wales of cohesive communities Communities are attractive, viable, safe and well connected	The conferment of powers to the SEW CJC to develop and implement a Regional Transport Plan will significantly improve and enhance community travel and connectedness for the Cardiff Capital Region.	As above
A globally responsible Wales Taking account of impact on global well-being when considering local social, economic and environmental wellbeing	Not directly applicable although the conferred powers of the SEW CJC will impact the region and in tandem with the other three CJC's, will have a positive impact across the Welsh nation and will therefore present Wales as a destination for local, social, economic and environmental well-being.	As above
A Wales of vibrant culture and thriving Welsh language Culture, heritage and Welsh language are promoted and protected. People are encouraged to do sport, art and recreation	Not directly applicable but see above.	As above
A more equal Wales People can fulfil their potential no matter what their background or circumstances	The key functions of the SEW CJC around regional transport planning and economic well-being will impact on our communities by creating better connectivity and better quality of life for them. The strategic development planning aspect will help bring business and community together as the well-being of the region is scaled up. Partnering with the Brecon Beacons National Park Authority (BBNPA) on the rail and Strategic Development Plan will allow the region to achieve additional support in reaching these goals.	As above

2. How has your proposal embedded and prioritized the sustainable governance principles in its development?

Sustainable Development Principle	Does your proposal demonstrate you have met this principle? If yes, describe how. If not explain why.	Are there any additional actions to be taken to mitigate any negative impacts or better contribute to positive impacts?
 <p>Long Term</p> <p>Balancing short term need with long term and planning for the future</p>	<p>The Building the Foundations phase of the CJC is a twin track model moving towards the 'Lift & Shift' model means that activity around and implementation of the core functions of the SEW CJC will be staggered. Commencement Duties began on the 30 June 2022 and CJC reports since this date have included evidence of the necessary balance between short-term need and long-term planning.</p>	
 <p>Collaboration</p> <p>Working together with other partners to deliver objectives</p>	<p>A cornerstone of the region's process is the strength of partnership working. The BBNPA will be aligning with the Cardiff Capital Region around the Strategic Development Plan.</p>	
 <p>Involvement</p> <p>Involving those with an interest and seeking their views</p>	<p>Communications and engagement remain a feature of our work and the region will continue with its regular communication updates disseminating the information to the wider public sector, private sector and local communities to ensure transparency of process.</p>	
 <p>Prevention</p> <p>Putting resources into preventing problems occurring or getting worse</p>	<p>The Building the Foundations phased is a twin track model moving towards the 'Lift & Shift' model will allow the region to maintain equilibrium until the region can move into one integrated model of regional public investment and economic governance under the SEW CJC.</p>	
 <p>Integration</p> <p>Considering impact on all wellbeing goals together and on other bodies</p>	<p>Regional partnership working and close liaison with UK and Welsh Governments and the private sector, within and outside Wales, will help ensure we meet this goal.</p>	

3. Are your proposals going to affect any people or groups of people with protected characteristics? Please explain the impact, the evidence you have used and any action you are taking below.

Protected Characteristics	Describe any positive impacts your proposal has on the protected characteristic	Describe any negative impacts your proposal has on the protected characteristic	What has been/will be done to mitigate any negative impacts or better contribute to positive impacts?
Age	The report is seeking approval of the budget out-turn position and the Annual Return for 2022/23. The protected characteristic assessments related to specific activity in the SEW CJC will need to be drawn out in the relevant documentation at the appropriate time.	None arising at this time.	
Disability	As above	As above	
Gender reassignment	As above	As above	
Marriage or civil partnership	As above	As above	
Pregnancy or maternity	As above	As above	
Race	As above	As above	
Religion or Belief	As above	As above	
Sex	As above	As above	
Sexual Orientation	As above	As above	
Welsh Language	As above	Not at this time but the situation will be kept under review.	

4. Safeguarding & Corporate Parenting. Are your proposals going to affect either of these responsibilities?

	Describe any positive impacts your proposal has on safeguarding and corporate parenting	Describe any negative impacts your proposal has on safeguarding and corporate parenting	What will you do/ have you done to mitigate any negative impacts or better contribute to positive impacts?

Safeguarding	Not directly relevant; however, building the future economy and effecting the well-being elements of the SEW CJC should have a profoundly positive impact on the region’s ability to safeguard the future of its residents.		
Corporate Parenting	Not directly relevant; however, building the future economy and effecting the well-being elements of the SEW CJC should create opportunities for all of the young people entrusted in our care.		

5. What evidence and data has informed the development of your proposal?

- Legislation as set out by UK Government.
- Legislation as set out by Welsh Government (CJC Regs and the Accounts & Audit Regulations 2014)
- Discussion and advice from Audit Wales.
- Discussion and approval on activity in line with the legislation from the Cardiff Capital Region Joint Cabinet.
- Extensive legal advice and other legal due diligence.
- Legislation around financial matters relating to tax, financial status, borrowing powers, etc.

6. SUMMARY: As a result of completing this form, what are the main positive and negative impacts of your proposal, how have they informed/changed the development of the proposal so far and what will you be doing in future?

The areas requiring attention and focus are set out and follow-up actions will be assessed and monitored ongoing through a reporting mechanism to be agreed in light of the evolution to the Building the Foundations phase.

7. MONITORING: The impacts of this proposal will need to be monitored and reviewed. Please specify the date at which you will evaluate the impact, and where you will report the results of the review.

The impacts of this proposal will be evaluated on:	Annually, in light of the evolution to the Building the Foundations phase.
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SOUTH EAST WALES CORPORATE JOINT COMMITTEE

22 MAY 2023

UPDATE ON THE TRANSITION TO THE CJC FROM A WORKFORCE PERSPECTIVE

TO RECEIVE THE REPORT OF CHIEF EXECUTIVE OF CAERPHILLY COUNTY BOROUGH COUNCIL

AGENDA ITEM: 6

Reason for this Report

1. To update members on the progress of the People Workstream within the transition programme
2. To approve the Job Description and Person Specification for the Chief Executive – CJC and the attached salary.
3. To approve the transition terms and conditions of employment that comply with Schedule of South East Wales Corporate Joint Committee Regulations 2021.

Background

4. The report to the Corporate Joint Committee in November 2022 set out the requirements for a transition workstream for the people aspects of the move to the CJC and at that time set out that it was proposed that this would be led by the Chief Executives for Cardiff and Monmouthshire.
5. This report also set out the need to establish appropriate staffing structures and people resources as required by the Regulations. The report went on to identify that alignment of Terms and Conditions will be a significant issue and the report proposed that given most of the team currently come under Cardiff Council's Terms and Conditions, these terms and conditions remain in place to support ease of transfer.

Update on Legal Advice

6. At the time of the November 2022 report, legal advice with regards to the Transfer of Undertakings (Protection of Employment) Regulations 2006 (updated 2014) had not been finalised. This advice has now been finalised and confirms that it is very likely that TUPE applies to the staff employed within the City Deal Service

within Cardiff Council; it is certainly arguable that TUPE would apply to the two staff employed to undertake Cardiff Capital Region work within Monmouthshire County Borough Council and to any staff employed by the Accountable Body within Cardiff Council and who are assigned to an organised grouping which has the objective of pursuing an economic activity. This is reinforced by Paragraph 14 of Schedule 1 of the South East Wales Corporate Joint Committee Regulations 2021 which provides that TUPE will apply to any member of staff transferred to the CJC from a constituent Council whether or not the transfer is a 'relevant transfer' under the TUPE Regulations.

Update on Workstream Lead

7. As employees from both Cardiff Council and Monmouthshire County Borough Council will TUPE transfer into the CJC, it was felt that there could be a perceived conflict of interest if the Chief Executives for one or both councils continued to lead on the People workstream. Therefore, a group of 4 Chief Executives have come forward to lead on this workstream, the Chief Executives for the County Boroughs of Caerphilly; Rhondda Cynon Taff; Bridgend; and Vale of Glamorgan. With the overall lead being taken by the Chief Executive of Caerphilly County Borough Council. Support is being provided for this workstream by the Chief HR Officer for Cardiff Council, in conjunction with HR and Payroll leads in Rhondda Cynon Taff County Borough Council who will take on the HR and payroll provision for the CJC following transition.

Job Description and Person Specification for Chief Executive Role

8. The current Job Description and Person Specification for the CCR Programme Director role has been updated to include the additional statutory and non-statutory responsibilities of a Chief Executive as well as the continued responsibilities for the programme of deliverables. This is provided at appendix 1.

Salary of Chief Executive

9. The current salary of the Programme Director is £124,696 will be protected as part of the TUPE process. However, this salary has also been benchmarked by an external organisation to determine whether it is a reasonable salary for the size of role in the current market. This assessment confirms that it is a reasonable salary at transition but should be kept under review as the role of the CJC develops and should be formally reviewed every 3 to 5 years as part of the annual appraisal process.

Terms and conditions at transition

10. The CJC will need to set its own terms and conditions of employment for those of its employees who have not TUPE transferred from constituent councils. Paragraph 10 of the Schedule of South East Wales Corporate Joint Committee Regulations 2021 sets out that '*staff are to be appointed on terms and conditions (including terms and conditions as to remuneration) substantially similar to those officers within a constituent council undertaking responsibilities which the CJC considers to be reasonable comparable.*'

11. Within the resource available for the transition, it would not be possible for the CJC to develop, agree and implement its own unique set of terms and conditions. Therefore, it is far more pragmatic for the CJC to replicate one of the 10 Authorities' terms and conditions. It is recommended that this is Cardiff Council's terms and conditions for the following reasons:
- TUPE will apply to the current staff approximately 25 of which are currently employed on Cardiff Council terms and conditions;
 - it is intended that the Code of Practice on Workforce Matters will apply to the CJC, so the current terms and conditions will need to feed through in the recruitment of some roles;
 - this will prevent a two-tier workforce with those transferring being on different terms and conditions to those newly recruited into the CJC;
 - the terms and conditions can be reviewed following transition to ensure that they are working for the organisation following a bedding in period.

Timescales for Transition

12. It is envisaged that the Chief Executive and some Senior Leadership posts will transfer into the CJC from October 2023 with the remaining affected employees transferring by the end of March 2024. The Chief Executive will develop the staffing structure; however, a further report will be brought to Joint Committee as the detail and associated timeframes are further established.

Reasons for Recommendations

13. To provide an update to Members on progress of the People Workstream associated with the move into the CJC.
14. To recommend approval of the Chief Executive Job Description and Person Specification and associated salary.
15. To approve the transition terms and conditions of employment that comply with Schedule of South East Wales Corporate Joint Committee Regulations 2021.

Financial Implications

16. This report does not identify the financial implications arising from the recommendations.
17. The ongoing work necessary to progress the transition to the CJC will need to ensure that the staff transfer and proposed structure developed as part of the People Workstream is fully and accurately costed.
18. Future budget setting processes for the CJC will need to ensure that the financial implications of all staffing requirements are clearly understood and can be fully funded within available budgets.

Legal Implications

19. Whilst, as outlined above, TUPE is very likely to apply to the staff employed within the Cardiff Capital Region ("CCR") Project Team within Cardiff Council and it is

certainly arguable that TUPE would apply to the two staff employed to undertake CCR work within Monmouthshire County Borough Council, it is worth noting the provisions of Paragraph 14 of the Schedule to the South East Wales Corporate Joint Committee Regulations 2021 (“SEW CJC Regulations”) which stipulate that, where a member of staff appointed by the South East Wales CJC has been transferred to the CJC from a constituent Council, the provisions of TUPE are deemed to apply whether or not it is a “relevant transfer”. Therefore, such provisions would provide staff who moved into the CRC (even if not by way of a TUPE transfer) with appropriate protections to their terms and conditions. Even if TUPE did not apply to these two individuals, therefore, then with the agreement of these individuals, they can effectively transfer as if TUPE did apply.

20. Where TUPE applies there is a requirement on both the Transferor (the respective Councils with whom the members of the Project Team are employed) and the Transferee (CJC) to inform and consult with any of their respective staff who may be affected by the transfer. As above, these employees will transfer with their statutory employment rights (such as continuity of employment) and their contractual entitlement (their terms and conditions of employment) intact.
21. The current Programme Director transferring to the CJC should therefore involve a transfer of the individual’s existing role and duties, save that there will be a change of job title and a formalisation of the job scope to ensure it is defined to capture all the statutory obligations. It is noted that the current Job Description and Person Specification for the CCR Programme Director role has been updated to include the additional statutory and non-statutory responsibilities of a Chief Executive.
22. Furthermore, as above, the SEW CJC Regulations provide (under paragraph 10) that where the CJC appoints staff “*they are to be appointed on terms and conditions (including terms and conditions as to remuneration) substantially similar to those of officers within a constituent council undertaking responsibilities which the CJC considers to be reasonably comparable.*” Whilst this provision does give the CJC some flexibility, it is required in relation to each staff member to be appointed, to consider if there is a comparable employee employed in a constituent council and, if so, which terms substantially similar to the terms enjoyed by that staff member should be put in place. So, in relation to the Chief Executive, whilst they would transfer across on their existing terms and conditions, the CJC should consider whether any terms need to be amended to ensure they are substantially similar to a reasonable comparator employed by a constituent council. It is noted that the current salary of the Programme Director has been benchmarked by an external organisation to determine whether it is a reasonable salary for the size of role in the current market, which has confirmed that it is a reasonable salary at transition.

HR Implications

23. The main HR implications are set out in the body of the report. The affected staff are aware of the content of the report and following this Committee formal consultation will commence with the affected staff and their Trade Union representatives.

Well-being of Future Generations (Wales) Act 2015

24. In developing the Plan and in considering its endorsement regard should be had, amongst other matters, to:
- (a) the Welsh Language (Wales) Measure 2011 and the Welsh Language Standards;
 - (b) Public sector duties under the Equalities Act 2010 (including specific Welsh public sector duties). Pursuant to these legal duties Councils must in making decisions have due regard to the need to (1) eliminate unlawful discrimination, (2) advance equality of opportunity and (3) foster good relations on the basis of protected characteristics. Protected characteristics are a. Age; b. Gender reassignment; c. Sex; d. Race – including ethnic or national origin, colour, or nationality; e. Disability; f. Pregnancy and maternity; g. Marriage and civil partnership; h. Sexual orientation; i. Religion or belief – including lack of belief.
 - (c) the Well Being of Future Generations (Wales) Act 2015. The Well-Being of Future Generations (Wales) Act 2015 ('the Act') is about improving the social, economic, environmental, and cultural well-being of Wales. The Act places a 'well-being duty' on public bodies aimed at achieving 7 national well-being goals for Wales - a Wales that is prosperous, resilient, healthier, more equal, has cohesive communities, a vibrant culture and thriving Welsh language and is globally responsible. In discharging their respective duties under the Act, each public body listed in the Act (which includes the Councils comprising the CCRCD) must set and published wellbeing objectives. These objectives will show how each public body will work to achieve the vision for Wales set out in the national wellbeing goals. When exercising its functions, the CJC Cabinet should consider how the proposed decision will contribute towards meeting the wellbeing objectives set by each Council and in so doing achieve the national wellbeing goals. The wellbeing duty also requires the Councils to act in accordance with a 'sustainable development principle'. This principle requires the Councils to act in a way which seeks to ensure that the needs of the present are met without compromising the ability of future generations to meet their own needs. Put simply, this means that SEW CJC must take account of the impact of their decisions on people living their lives in Wales in the future. In doing so, CJC Cabinet must:
 - look to the long term;
 - focus on prevention by understanding the root causes of problems;
 - deliver an integrated approach to achieving the 7 national well-being goals;
 - work in collaboration with others to find shared sustainable solutions;
 - involve people from all sections of the community in the decisions which affect them.
25. The CJC must be satisfied that the proposed decision accords with the principles above. To assist the CJC to consider the duties under the Act in respect of the decision sought, an assessment has been undertaken, which is attached at Appendix 2.

Equality Act 2010

26. In considering this matter, regard should be had, amongst other matters, to the Councils' duties under the Equality Act 2010. Pursuant to these legal duties the CJC must in making decisions have due regard to the need to (1) eliminate unlawful discrimination (2) advance equality of opportunity and (3) foster good relations on the basis of protected characteristics. Protected characteristics are:

- age;
- gender reassignment;
- sex;
- race – including ethnic or national origin, colour or nationality;
- disability;
- pregnancy and maternity;
- marriage and civil partnership;
- sexual orientation;
- religion or belief – including lack of belief.

RECOMMENDATIONS

27 It is recommended that the SEW CJC:

- (1) notes 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) approves the Chief Executive Job Description and Person Specification (Appendix 1) and associated salary;
- (3) approves 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.

Christina Harrhy
Chief Executive
Caerphilly County Borough Council
22 May 2023

Appendices

- Appendix 1 Chief Executive Job Description and Person Specification
Appendix 2 Well-being of Future Generations Assessment

JOB DESCRIPTION AND PERSON SPECIFICATION

Job Title: Chief Executive	Directorate: Chief Executive
Section:	Reporting to: CJC Board
Remuneration: £124,696	Hours per Week: Full Time
Post Number: TBC	Number of Employees Reporting to Post: XXXX
<p>Special Conditions: Casual Car User. Full and valid driving licence and use of own car would be an advantage. Occasional weekend and evening working may be required.</p> <p>This post is politically restricted in accordance with the Local Government and Housing Act 1989 (as amended by Local Democracy, Economic Development and Construction Act 2009).</p>	<p>Location of Post: The office location of this post will be XXXX, however home local/field working will be a requirement of the role. Agile working is a key feature and expectation of this role.</p>
<p>Job Purpose:</p> <p>To be accountable to the South East Wales Corporate Joint Committee in delivering its vision and aspirations for the region - integrating the CCR City Deal into the new regional entity and thus, delivering one single form of regional economic governance</p> <p>To be responsible for providing leadership to the Southeast Wales Corporate Joint Committee Team and all employees, addressing the staff and other resources needed to deliver high-quality, cost-efficient functions and services whilst addressing the needs of the region.</p> <p>To operate, convene and deliver services and functions in a new multi-level governance environment, reflecting the need to work effectively across Local Government, Welsh Government and UK Government</p> <p>To develop and implement strategies, policies, and processes to ensure that the organisation meets the goals determined by the Joint Committee as a new corporate legal entity</p> <p>To ensure oversight of the 'lift and shift' of the City Deal funding and obligations into the new CJC, ensuring all the City Deal duties are discharged and comply with UKG requirements</p>	

To develop the dual focus of the CJC in relation to achieving compliance with its initial corporate duties alongside continued operation and delivery of the CCR City Deal

To assist the South East Wales Corporate Joint Committee in unlocking government and investment funding to complement and add value to existing funding and investment programmes such as the CCR City Deal and Shared Prosperity Fund

To develop effective working relationships with Elected Members to ensure the realisation of the Joint Committee's vision, policies and programmes for an integrated model of regional investment and activity as reflected in the corporate plan and budgetary framework.

To work with and ensure there is comprehensive and pro-active stakeholder engagement with local authority partners, strategic partners and other organisations to realise the joint aspirations for the region.

Principal Duties and Responsibilities

1. To be accountable to and act as principal advisor to the Joint Committee, providing clear leadership to Elected Members in shaping and delivering a corporate plan within the agreed budgetary framework.
2. To act as the organisation's Chief Executive, focusing on matters of strategic significance, leading, and managing the relationships with internal and external stakeholders and partners.
3. To promote the profile of the South East Wales Region locally, regionally, nationally, and internationally.
4. To lead the organisation through periods of significant change, ensuring effective working across the organisation and with partners.
5. To partner with senior officers both within the organisation and within represented Local Authorities to grow and strengthen the organisation and make it sustainable.
6. To lead the Corporate Management Team enabling the effective prioritisation of programme and resources and driving forward delivery of quality services which meets the needs of stakeholders, partners, Local Authority partners, citizens, communities, and customers.
7. To co-ordinate the organisation's management of key resources – human resources, financial resources, information, and assets – to secure efficiency and value for money.
8. Work with the Joint Committee's appointed Section 151 Officer and Monitoring Officer to prepare the organisation's annual budget, analyse the risk of the organisation's investments and advise the Joint Committee of the risk and return of investments.
9. To appoint or support the appointment of senior managers within the organisation in line with policy requirements.

10. To set and review the objectives and standards of performance for the organisation's Management Team.
11. To ensure arrangements are in place for the effective corporate governance of the organisation and the legality, probity, integrity, proper accountability, and scrutiny of decision-making processes.
12. To ensure arrangements are in place to deliver the organisation's objectives and achieve continuous and sustainable improvement.
13. To demonstrate an open commitment to actively celebrate the rich diversity of the region ensuring equality and social justice.
14. To have overall officer responsibility for ensuring that the organisation meets all legal requirements in respect of the management of health and safety.
15. To undertake a representative and ambassadorial role on behalf of the organisation's employees.

Corporate Requirements

1. To participate actively in supporting the principles and practice of equality of opportunity as stated in the organisation's Equal Opportunities Policy.
2. To take reasonable care for the health and safety of yourself and other persons who may be affected by your acts or omissions and to comply with all health and safety legislation as appropriate.
3. To, as a statutory duty, adhere to the organisation's Corporate Safeguarding Policy or equivalent statutory and associated policies and procedures and to report concerns regarding the safety and wellbeing of children or adults at risk. To support you in this, you are required to access safeguarding training at the level which is relevant to this post.
4. As a term of your employment, you may be required to undertake such other duties and/or times of work as may reasonably be required of you, commensurate with your grade or general level of responsibility within the organisation.
5. Although you will be provided with a base, you will be required to work from various locations in accordance with the needs of the role.

DATE COMPLETED: _____ **AGREED BY:** _____
(Recruiting Manager)

Date Received by Post holder: _____

Signature of Post holder: _____

PERSON SPECIFICATION

Job Title: Chief Executive

Post Number:

THE PERSON APPOINTED MUST MEET THE FOLLOWING REQUIREMENTS

Area to be Demonstrated	Essential Requirements YOU MUST DEMONSTRATE THAT YOU MEET THESE REQUIREMENTS	Desirable Requirements YOU DO NOT HAVE TO MEET THESE REQUIREMENTS BUT IF YOU DO, PLEASE TELL US	How Assessed Application Form or Interview or Both
Education and Training	Educated to degree level or equivalent, with demonstrable evidence of continuous professional and personal development.	A relevant professional / managerial qualification. Ability to communicate in the Welsh language, or commitment to learn	Application Form and Certification where required
Experience / Knowledge	Highly successful and widely respected track record of Board level leadership and strategic management within the public sector. Strong evidence of successfully leading transformational change to deliver improved performance in a complex operational setting. Demonstrable experience of operating successfully within a multi-stakeholder environment, developing effective partnerships, and delivering lasting change and improvement through others.	A proven track record of delivering cost efficiencies particularly in an environment of processing high volume transactions with multiple stakeholders. Experience of successful working with Trade Unions. Knowledge of sustainable development initiatives	Application Form and Interview

	<p>High degree of politically sensitivity and experience of dealing with a range of complex issues and stakeholders with often conflicting agendas.</p> <p>Significant experience and a track record of achievement in roles involving major technology and operations components.</p> <p>Significant knowledge and experience of leading transformation and organisational growth and development activities.</p> <p>Significant experience of leadership gained in a complex environment.</p> <p>Proven experience in managing and controlling substantial budgets.</p> <p>Proven ability to deliver targets and prioritise projects.</p> <p>Experience of working with Elected Members at all levels of Government.</p> <p>Experience of managing “resource” including, employees, finances, and technology.</p> <p>Experience of working with and managing stakeholders and developing strategic partnerships.</p>		
Skills and Abilities	<p>Inspirational and visible leader, with first class communication skills, capable of engaging audiences at all levels,</p>		<p>Application Form and Interview</p>

	<p>and with a passion for exceptional customer service.</p> <p>Ability to think and act strategically, developing practical, innovative, and creative solutions to the management of issues and complex problems.</p> <p>Ability to identify opportunities to improve business outcomes through partnership at all levels.</p> <p>Energy and passion to deliver at pace and cut through obstacles.</p> <p>Well-developed management skills, with the ability to build and lead teams.</p> <p>Highly effective influencing and negotiating skills, with the ability to develop partnerships and alliances across a diverse range of stakeholders.</p> <p>Politically astute and resilient, with the ability to manage conflict and ambiguity.</p> <p>Outcome focused, with the capability and tenacity to drive the agenda forward.</p> <p>Financially literate and commercially astute, with a sophisticated understanding of commercially orientated performance and financial management including contract management.</p>		
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	<p>Driven by change and business transformation particularly focussed on optimising the benefits of digitisation.</p> <p>Ability to translate and execute Government policy into cost effective workable operational solutions.</p> <p>Demonstrates clear leadership skills, supporting and encouraging others to achieve good performance and develop their potential.</p> <p>Proven ability to effectively manage a performance driven service and to meet set targets.</p> <p>Proven ability to lead and manage change: to identify, plan and implement opportunities for organisational development and improvement.</p> <p>Demonstrates the ability to develop productive relationships with a wide range of stakeholders, meeting the needs of various stakeholders and other interested parties.</p> <p>Demonstrates the ability to communicate to high standards in a manner appropriate to individual needs, by phone or in person or in writing.</p>		
Personal Attributes	Shows a personal commitment to the work of the organisation.		Application Form & Interview

	<p>Demonstrates a commitment to the provision of a high-quality customer service.</p> <p>Demonstrates a positive attitude to new challenges and a willingness to adapt to quickly to change.</p> <p>Commitment to the organisation's Equal Opportunities Policy and recognises, values, and celebrates difference.</p>		
Special Circumstances	Will undertake other duties and or times of work as may reasonably be required of you.	Full and valid driving licence would be an advantage.	Application Form and Interview

Future Generations Assessment Evaluation

(includes Equalities and Sustainability Impact Assessments)






<p>Name of the Officer completing the evaluation:</p> <p>Tracey Thomas</p> <p>Phone no: 07581 567679 E-mail: tthomas@cardiff.gov.uk</p>	<p>Please give a brief description of the aims of the proposal</p> <p>To set out the progress regarding the workforce transition from Cardiff Capital Region to the CJC</p>
<p>Proposal: Update on the transition to the CJC from a Workforce perspective</p>	<p>Date Future Generations Evaluation form completed: 22 May 2023</p>

1. Does your proposal deliver any of the well-being goals below? Please explain the impact (positive and negative) you expect, together with suggestions of how to mitigate negative impacts or better contribute to the goal.

Well Being Goal	Does the proposal contribute to this goal? Describe the positive and negative impacts.	What actions have been/will be taken to mitigate any negative impacts or better contribute to positive impacts?
<p>A prosperous Wales Efficient use of resources, skilled, educated people, generates wealth, provides jobs</p>	<p>The report sets out the progress of moving staff resources into the CJC to create the capacity, capability and resource to deliver against the core objectives of the CJC.</p>	<p>To develop cross-sectoral and multi-disciplinary teams that bring new knowledge and perspectives to add value.</p>
<p>A resilient Wales Maintain and enhance biodiversity and ecosystems that support resilience and can adapt to change (e.g. climate change)</p>	<p>The resource in the CJC will deliver projects which emphasise sustainable and inclusive growth to meet the well-being objectives</p>	
<p>A healthier Wales</p>	<p>As above</p>	

Well Being Goal	Does the proposal contribute to this goal? Describe the positive and negative impacts.	What actions have been/will be taken to mitigate any negative impacts or better contribute to positive impacts?
People's physical and mental wellbeing is maximized and health impacts are understood		
A Wales of cohesive communities Communities are attractive, viable, safe and well connected	As above.	
A globally responsible Wales Taking account of impact on global well-being when considering local social, economic and environmental wellbeing	As above	
A Wales of vibrant culture and thriving Welsh language Culture, heritage and Welsh language are promoted and protected. People are encouraged to do sport, art and recreation		
A more equal Wales People can fulfil their potential no matter what their background or circumstances	The resource within the CJC will seek to ensure that training and employment opportunities are provided for all regardless of their background and circumstances	Opportunities will be taken to advance the skills and talent within all communities, with an emphasis being placed in areas of most need.

2. How has your proposal embedded and prioritized the sustainable governance principles in its development?

Sustainable Development Principle	Does your proposal demonstrate you have met this principle? If yes, describe how. If not explain why.	Are there any additional actions to be taken to mitigate any negative impacts or better contribute to positive impacts?
 <p>Long Term</p> <p>Balancing short term need with long term and planning for the future</p>	<p>The report identifies the immediate needs as well as longer term proposals</p>	
 <p>Collaboration</p> <p>Working together with other partners to deliver objectives</p>	<p>The transfer of the resources under TUPE means that the relationships with partners remain intact to allow for the delivery of objectives.</p>	
 <p>Involvement</p> <p>Involving those with an interest and seeking their views</p>		
 <p>Prevention</p> <p>Putting resources into preventing problems occurring or getting worse</p>	<p>The transfer of staff as identified in the report provides continuity of resource which will mitigate challenges, issues and risks around continuity of delivery.</p>	
 <p>Integration</p> <p>Considering impact on all wellbeing goals together and on other bodies</p>		

3. Are your proposals going to affect any people or groups of people with protected characteristics? Please explain the impact, the evidence you have used and any action you are taking below.

Protected Characteristics	Describe any positive impacts your proposal has on the protected characteristic	Describe any negative impacts your proposal has on the protected characteristic	What has been/will be done to mitigate any negative impacts or better contribute to positive impacts?
Age	The proposals are neutral in their direct affect, however future plans around policies and procedures will support the recruitment and advancement of people with protected characteristics		
Disability	As above		
Gender reassignment	As above		
Marriage or civil partnership	As above		
Pregnancy or maternity	As above		
Race	As above		
Religion or Belief	As above		
Sex	As above		
Sexual Orientation	As above		
Welsh Language	As above		

4. Safeguarding & Corporate Parenting. Are your proposals going to affect either of these responsibilities?

	Describe any positive impacts your proposal has on safeguarding and corporate parenting	Describe any negative impacts your proposal has on safeguarding and corporate parenting	What will you do/ have you done to mitigate any negative impacts or better contribute to positive impacts?
Safeguarding	Not directly relevant –however, all staff transferring have a safeguarding duty in their job description		

Corporate Parenting	Not directly relevant – however future policies introduced into the CJC will demonstrate the commitment to the corporate parenting responsibilities across the region.		
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5. What evidence and data has informed the development of your proposal?

Legal and benchmarking advice.

6. SUMMARY: As a result of completing this form, what are the main positive and negative impacts of your proposal, how have they informed/changed the development of the proposal so far and what will you be doing in future?

The proposal will ensure continuity of delivery of projects which support the economic development and well-being of the region

7. MONITORING: The impacts of this proposal will need to be monitored and reviewed. Please specify the date at which you will evaluate the impact, and where you will report the results of the review.

The impacts of this proposal will be evaluated on:	As per annual business plan objective
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