DECLARING INTERESTS UNDER THE MEMBERS' CODE OF CONDUCT

All members are required by law to, within 28 days of their election or appointment to office, complete a declaration of interests form to register any personal interests they have in the categories of interests set out in the Members' Code of Conduct. Where any member becomes aware of any new personal interest, they are also required to, within 28 days of becoming aware of that new interest, update their register of interests by providing written notification to the Monitoring Officer.

DECLARING INTERESTS AT MEETINGS

In addition to completing a declaration of interests form, members are also required to declare any interests at the start of any meeting of the Corporate Joint Committee, or any of its sub-committees, where the particular interest conflicts with any of the business to be discussed at the 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 the Code of Conduct and seek advice from the 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 if required.

In respect of personal interests, members 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 and 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.

For further advice contact:
Jayne La Grua, Monitoring Officer
Email: MonitoringOfficer@cardiffcapitalregion.gov.uk

Cabinet Prifddinas Ranbarth Caerdydd | Cardiff Capital Region Cabinet

Minutes of the Cardiff Capital Region Regional Cabinet Public Meeting

9.30am–11.30am on Monday 18th March 2024 in Caerphilly Council Chamber, Tredomen Park, Caerphilly and on Microsoft Teams

Name	Position	Organisation
Members		
Cllr Anthony Hunt (Chair)	Leader	Torfaen CBC
Cllr Geraint Thomas	Leader	Merthyr Tydfil CBC
Cllr Lis Burnett	Leader	Vale of Glamorgan CBC
Cllr Jane Mudd	Leader	Newport City Council
Cllr Sean Morgan	Leader	Caerphilly CBC
Cllr Huw Thomas	Leader	Cardiff Council
Cllr Maureen Webber	Deputy Leader	Rhondda Cynon Taf CBC
Cllr Mary Ann Brocklesby	Leader	Monmouthshire CC
Joint Overview and Scrutiny Chair		
Cllr Andrew Whitcombe	Chair of JOSC	Caerphilly CBC
CCR Officers		
Kellie Beirne	Director	Office of the CCR
Rhys Thomas	Chief Operating Officer	Office of the CCR
Colan Mehaffey	Head of Innovation and Cluster Development	Office of the CCR
Hrjinder Singh	Head of Finance, Risk & Assurance	Office of the CCR
Jayne La Grua	Monitoring Officer	Office of the CCR
Clare Cameron	Transport and Energy Manager	Office of the CCR
Jack Latkovic	Democratic Services Manager	Office of the CCR

Apologies

Name	Position	Organisation
Cllr Huw David OBE	Leader	Cardiff CC
Cllr Andrew Morgan OBE (Cllr Webber representing)	Leader	Rhondda Cynon Taf CBC

1. Welcome and Apologies

The Chair welcomed everyone to the meeting.and apologies were noted.

2. Declarations of Interest

There were no declarations of interest.

3. Minutes of the Meeting held on 4 December 2023

The Minutes of the previous meeting were approved as a true and accurate record..

Exclusion of Press and Public

To resolve that the public and press be asked to leave the meeting during discussion of agenda items 4, 5, 6, 7 and 8 of business because exempt information as defined in paragraph 14 of Part 4 of Schedule 12A of the Local Government Act 1972 is likely to be made known.

It was resolved that the public and press be asked to leave the meeting.

EXEMPT ITEMS

The reports 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. CCR Energy Audited Accounts

The Chair asked Members to consider recommendations of the exempt report.

It was RESOLVED that Regional Cabinet accepted the recommendations of the exempt report as moved by Cllr H Thomas and seconded by Cllr L Burnett

Votes were submitted as follows:

Monmouthshire, Blaenau Gwent, Rhondda Cynon Taf, Caerphilly, Cardiff, Merthyr, Newport, Vale of Glamorgan and Torfaen. Carried by 9 votes.

5. CSC Foundry Annual Accounts

The Chair asked Members to consider recommendations of the exempt report.

It was RESOLVED that Regional Cabinet accepted the recommendations of the exempt report as moved by Cllr S Morgan and seconded by Cllr L Burnett.

Votes were submitted as follows:

Monmouthshire, Blaenau Gwent, Rhondda Cynon Taf, Caerphilly, Cardiff, Merthyr, Newport, Vale of Glamorgan, Torfaen

Carried by 9 votes.

6.CS Foundry Ltd - Lease Amendments

The Chair asked Members to consider recommendations of the exempt report.

It was RESOLVED that Regional Cabinet accepted the recommendations of the exempt report as moved by Cllr J Mudd and seconded by Cllr S Morgan.

Votes were submitted as follows: Monmouthshire, Blaenau Gwent, Rhondda Cynon Taf, Vale of Glamorgan, Newport, Merthyr, Cardiff, Caerphilly Torfaen.

Carried by 9 votes.

7. ULEV Report

The Chair asked Members to consider recommendations of the exempt report.

It was RESOLVED that Regional Cabinet accepted the recommendations, including the additional recommendation made at the meeting,of the exempt report as moved by Cllr S Thomas and seconded by Cllr G Morgan.

Votes were submitted as follows: Monmouthshire, Blaenau Gwent, Vale of Glamorgan (subject to caveat above), Rhondda Cynon Taf, Caerphilly, Cardiff (subject to caveat), Merthyr, Newport (subject to caveat), Torfaen

8. Investment and Intervention Framework Report

The Chair asked Members to consider recommendations of the exempt report.

It was RESOLVED that Regional Cabinet accepted the recommendations of the exempt report as moved by Cllr S Morgan and Seconded by Cllr H Thomas.

Votes were submitted as follows: Monmouthshire, Blaenau Gwent, Rhondda Cynon Taf (although disappointment was expressed with the 2 housing schemes mentioned), Caerphilly, Cardiff, Merthyr, Newport, Vale of Glamorgan, Torfaen

Carried by 9 votes.

End of Exempt Items

Public session was resumed.

9. 2023/24 Month 09 Joint Committee Revenue Budget Monitoring Position

Hrjinder Singh presented the report.

The Chair asked Members to consider the recommendations at Paragraph 31 of the report.

Recommendations were accepted as moved by Cllr J Mudd and Seconded by Cllr G Thomas.

- **It was RESOLVED that Regional Cabinet:**

  (1) noted the actual expenditure, income, and projected full year out-turn position as at the 31 December 2024 (Month 09), against its approved 2023/24 Revenue Budget.

Votes were submitted as follows: Monmouthshire, Blaenau Gwent, Rhondda Cynon Taf, Caerphilly, Cardiff, Merthyr, Newport, Vale of Glamorgan, Torfaen.

Carried by 9 votes.

10. 2023-24 Annual Business Plan - Quarter 3 Performance Report

Objectives for 23/24 in relation to competitiveness connection and resilience were set out in Paragraph 6. A summary of progress was outlined in paragraph 8 and 9.

The Chair asked Members to consider the recommendations at Paragraph 34 of the report to allow to submit to UK and Welsh Government.

Recommendations were accepted as moved by Cllr G Thomas and seconded by Cllr L Burnett.

- **It was RESOLVED that Regional Cabinet:**

  (1) Considered and approved (Appendix 1) Quarter 3 performance report and authorises the Cardiff Capital Region City Deal Regional Programme Director to formally submit the report, including supporting information, to both UK and Welsh Governments, and other stakeholders as required, on behalf of the Regional Cabinet.

  (2) Approved the proposed changes to WIF approved Capital and Revenue Budgets, as set out in paragraphs 12 and 13 and summarised in Table 1;

  (3) Noted the updates against the AGS Action Plan and the Internal Audit Action Plan as set out in this report and in Appendix 4 and Appendix 5 respectively. In addition, notes the progress on CJC activity set out in this report – and separately comprehensively reported to the CJC Board.

Votes were submitted as follows: Monmouthshire, Blaenau Gwent, Rhondda Cynon Taf, Caerphilly, Cardiff, Merthyr, Newport, Vale of Glamorgan, Torfaen. Carried by 9 votes.

11. Gateway review midterm update

Colan Mehaffey presented the report which was to be submitted to the UK Department of Levelling Up and comprised an 18-month analysis of the current position of CCR City Deal. This report was independently produced and submitted to an academic panel for feedback. Key findings were included at paragraph 13.

Findings confirmed that good investment decisions had been made and that CCR had excelled in terms of partnership working, creating a good balance between commercial viability and drive. Positive engagement had been observed from external assessors. Risk appetite may need to be adjusted and there may be a need to draw on international comparators. Positive performance around growth had been noted.

The Chair asked Members to consider the recommendations at Paragraph 34 of the report:

Recommendations were accepted as moved by Cllr S Thomas and seconded by Cllr J Mudd.

- **It was RESOLVED that Regional Cabinet:**

  (1) Noted the positive progress against the CCRCD Gateway Review process, the Mid-Term Report and the subsequent Academic Panel feedback.

Votes were given as follows: Monmouthshire, Blaenau Gwent, Rhondda Cynon Taf, Caerphilly, Cardiff, Merthyr, Newport, Vale of Glamorgan, Torfaen.

Carried by 9 votes.

12. Transfer of Cardiff Capital Region City Deal to the South East Wales Corporate Joint Committee

The advantage of the lift and shift model were outlined. It was discussed that this comprised the most advantageous way to create one system of integrated regional development.

Transfer was to go ahead in 2022 but due to VAT status and amendment, it was necessary to wait for primary legislation to be enacted by UK Government. This was resolved last year and CCR have been working towards a date of 1 April to full transition.

Regional Cabinet had agreed to novate funding and portfolio. Other novations were outlined. There have been regular meetings of the Cabinet working group every Monday.

A final reconciliation would be carried out to ensure all portfolio and agreements had been novated. Agreements were discussed, it is proposed that CJC become sole shareholder of Level 3 agreements. Draft deeds of novation were attached in appendix 7.

Operational contracts were set out in Appendix 4. Rhondda Cynon Taf would hold new Service Level Agreements. Rhondda Cynon Taf will also host the JOSC.

The dissolution of CCR Regional Cabinet would transfer all decision making to CJC.

Kellie Beirne gave a brief update on MIPIM. She felt assured that CCR have a great deal to publicise on an international stage.

Kellie thanked all teams, and support from external partners, including J. Frank Holmes, Kevin Gardiner and Dr. Carol Bell

Jayne La Grua outlined an addendum to the Constitution. Members of Bannau Brecheiniog National Park Authority had expressed an interest in being able to nominate to JOSC the Joint Overview and Scrutiny Committee, the Governance and Audit Sub-Committee; the Regional Transport Sub-Committee; and the Regional Chief Executive's Group.

If CJC members were content to consent, a recommendation would be made to adopt the amended version of the constitution.

Cllr A Whitcombe, Chair of the Joint Overview and Scrutiny Committee (JOSC) welcomed the Constitution (as amended) and expressed full support from JOSC Members. Cllr J Mudd echoed Kellie's comments and expressed delighted that the chair of JOSC had been able to join the meeting. Cllr Mudd reflected on the journey so far and felt that it would be remiss not to acknowledge the essential contribution of the colleagues who started the Cardiff Capital Region as well as everyone who has worked to develop relationships based on trust and a firm bedrock.

The Chair thanked all officers and commented that the lift and shift request had been the right decision.

The contribution of the Regional Economic Growth Panel was described as a very positive relationship with advice from business sector and academia. The Chair highlighted the importance of having an integrated system with more partnerships, and echoed comments of Cllr Mudd that the foundations of effective partnership are trust and the positive and collaborative relationships which CCR have built up between councils.

The Chair asked Members to consider the recommendations at Paragraph 75 of the report:

Recommendations were accepted as moved by Cllr J Mudd and seconded by Cllr L Burnett

- **It was RESOLVED that Regional Cabinet:**

(1) Noted the content of the CJC's Draft Constitution as set out in Appendix 1, and as amended in Addendum;

(2) Noted the comments made by the CCRCD Joint Overview and Scrutiny Committee on the CJC's Draft Constitution as set out in Appendix 2;

(3) Approved the draft amendments to the CCR City Deal Wider Investment Fund Assurance Framework as set out in Appendix 3;

(4) Delegated authority to the Cardiff Capital Region Director, in consultation with the Interim Monitoring Officer, to agree the final form of the legal agreements and any other documents necessary to implement the transfer of each of the funding agreements and fund management arrangements listed under 'Level 1' and 'Level 2' of Appendix 4;

(5) Delegated authority to the Cardiff Capital Region Director, in consultation with the Interim Monitoring Officer, to agree the final form of all documents necessary to implement the legal transfer of the portfolio of CCR funded projects listed under 'Level 3' of Appendix 4;

(7) Approved the draft CCR Energy Ltd Governance Policy set out in Appendix 5;

(8) Approved the transfer of the operational contracts listed under 'Level 4' of Appendix 4;

(9) Noted the list of Service Level Agreements the CJC proposes to enter into with RCTCBC as set out in Appendix 4;

(10) Delegated general authority:

(a) To the Cardiff Capital Region Director, in consultation with the Chair of the CJC, and, where appropriate, the S.151 Officer and/or Interim Monitoring, to take any further operational decisions necessary to affect the transfer of CCR to the CJC; and

(b) To the CJC all future decisions related to the CCR City Deal and other funding arrangements subject of this report.

and

(11) Agreed to the Addendum to the Constitution as outlined to adopt amended version of the Constitution on approval of CJC Members.

(12) Dissolved Regional Cabinet.

Votes were given as follows: Monmouthshire, Blaenau Gwent, Rhondda Cynon Taf, Caerphilly, Cardiff, Merthyr, Newport, Vale of Glamorgan, Torfaen.

Carried by 9 votes.

Cabinet Prifddinas Ranbarth Caerdydd | Cardiff Capital Region Cabinet

Minutes of the South East Wales Corporate Joint Committee (SEWCJC) Public Meeting

11.30-12.30pm on Monday 18th March 2024 in Caerphilly Council Chamber, Tredomen Park, Caerphilly and on Microsoft Teams

Name	Position	Organisation
Members		
Cllr Anthony Hunt (Chair)	Leader	Torfaen CBC
Cllr Geraint Thomas	Leader	Merthyr Tydfil CBC
Cllr Lis Burnett	Leader	Vale of Glamorgan CBC
Cllr Jane Mudd	Leader	Newport City Council
Cllr Sean Morgan	Leader	Caerphilly CBC
Cllr Huw Thomas	Leader	Cardiff Council
Cllr Maureen Webber	Deputy Leader	Rhondda Cynon Taf (RCT) CBC
Cllr Mary Ann Brocklesby	Leader	Monmouthshire CC
Mr Julian Steadman	Leader	Bannau Brecheiniog National Park Authority
CCR Officers		
Kellie Beirne	Director	Office of the CCR
Rhys Thomas	Chief Operating Officer	Office of the CCR
Colan Mehaffey	Head of Innovation and Cluster Development	Office of the CCR
Hrjinder Singh	Head of Finance, Risk & Assurance	Office of the CCR
Jayne La Grua	Monitoring Officer	Office of the CCR
Clare Cameron	Transport and Energy Manager	Office of the CCR
Jack Latkovic	Democratic Services Manager	Office of the CCR

Apologies

Name	Position	Organisation
Cllr Huw David OBE	Leader	Cardiff CC
Cllr Andrew Morgan OBE (Cllr Webber representing)	Leader	Rhondda Cynon Taf CBC

The Chair opened the meeting and apologies were noted.

2. Declarations of Interest

There were no declarations of interest.

3. Minutes of the Meeting held on 4 December 2023

The Minutes of the previous meeting were approved as a true and accurate record of the meeting.

4. Constitution Review and Transfer of Cardiff Capital Region City Deal

Kellie Beirne introduced the report, recommendations are to be approved today with an anticipated date of 1st April 2024 for completion.

Jayne La Grua outlined an addendum to the Constitution. Members of Bannau Brecheiniog National Park Authority had expressed an interest in being able to nominate to JOSC the Joint Overview and Scrutiny Committee, the Governance and Audit Sub-Committee; the Regional Transport Sub-Committee; and the Regional Chief Executive's Group.

If SEWCJC members were content to consent, a recommendation would be made to adopt the amended version of the constitution.

The Chair asked Members to consider the recommendations at Paragraph 75 of the report:

Recommendations were accepted as moved by Cllr L Burnett and seconded by Cllr S Morgan.

- **It was RESOLVED that the South East Wales Corporate Joint Committee:**

(1) Approved the CJC's Draft Constitution.
(2) Delegated authority to the Chief Executive, in consultation with the Interim Monitoring Officer, to agree the final form of the legal agreements and any other documents necessary to implement the transfer of each of the incoming funding agreements and fund management arrangements.
(3) Delegated authority to the Chief Executive, in consultation with the Interim Monitoring Officer, to agree the final form of all documents necessary to implement the legal transfer of the portfolio of CCR funded projects.
(4) Approved the transfer of the operational contracts listed; and
(5) Authorised the Chief Executive to enter into certain Service Level Agreements.
(6) Agreed to the Addendum to the Constitution as outlined to adopt amended version of the Constitution.

Votes were given as follows: Bannau Brecheiniog National Park Authority, Newport, Monmouthshire, Blaenau Gwent, Rhondda Cynon Taf, Caerphilly, Merthyr Tydfil, Cardiff, Vale of Glamorgan, Torfaen.

Carried by 10 votes.

5. SEWCJC 2024/25 Treasury Management Strategy

Hrjinder Singh presented the report and explained that as a body corporate, the SEWCJC will operate its own treasury management under the Code of Practice. A model had been developed to facilitate determination of day-to-day requirements. This was set out in the attached report.

The Chair asked Members to consider the recommendations at Paragraph 39 of the report:

Recommendations were accepted as moved by Cllr S Thomas and seconded by Cllr H Thomas

- **It was RESOLVED that the South East Wales Corporate Joint Committee:**

(1) Approved that the CJC formally adopts CIPFA's Treasury Management in the Public Services: Code of Practice and Cross-Sectoral Guidance 2021, attached at Appendix 1;

(2) Approved the CJC's Treasury Management Strategy Statement, which incorporates its Capital Strategy, attached at Appendix 2;

(3) Approved the CJC's Treasury Management Policy Statement, attached at Appendix 3;

(4) Approved the CJC's Treasury Management Principles & Schedules document attached at Appendix 4;

(5) Approved the CJC's Minimum Revenue Provision Policy Statement, as attached at Appendix 5;

Votes were given as follows: Bannau Brecheiniog National Park Authority, Monmouthshire, Blaenau Gwent, Newport, Rhondda Cynon Taf, Caerphilly, Merthyr Tydfil, Cardiff, Vale of Glamorgan, Torfaen

Carried by 10 votes.

6. Pay Policy

Kellie Beirne presented the report and explained that all details of recruitment and pay should be published by the SEWCJC to ensure transparency and probity.

A full assessment on pay differentials and the gender pay gap (paragraphs 43 and 63) had not yet been possible as the SEWCJC had no employees as yet, but an assessment would be carried out once TUPE had been enacted and the new structure was in place.

The Chair asked Members to consider the recommendations at Paragraph 15 of the report:

Recommendations were accepted as moved by Cllr L Burnett and seconded by Cllr M A Brocklesby

- **It was RESOLVED that the South East Wales Corporate Joint Committee:**

(1) Approved the attached Pay Policy Statement (2024/25) Appendix 1.

Votes were given as follows: Bannau Brecheiniog National Park Authority, Blaenau Gwent, Newport, Rhondda Cynon Taf, Caerphilly, Cardiff, Merthyr Tydfil, Vale of Glamorgan, Torfaen.

Carried by 10 votes.

7. Statutory Policy

Kellie Beirne explained the corporate body requirements which required compliance and the opportunity these afforded to enhance the work of the SEWCJC.

Colan Mehaffey presented the report. The SEWCJC as a newly formed public body had made an ongoing commitment to a greener economy. This policy set out the first plan view for regional governance. A review would be taken by December 2024 as a first analysis and to ensure that objectives are fit for purpose.

The four regional objectives set out the vision for the residents of the Cardiff Capital Region and the internal objectives set out the vision for the organisation itself. These objectives would

be continually monitored. At an intervention level, the Biodiversity Compliance Plan aligned with the six objectives and was proportional to the scope and size of the organisation.

Cllr G Thomas welcomed the policy and noted that child poverty remained a challenge in some areas of the region. Cllr Thomas expressed interest in how the SEWCJC would take the lead in this vital area. Colan Mehaffey confirmed that CCR had already started to establish the mediums through which work with colleagues in Local Authorities would progress.

Cllr Hunt asked members to consider the recommendations at Paragraph 33 of the report:

Recommendations were accepted as moved by Cllr G Thomas and seconded by Cllr S Morgan.

- **It was RESOLVED that the South East Wales Corporate Joint Committee**

(2) Approved the Strategic Equality Plan 2024-2028;
(3) Approved the Biodiversity Compliance Plan; and,
(4) Approved the outline timeline and next steps in regard to the development of the Child Poverty Strategy.

Votes were given as follows: Bannau Brecheiniog National Park Authority, Monmouthshire, Blaenau Gwent, Newport, Rhondda Cynon Taf, Caerphilly, Merthyr Tydfil, Cardiff, Vale of Glamorgan, Torfaen.

Carried by 10 votes.

Date of Next Meeting: 3 June 2024 at 9.30

Cabinet Prifddinas Ranbarth Caerdydd | Cardiff Capital Region Cabinet

South East Wales Corporate Joint Committee

09.30am – 09.45am on 7 May 2024 through Microsoft Teams

Minutes

Leaders		
Name	**Position**	**Organisation**
Councillor Mary Ann Brocklesby	Leader	Monmouthshire CC
Councillor Lis Burnett	Leader	Vale of Glamorgan Council
Councillor Huw David OBE	Leader	Bridgend CBC
Councillor Anthony Hunt (Chair)	Leader	Torfaen CBC
Councillor Sean Morgan	Leader	Caerphilly CBC
Councillor Jane Mudd (Vice Chair)	Leader	Newport CC
Councillor Geraint Thomas	Leader	Merthyr Tydfil CBC
Councillor Huw Thomas	Leader	Cardiff Council
Cllr Maureen Webber (substitute for Councillor Andrew Morgan OBE)	Deputy Leader	Rhondda Cynon Taf CBC
Officers		
Kellie Beirne	Chief Executive	Office of the Cardiff Capital Region (CCR)
Clare Allen	Head of HR and Organisational Development	Office of the CCR
Hrjinder Singh	Head of Finance, Risk & Assurance	Office of the CCR
Jayne La Grua	Monitoring Officer	Office of the CCR
Jack Latkovic	Democratic Services Manager	Office of the CCR

Apologies		
Julian Steadman	Chair of Planning Committee	Bannau Brycheiniog NPA
Councillor Stephen Thomas	Leader	Blaenau Gwent CBC
Councillor Andrew Morgan OBE	Leader	Rhondda Cynon Taf CBC

1. Welcome and Apologies

Councillor Anthony Hunt (Chair) opened the meeting and apologies were noted as above.

2. Declarations of Interest - Elected Members' Protocols

No declarations of interest were received.

3. Ratification of Appointment of Senior Executive Posts

Kellie Beirne presented a report seeking ratification for the appointments of the Deputy Chief Executive/Strategic Director of Regional Growth and Strategic Director of Resources roles, following recommendations from the Appointments Panel on 12 April 2024.

The recommended candidates were:

- **Rhys Thomas for the role of Deputy Chief Executive/Strategic Director of Regional Growth**
- **Liam Hull for the role of Strategic Director of Resources**

Kellie Beirne outlined the thorough recruitment process that was overseen by the Appointments Panel consisting of Councillors Mary-Ann Brocklesby, Huw Thomas, Anthony Hunt, and Huw David. Independent support was provided by Rhondda Cynon Taf HR and from psychometric testing advisors. Stakeholder representation included the Regional Economic Growth Partnership, Investment Board, Regional Chief Executives, and Regional Business Council.

Cabinet Prifddinas Ranbarth Caerdydd | Cardiff Capital Region Cabinet

Councillors Sean Morgan, Huw Thomas, and Anthony Hunt welcomed the appointments, citing the additional capacity the new officers would bring to the team.

Kellie Beirne requested that Rhys Thomas commence the Deputy Chief Executive role immediately, given the unique duties and urgencies associated with this new statutory role.

On a motion from Councillor Huw David, seconded by Councillor Sean Morgan, it was **RESOLVED** that the Corporate Joint Committee unanimously agreed to:

1) **Endorse the recommendation of the Appointments Panel, to appoint Rhys Thomas to the position of Deputy Chief Executive/Strategic Director of Regional Growth (with immediate commencement) and Liam Hull, to that of Strategic Director, Resources;**

2) **Appoint Liam Hull as the South East Wales Corporate Joint Committee's Chief Finance Officer pursuant to Section 151 of the Local Government Act 1972, with effect from the date upon which he takes up the appointment as Director of Resources; and**

3) **Delete the post of Chief Operating Officer from the Corporate Joint Committee's existing establishment.**

Meeting end: 09.45am

Date of Next Meeting: 3 June 2024

South East Wales Corporate Joint Committee

Cyd-bwyllgor corfforaethol De-Dwyrain Cymru

Report for:	ACTION
Contains Confidential or Exempt Information	NO

For Consideration By	South East Wales Corporate Joint Committee
Report Title	Appointment of Members of the South East Wales Corporate Joint Committee, Nomination of Substitute Members, and Allocation of Portfolios
Report of	Jayne La Grua, Monitoring Officer
Contact Details	Jayne.LaGrua@cardiffcapitalregion.gov.uk
Date to be Considered	3 June 2024
Implementation Date	With immediate effect
Affected Council Areas	All
Keywords / Index	Appointments, Members, Substitute Members, Portfolios

Report Summary

1. This report confirms the Membership of the South East Wales Corporate Joint Committee (CJC) for the 2024/45 municipal year, together with each Authority's nominated Substitute Member. It also seeks approval of each Council Member's portfolio of responsibility.

Recommendations

2. The Corporate Joint Committee is asked to:

   (1) Note the Committee's Membership for the 2024/25 municipal year;

   (2) Note each Authority's nominated Substitute Member;

   (3) Approve the Member Portfolios for the municipal year; and

   (4) Approve the allocation of portfolio responsibility.

Reasons for Recommendations

Members and Substitute Members

3. The Committee's Membership is prescribed by Part 3 of the South East Wales Corporate Joint Committee Regulations 2021. The Members of the CJC are:

   (a) the 10 council members;

   (b) the Brecon Beacons member; and

   (c) any co-opted member.

4. In the case of each constituent council, the Leader of that Council is the Council Member of the CJC.

5. Where a Council Member is unable to act for any period, the constituent council of which they are a member may appoint a member of its executive as a Substitute Member of the CJC for that period.

6. In the case of the Brecon Beacons National Park Authority, the Authority must appoint one of the following officeholders as a Member of the CJC:

   (a) the chairman of the Authority,

   (b) the deputy chairman of the Authority, or

   (c) the chairperson of a committee with responsibility for planning matters as may be established by the Authority.

7. Where the Brecon Beacons Member is unable to act for any period, the Authority may appoint another of the officeholders mentioned in paragraph 6 above as a Substitute Member of the CJC for that period.

8. The following persons are the Members and Substitute Members of the CJC for the 2024/25 municipal year:

Council / Authority	Member	Substitute Member
Blaenau Gwent CBC	Cllr Stephen Thomas	Cllr John C Morgan
Bridgend CBC	Cllr John Spanswick	Cllr Jane Gebbie
Caerphilly CBC	Cllr Sean Morgan	Cllr James Pritchard
Cardiff Council	Cllr Huw Thomas	Cllr Sarah Merry
Merthyr Tydfil CBC	Cllr Geraint Thomas	Cllr Andrew Barry
Monmouthshire CC	Cllr Mary Ann Brocklesby	Cllr Paul Griffiths
Newport CC	Cllr Dimitri Batrouni	Cllr Deb Davies
Rhondda Cynon Taf CBC	Cllr Andrew Morgan	Cllr Maureen Webber
Torfaen CBC	Cllr Anthony Hunt	Cllr Joanne Gauden

Vale of Glamorgan	Cllr Lis Burnett	Cllr Bronwen Brooks
Brecon Beacons NPA	Mr Julian Stedman	

Portfolios

9. Part 3A of the CJC's Constitution makes provision for the allocation of portfolios (lead responsibilities) for particular functions. The following portfolios are proposed for the 2024/25 municipal year:

- Governance, Resources & Assurance
- Research, Innovation & Investment
- Industrial Policy, Internationalisation & Core Cities
- Infrastructure and Major Projects Delivery
- Climate Response
- Spatial and Transport Policy
- Northern Valleys x 2
- Building Capability – Data and Skills
- Economic Inclusion

Chairs and Deputy Chairs – Sub-Committees

10. The CJC's Constitution provides that the Chair and Deputy Chair (non-voting) of both the Regional Transport Sub-Committee and of the Strategic Development Sub-Committee will be members of the CJC nominated annually.

Comments of the s.151 Officer

11. There are no direct financial implications arising from this report.

Comments of the Monitoring Officer

12. The recommendations of this report have regard to the statutory requirements as to membership of the South East Wales Corporate Joint Committee and to the CJC's Constitution.

Equality, Diversity and Inclusion

13. The Equality Act 2010 (Public Authorities subject to the Public Sector Equality Duty) (Wales) Order 2021 amended Part 2 of Schedule 19 to the Equality Act 2010 to provide that Corporate Joint Committees are subject to the Public Sector Equality duty set out in Section 149 of the Equality Act 2010.

14. The Equality Act 2010 (Authorities subject to a duty regarding Socio-economic Inequalities) (No. 2) (Wales) Regulations 2021 amended section 1 of the Equality Act 2010 in order to add Corporate Joint Committees to the list of relevant authorities subject to the Socio Economic Duty.

15. The Committee must, in the exercise of its functions, have due regard to the need to: (1) eliminate discrimination, harassment, victimisation and any other conduct that is prohibited under the Act; (2) advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not; and (3) foster good relations between persons who share a relevant protected characteristic and persons who do not.

16. The characteristics protected under the Act are:

- age;
- disability;
- gender reassignment;
- marriage and civil partnership;
- pregnancy and maternity;
- race;
- religion or belief;
- sex; and
- sexual orientation.

17. Having due regard to the need to advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it involves having due regard, in particular, to the need to:

(a) remove or minimise disadvantages suffered by persons who share a relevant protected characteristic that are connected to that characteristic;
(b) take steps to meet the needs of persons who share a relevant protected characteristic that are different from the needs of persons who do not share it;
(c) encourage persons who share a relevant protected characteristic to participate in public life or in any other activity in which participation by such persons is disproportionately low.

18. The socio-economic duty requires public bodies to, when making decisions of a strategic nature about how to exercise its functions, have due regard to the desirability of exercising them in a way that is designed to reduce the inequalities of outcome which result from socio-economic disadvantage.

19. The Public Sector Equality and Socio-Economic Duties have been considered and no negative implications have been identified which would prevent approval being sought to implement the recommendations of this report.

Well-being of Future Generations

20. The Corporate Joint Committees (Amendment of the Well-being of Future Generations (Wales) Act 2015) Regulations 2021 bring CJCs within the scope of Parts 2 and 3 of the Well-being of Future Generations (Wales) Act 2015.

21. The Well-being of Future Generations (Wales) Act 2015 places a duty on public bodies to carry out sustainable development, meaning the process of improving the social, economic, environmental and cultural well-being of Wales by taking action aimed at achieving the well-being goals of:

- A prosperous Wales
- A resilient Wales
- A healthier Wales
- A more equal Wales
- A Wales of cohesive communities
- A Wales of vibrant culture and thriving Welsh language
- A globally responsible Wales

and by acting 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.

22. In order to act in accordance with the sustainable development principle, when exercising its functions, the Committee must take account of the following things:

- the importance of balancing short term needs with the need to safeguard the ability to meet long term needs;
- the need to take an integrated approach to achieving the well-being goals;
- the importance of involving others with an interest in achieving the well-being goals and of ensuring those persons reflect the diversity of the population of the region;
- how acting in collaboration with others could assist to meet the region's well-being objectives;
- how deploying resources to prevent problems occurring or getting worse may contribute to meeting the region's well-being objectives.

23. In developing the Recommendations of this report, regard has been had to the well-being duty arising under the Well-Being of Future Generations (Wales) Act 2015 ('the Act').

Welsh Language Implications

24. The Welsh Language Standards (No.1) Regulations 2015 (Amendment) Regulations 2021 bring Corporate Joint Committees within the scope of the standards specified by the No.1 Regulations.

25. In accordance with the Welsh Language Standards (No.1) Regulations 2015, consideration has been given to the impact the recommendations made in this report may have on opportunities for people to use and promote the Welsh Language, whether the proposals treat the Welsh Language more or less favourably than the English Language, and opportunities for increasing the positive effects, or decreasing the negative effects, of the proposals on the Welsh Language. No negative impacts were identified which would prevent approval being sought to implement the recommendations of this report.

Background Papers

26. None.

Report Author: Jayne La Grua, Monitoring Officer

Meeting Date: 3 June 2024

Appendices: Appendix 1 – Porfolios

Appendix 1 – Portfolios 2024/25

Portfolio	Portfolio Lead(s)	Designations	Lead Officer(s)
Governance, Resources & Assurance • Corporate Plans • Resources and Funding • Statutory Policy Compliance • Assurance and Risk • CCR Group Oversight • Performance and Reporting • Organisational Communications • Organisational Development			Chief Executive Directors of Legal & Governance Director of Resources Director of Policy, Impact & Performance
Research, Innovation & Investment • Research & innovation • Higher & Further Education coalition • Global research challenges • Clusters and major funding programmes (such as, Strength in Places) • Inclusive Innovation • UK Research & Innovation (UKRI) and funding council engagement • Innovation Investment Capital • Challenge Fund/InFuSe • Investment opportunities		Lead for HE/FE Civic agreements Single Member decisions – Challenge Fund Investment Zone governance	Deputy Chief Executive Director of Legal & Governance

Portfolio	Portfolio Lead(s)	Designations	Lead Officer(s)
Industrial Policy, Internationalisation & Core Cities • Regional Economic Policy (including Economic and Industrial Plan) • CORE Cities representation • Regional promotion, (including international events and summits) • National and international commissions (such as, UK2070) • Investment Zone • Investment Framework • Business engagement • FDI		CORE Cities representative Investment Zone governance	Chief Executive Deputy Chief Executive Director of Policy, Impact & Partnerships
Infrastructure and Major Projects Delivery • Housing Viability Gap Fund • Cardiff Central Station • TfW liaison • Strategic Premises Fund • Transport Delivery • Regional Road User Charging		Single Member decisions – Strategic Premises Fund	Chief Executive Deputy Chief Executive Director of Resources
Climate Response • Energy Strategy & Implementation Plan • CCR Energy		Observer status at CCR Energy Ltd	Deputy Chief Executive

Portfolio	Portfolio Lead(s)	Designations	Lead Officer(s)
• Regional and Local Area Energy Plans • Green Deal • Race 4 Zero • ECO and ECO-Flex • Energy Investment Funds • Water management •			Director of Resources
Spatial and Transport Policy • Strategic Development Plan • Regional Transport Plan • Alignment of transport, planning and economic wellbeing • Statutory and stakeholder engagement • Rural affairs			Director of Policy, Impact & Partnerships Director of Legal & Governance
Northern Valleys • Northern Valleys Initiative • Valleys Regional Park • Tech Valleys • Partnerships and engagement • NV Competitiveness Deep Dive Delivery • Town Centres • NV infrastructure and access to services	Co-Portfolio Leads:	NVI Governance via Investment Board Individual member decisions on above	Deputy Chief Executive
Building Capability – Data and Skills • Regional Skills Partnership • Venture		Regional Skills Partnership	Chief Executive

Portfolio	Portfolio Lead(s)	Designations	Lead Officer(s)
• Assured Academies • School's liaison • Regional Data Ambition & Intelligence • Relationships with UKCI and Productivity Institute			Director of Policy, Impact & Partnerships
Economic Inclusion • Shared Prosperity Fund and levelling-up • Public Value and Corporate Social Responsibility • Corporate policies: child poverty, wellbeing statement, public sector equality duty & biodiversity • Welsh Language • Responsible Investing Policy • Tourism			Director of Legal & Governance Director of Policy, Impact & Partnerships

South East Wales Corporate Joint Committee

Cyd-bwyllgor corfforaethol De-Dwyrain Cymru

Report for:	ACTION
Contains Confidential or Exempt Information	NO

For Consideration By	South East Wales Corporate Joint Committee
Report Title	Establishment of, and Appointments to, Sub-Committees and Advisory Boards for 2024-25
Report of	Jayne La Grua, Monitoring Officer
Contact Details	Jayne.LaGrua@cardiffcapitalregion.gov.uk
Date to be Considered	3 June 2024
Implementation Date	With immediate effect
Affected Council Areas	All
Keywords / Index	appointments; sub-committees; advisory boards

Report Summary

1. This report seeks the Corporate Joint Committee's approval of the establishment of standing sub-committees and advisory boards for the 2024/25 municipal year. It also asks the Corporate Joint Committee to receive nominations and make appointments to those sub-committees and advisory boards, and to elect a Chair and Deputy Chair for each of those sub-committees and advisory boards.

Recommendations

2. The Corporate Joint Committee is asked to:

2.1 Approve the establishment of the following sub-committees for the 2024/25 municipal year:

i. Appointments Sub-Committee
ii. Governance and Audit Sub-Committee
iii. Regional Transport Sub-Committee
iv. Standards Sub-Committee
v. Strategic Development Sub-Committee

2.2 Approve the establishment of the following advisory boards for the 2024/25 municipal year:

i. Investment Board
ii. Regional Growth Board

2.3 Approve the amendment of the composition and quorum of Regional Growth Board.

2.4 Note the arrangements for a Joint Overview and Scrutiny Committee.

2.5 Receive nominations and make appointments to each of the sub-committees and advisory boards established for the 2024-25 municipal year;

2.6 Elect a Chair and Deputy Chair for each of the sub-committees and advisory boards for the 2024-25 municipal year; and

2.7 Authorise the Monitoring Officer to make appointments to any vacancies and report any such appointments to the next meeting of the CJC for information.

Reasons for Recommendations

3. It is recommended that the sub-committees, advisory boards and groups mentioned in paragraphs 2.1 and 2.2 above be established for the 2024/25 municipal, with the terms of reference set out in Part 3B of the Constitution adopted by the CJC at its meeting on 18 March 2024.

Appointments Sub-Committee

4. Regulation 15 of the South East Wales Corporate Joint Committee Regulations 2021 ('the Establishment Regulations'), and paragraph 15 of the Schedule to those Regulations, permits the CJC to establish sub-committees that may support the CJC in exercising its functions.

5. The Appointments Sub-Committee is an ad hoc sub-committee with its membership drawn from the CJC as and when it is required to convene.

Governance and Audit Sub-Committee

6. Paragraph 16 of the Schedule to the Establishment Regulations requires the CJC to establish a Governance and Audit Sub-Committee and, at its meeting on 18 March 2024, the CJC adopted standing orders for the establishment and composition of a Governance and Audit Sub-Committee (Part 2, Article 6).

7. The Governance and Audit Sub-Committee is to be comprised of 15 Members, including 1 non-executive member from each of the CJC's 10 Constituent

Councils and 5 members who are not elected members of a county council or county borough council in Wales.

8. Pursuant to Regulation 11 of the Corporate Joint Committees (General) (No.2) (Wales) Regulations 2022, the Chair of the Governance and Audit Sub-Committee must be a Lay Member.

9. Vacancies for Lay Membership of the Governance and Audit Sub-Committee have been advertised, and shortlisted candidates interviewed by the Chief Executive and the Section 151 Officer.

Regional Transport Sub-Committee

10. Regulation 14 of the Corporate Joint Committees (General) (No.2) (Wales) Regulations 2021 makes provision for a CJC to appoint one or more sub-committees:
    (a) for the purposes of discharging any of its functions; and/or
    (b) to advise the CJC on any matter relating to the discharge of any of its functions.

11. Whilst there is no express statutory requirement for the CJC to establish a Regional Transport Sub-Committee, Chapter 5 of the Corporate Joint Committees Statutory Guidance makes clear that there is an expectation that CJCs will establish sub-committees for each of the key functional areas that they exercise.

12. The CJC, at its meeting on 18 March 2024, adopted standing orders for the establishment of a Regional Transport Sub-Committee, together with terms of reference which incorporate and build upon those of the Regional Transport Authority previously established under the joint working agreement between the constituent councils for the delivery of the Cardiff Capital Region City Deal.

13. The Regional Transport Sub-Committee is to be comprised of 12 Members, including the Executive Member with responsibility for Transport (or equivalent) from each of the 10 Constituent Councils and 2 Members of the CJC who will act as the Sub-Committee's Chair and Deputy Chair (non-voting).

Standards Sub-Committee

14. Pursuant to section 53 of the Local Government Act 2000, the CJC must establish a Standards Sub-Committee and, at its meeting on 18 March 2024, the CJC adopted standing orders for the establishment of a Standards Sub-Committee (Part 2, Article 7).

15. Regulation 13 of the Corporate Joint Committees (General) (No.2) (Wales) Regulations 2021 permits the CJC to utilise an existing standards committee of one of its constituent councils and, at a meeting of the CJC on 27 March 2023, the CJC resolved to utilise Cardiff Council's Standards & Ethics Committee. Accordingly, a service level agreement has been entered into with Cardiff Council in this respect for the 2024/25 municipal year.

Strategic Development Sub-Committee

16. There is no express statutory requirement for the CJC to establish a Strategic Development Sub-Committee, however, as mentioned above, Statutory Guidance makes clear that there is an expectation that CJCs will establish sub-committees for each of the key functional areas that they exercise; and the CJC, at its meeting on 18 March 2024, adopted standing orders for the establishment of, and terms of reference for, a Strategic Development Sub-Committee.

17. The Strategic Development Sub-Committee is to be comprised of 13 Members, including the Executive Member with responsibility for Planning (or equivalent) from each of the 10 Constituent Councils, a member appointed by the Brecon Beacons National Park Authority and 2 Members of the CJC who will act as the Sub-Committee's Chair and Deputy Chair (non-voting).

Joint Overview and Scrutiny Committee

18. There is no requirement for the CJC to establish its own overview and scrutiny committee. Indeed, the Corporate Joint Committees Statutory Guidance, at Chapter 34, envisages that this will be based around scrutiny by the constituent councils of the CJC and not scrutiny by the CJC of its own work.

19. Accordingly, at a meeting of the CJC on 31 July 2023, members endorsed a proposal that the Joint Overview and Scrutiny Committee previously established to scrutinise the decisions of the Joint Committee (known as Regional Cabinet) established to deliver the Cardiff Capital Region City Deal be appointed as the Joint Overview and Scrutiny Committee for the CJC.

20. Each of the 10 Constituent Councils have since approved the recommendation and together appointed a Joint Overview and Scrutiny Committee for the South East Wales CJC in accordance with the provisions of the Local Authorities (Joint Overview and Scrutiny Committees) (Wales) Regulations 2013, with Rhondda Cynon Taf County Borough Council acting as the Host Authority; and, at its meeting on 18 March 2024, the CJC adopted standing orders recognising those arrangements (Part 2, Article 5).

Advisory Boards

21. At its meeting on 4 December 2023, the CJC agreed to convene a working group to consider the proposed governance structure of the CJC. Through that working group, a governance structure was developed - and subsequently approved at a meeting of the CJC on 18 March 2024 - which builds upon arrangements previously established to support the delivery of the Cardiff Capital Region City Deal and includes specialist advisory bodies and groups drawn from both the public and private sectors. These include:

- Investment Board
- Regional Growth Board
- Shareholders' Group
- Regional Chief Executives' Group

22. The composition and terms of reference of each of the above-mentioned advisory boards and groups are set out in Part 3B of the CJC's Constitution adopted at its meeting on 18 March 2024.

Investment Board

23. The Investment Board is to be comprised of 10 members, including 5 lay members of the Regional Business Community and 5 Public Sector Chief Executives.

24. At its meeting on 29 January 2024, the CJC agreed continuity arrangements for members of the former CCR City Deal Investment Panel to be appointed to the new CJC Investment Board, including its Chair.

Regional Growth Board

25. The following amendment is proposed to the composition of the Regional Growth Board, previously agreed by the CJC at its meeting on 18 March 2024 at set out in Part 3B of the CJC's Constitution:

> ***Part 3B - Terms of Reference and Delegation of Duties to Sub-Committees and Other Bodies***
>
> ***2.2 Regional Growth Board Composition, Quorum and Voting***
>
> *2.2.1 The Regional Growth Board is comprised of up to 12 ~~14~~ Members, including no less than 4 and no more than 10 ~~12~~ non-councillor members from the regional business, academic and thirds sector communities, 1 Constituent Council Executive Member who is also a member of (and nominated by) the Regional Transport Sub-Committee, and 1 Constituent Council Executive Member who*

is also a member of (and nominated by) the Strategic Development Sub-Committee.

2.2.2 The Chair of the Investment Board will attend meetings of the Regional Growth Board and may speak but will not be entitled to vote on any matter.

2.2.3 The Regional Growth Board may co-opt to their membership persons having an interest in the business of the Sub-Committee, but such co-opted person(s) may not vote on any matter.

2.2.4 The Regional Growth Board will be attended by the following CJC Members, who may speak but will not be entitled to vote on any matter:

- *Portfolio Holder for Research, Innovation and Investment*
- *Portfolio Holder for Industrial Policy, Internationalisation & Core Cities*
- *Co-Portfolio Holder for Northern Valleys*

2.2.4 The Board will be attended by the Chief Executives of up to 2 of the Constituent Councils, nominated by the Regional Chief Executives' Group, who may be invited to speak but may not vote on any matter.

2.2.5 Quorum for meetings of the Regional Growth Board shall be ~~6~~ 4 members entitled to vote, plus the Chair or Deputy Chair.

26. At its meeting on 29 January 2024, the CJC endorsed continuity arrangements which included the appointment of the Chair of the former Cardiff Capital Region City Deal Regional Economic Growth Partnership as Chair of the new CJC Regional Growth Board.

27. A recruitment exercise is currently underway to fill the remaining vacancies. That exercise is expected to be completed during June 2024.

Vacancies

28. The CJC is asked to authorise the Monitoring Officer to make appointments to any remaining vacancies and to report any such appointments to the next meeting of the CJC for information.

Comments of the s.151 Officer

29. The cost of establishing and running the Committees, Sub-Committees and Advisory Boards outlined in this report has been costed and included in the CJC's approved 2024/25 Revenue Budget. The Budget Report set out that financial year 2024/25 represented the first year of the CJC Statutory Functions and the Cardiff Capital Region City Deal coming together under one corporate structure, therefore, the budget was developed using 'zero base budgeting', using the information known at that time.

30. Regular budget monitoring reports will be provided to the CJC during the year to report 'actual and projected costs' against the approved budgets, along with any resulting variances. This in year budget monitoring information will also be used to inform preparations for the CJC's 2025/26 Budget and its Medium Term Financial Plan.

Comments of the Monitoring Officer

31. The legal requirements in relation to the establishment of sub-committees are set out in the body of the report.

32. Agreeing and/or amending the terms of reference of sub-committees, deciding on their composition, and making appointments to them is, except as expressly and lawfully delegated, a matter reserved to the Corporate Joint Committee pursuant to Part 3A of the CJC's Constitution.

33. The composition and terms of reference of the sub-committees mentioned in this report were previously agreed by the CJC at its meeting on 18 March 2024 and are set out in Part 3B of the CJC's Constitution, together with Sub-Committee Procedure Rules, which appear in Part 4B of that document.

34. The CJC's Procedure Rules, set out in Part 4A of the Constitution, provide that, at its Annual Meeting, the CJC will elect a Chair and Deputy Chair for each of its sub-committees.

Staffing Implications

35. There are no specific staffing implications associated with this report.

Equality, Diversity and Inclusion

36. The Equality Act 2010 (Public Authorities subject to the Public Sector Equality Duty) (Wales) Order 2021 amended Part 2 of Schedule 19 to the Equality Act 2010 to provide that Corporate Joint Committees are subject to the Public Sector Equality duty set out in Section 149 of the Equality Act 2010.

37. The Equality Act 2010 (Authorities subject to a duty regarding Socio-economic Inequalities) (No. 2) (Wales) Regulations 2021 amended section 1 of the Equality Act 2010 in order to add Corporate Joint Committees to the list of relevant authorities subject to the Socio Economic Duty.

38. The Committee must, in the exercise of its functions, have due regard to the need to: (1) eliminate discrimination, harassment, victimisation and any other conduct that is prohibited under the Act; (2) advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not; and (3) foster good relations between persons who share a relevant protected characteristic and persons who do not.

39. The characteristics protected under the Act are:

- age;
- disability;
- gender reassignment;
- marriage and civil partnership;
- pregnancy and maternity;
- race;
- religion or belief;
- sex; and
- sexual orientation.

40. Having due regard to the need to advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it involves having due regard, in particular, to the need to:

(a) remove or minimise disadvantages suffered by persons who share a relevant protected characteristic that are connected to that characteristic;
(b) take steps to meet the needs of persons who share a relevant protected characteristic that are different from the needs of persons who do not share it;
(c) encourage persons who share a relevant protected characteristic to participate in public life or in any other activity in which participation by such persons is disproportionately low.

41. The socio-economic duty requires public bodies to, when making decisions of a strategic nature about how to exercise its functions, have due regard to the desirability of exercising them in a way that is designed to reduce the inequalities of outcome which result from socio-economic disadvantage.

42. The establishment of the statutory and functional sub-committees and advisory boards mentioned in this report are expected to have a positive impact on equality, diversity and inclusion.

Well-being of Future Generations

43. The Corporate Joint Committees (Amendment of the Well-being of Future Generations (Wales) Act 2015) Regulations 2021 bring CJCs within the scope of Parts 2 and 3 of the Well-being of Future Generations (Wales) Act 2015.

44. The Well-being of Future Generations (Wales) Act 2015 places a duty on public bodies to carry out sustainable development, meaning the process of improving the social, economic, environmental and cultural well-being of Wales by taking action aimed at achieving the well-being goals of:

- A prosperous Wales
- A resilient Wales
- A healthier Wales
- A more equal Wales
- A Wales of cohesive communities
- A Wales of vibrant culture and thriving Welsh language
- A globally responsible Wales

and by acting 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.

45. In order to act in accordance with the sustainable development principle, when exercising its functions, the Committee must take account of the following things:

- the importance of balancing short term needs with the need to safeguard the ability to meet long term needs;
- the need to take an integrated approach to achieving the well-being goals;
- the importance of involving others with an interest in achieving the well-being goals and of ensuring those persons reflect the diversity of the population of the region;
- how acting in collaboration with others could assist to meet the region's well-being objectives;
- how deploying resources to prevent problems occurring or getting worse may contribute to meeting the region's well-being objectives.

46. In developing the Recommendations of this report, regard has been had to the well-being duty arising under the Well-Being of Future Generations (Wales) Act 2015 ('the Act').

Welsh Language Implications

47. The Welsh Language Standards (No.1) Regulations 2015 (Amendment) Regulations 2021 bring Corporate Joint Committees within the scope of the standards specified by the No.1 Regulations.

48. In accordance with the Welsh Language Standards (No.1) Regulations 2015, consideration has been given to the impact the recommendations made in this report may have on opportunities for people to use and promote the Welsh Language, whether the proposals treat the Welsh Language more or less favourably than the English Language, and opportunities for increasing the positive effects, or decreasing the negative effects, of the proposals on the Welsh Language.

49. No negative impacts were identified which would prevent approval being sought to implement the recommendations of this report.

Background Papers

- Transition Plan – South East Wales Corporate Joint Committee Statutory Sub-Committees, 27 March 2023
- South East Wales CJC – Statutory Sub-Committee Update, 31 July 2023
- South East Wales Corporate Joint Committee Transition Report, 4 December 2023
- Corporate Joint Committee Transition Update, 29 January 2024
- Constitution Review and Transfer of CCR City to CJC, 18 March 2024

Report Author: Jayne La Grua, Monitoring Officer

Meeting Date: 3 June 2024

Appendices: Appendix 1 – Appointments to Sub-Committees

Appendix 1 – Appointments to Sub-Committees

GOVERNANCE & AUDIT SUB-COMMITTEE	
Lay Member	Alan Davies (Chair)
Lay Member	Andrew Blackmore (Deputy Chair)
Lay Member	Sue Eriksen
Lay Member	Colin Prosser
Lay Member	Sherrie Woolf
Blaenau Gwent CBC	Cllr Malcolm Cross
Bridgend CBC	
Caerphilly CBC	Cllr Ceri Wright
Cardiff Council	
Merthyr Tydfil CBC	
Monmouthshire CC	Cllr John Crook
Newport CC	
Rhondda Cynon Taf CBC	Cllr Wendy Lewis
Torfaen CBC	
Vale of Glamorgan	

REGIONAL TRANSPORT SUB-COMMITTEE	
CJC Member	(Chair)
CJC Member	(Deputy Chair)
Blaenau Gwent CBC	Cllr John Morgan
Bridgend CBC	
Caerphilly CBC	Cllr Nigel George
Cardiff Council	Cllr Dan De'Ath
Merthyr Tydfil CBC	
Monmouthshire CC	Cllr Catrin Mabey
Newport CC	
Rhondda Cynon Taf CBC	Cllr Ann Crimmings
Torfaen CBC	
Vale of Glamorgan	

STRATEGIC DEVELOPMENT SUB-COMMITTEE	
CJC Member	(Chair)
CJC Member	(Deputy Chair)
Brecon Beacons NPA	Steve Rayner
Blaenau Gwent CBC	Cllr John Morgan
Bridgend CBC	
Caerphilly CBC	Cllr Philippa Leonard
Cardiff Council	Cllr Dan De'Ath
Merthyr Tydfil CBC	
Monmouthshire CC	Cllr Paul Griffiths
Newport CC	
Rhondda Cynon Taf CBC	Cllr Mark Norris
Torfaen CBC	
Vale of Glamorgan	

INVESTMENT BOARD	
Frank Holmes	Chair
Dr Carol Bell	
Andrew Probert	
David Stevens	
Chris Sutton	
Paul Orders	Cardiff Council
Ellis Cooper	Merthyr Tydfil CBC
Paul Matthews	Monmouthshire CC
Beverly Owen	Newport CC
Paul Mee	Rhondda Cynon Taf CBC

REGIONAL GROWTH BOARD	
Kevin Gardiner	Chair
Wendy Larner	Deputy Chair

South East Wales Corporate Joint Committee

Cyd-bwyllgor corfforaethol De-Dwyrain Cymru

Report for:	ACTION
Contains Confidential or Exempt Information	NO

For Consideration By	South East Wales Corporate Joint Committee
Report Title	Programme of CJC Meetings 2024-25
Report of	Jayne La Grua, Monitoring Officer
Contact Details	Jayne.LaGrua@cardiffcapitalregion.gov.uk
Date to be Considered	3 June 2024
Implementation Date	With immediate effect
Affected Council Areas	All
Keywords / Index	meetings; calendar; committees

Report Summary

1. This report asks the South East Wales Corporate Joint Committee to approve the programme of ordinary meetings for the 2024/25 municipal year.

Recommendations

2. The Corporate Joint Committee is asked to:

   (1) approve the programme of ordinary meetings of the CJC for the 2024-25 municipal year set out in paragraph 4; and

   (2) approve the provisional programme of ordinary meetings of sub-committees for the 2024-25 municipal year set out in paragraph 5.

Reasons for Recommendations and Options Considered

3. The CJC's Constitution (Part 4A: CJC Procedure Rules) provides that, at its Annual Meeting, the CJC will approve (i) the programme of ordinary meetings of the CJC for the year and (ii) the provisional programme of ordinary meetings of sub-committees for the year.

Programme of Ordinary Meetings of the CJC for 2024/25

4. The following programme of ordinary meetings of the Corporate Joint Committee is proposed for the 2024/25 municipal year:

Corporate Joint Committee		
Date	**Time**	**Venue**
22 July 2024	10am – 11.30am	Multi-locational
21 October 2024	10am – 11.30am	Multi-locational
9 December 2024	10am – 11.30am	Multi-locational
27 January 2025 (budget)	10am – 11.30am	Multi-locational
10 March 2025	10am – 11.30am	Multi-locational

Provisional Programme of Ordinary Meetings of Sub-Committees for 2024/25

5. The following provisional programme of ordinary meetings of sub-committees of the CJC is proposed for the 2024/25 municipal year:

Governance & Audit Sub-Committee		
Date	**Time**	**Venue**
12 July 2024	10am – 11.30am	Multi-locational
27 September 2024	10am – 11.30am	Multi-locational
13 December 2024	10am – 11.30am	Multi-locational
7 February 2025	10am – 11.30am	Multi-locational

Regional Transport Sub-Committee		
Date	**Time**	**Venue**
20 June 2024	10am – 11.30am	Multi-locational
19 September 2024	10am – 11.30am	Multi-locational
14 November 2024	10am – 11.30am	Multi-locational
13 February 2025	10am – 11.30am	Multi-locational

Strategic Development Sub-Committee		
Date	**Time**	**Venue**
25 July 2024*	10am – 11.30am	Multi-locational
3 October 2024*	10am – 11.30am	Multi-locational
19 December 2024	10am – 11.30am	Multi-locational
20 February 2025	10am – 11.30am	Multi-locational

*Note: It is proposed that the Strategic Development Sub-Committee sit as a working group for its first two meetings in July and October 2024.

6. The provisional dates, times and duration of ordinary sub-committee meetings may be subject to change, having regard to their work programme.

External Arrangements

7. The Joint Overview and Scrutiny Committee is hosted by Rhondda Cynon Taf County Borough Council and is responsible for its own programme of meetings. However, the following dates have been suggested:

- 27 June 2024, 10am
- 26 September 2024, 10am
- 23 January 2025, 10am
- 20 March 2025, 10am

8. The Standards Sub-Committee is hosted by Cardiff Council and, again, is responsible for its own programme of meetings. Its first meeting has been scheduled for 16 July 2024 at 5pm.

Comments of the s.151 Officer

9. The regulations require that the CJC must agree its budget requirement at a meeting before the 31 January immediately preceding the beginning of a funding period. The proposed recommendations set out in this report meet this requirement.

Comments of the Monitoring Officer

10. There is a statutory requirement for the Corporate Joint Committee to hold an annual general meeting in each financial year (paragraph 3 of the Schedule to the South East Wales Corporate Joint Committee Regulations 2021) and for the Governance and Audit Sub-Committee to meet at least once in every

calendar year (Regulation 13 of the Corporate Joint Committees (General) (No.2) (Wales) Regulations 2022). The CJC and its sub-committees may hold such other meetings as the CJC determines.

11. The recommendations of this report have regard to the Statutory and non-statutory guidance on democracy within principal councils: members' support, training and development, made under Section 6 of the Local Government (Wales) Measure 2011.

Staffing Implications

12. There are no specific staffing implications associated with this report.

Equality, Diversity and Inclusion

13. The Equality Act 2010 (Public Authorities subject to the Public Sector Equality Duty) (Wales) Order 2021 amended Part 2 of Schedule 19 to the Equality Act 2010 to provide that Corporate Joint Committees are subject to the Public Sector Equality duty set out in Section 149 of the Equality Act 2010.

14. The Equality Act 2010 (Authorities subject to a duty regarding Socio-economic Inequalities) (No. 2) (Wales) Regulations 2021 amended section 1 of the Equality Act 2010 in order to add Corporate Joint Committees to the list of relevant authorities subject to the Socio Economic Duty.

15. The Committee must, in the exercise of its functions, have due regard to the need to: (1) eliminate discrimination, harassment, victimisation and any other conduct that is prohibited under the Act; (2) advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not; and (3) foster good relations between persons who share a relevant protected characteristic and persons who do not.

16. The characteristics protected under the Act are:
    - age;
    - disability;
    - gender reassignment;
    - marriage and civil partnership;
    - pregnancy and maternity;
    - race;
    - religion or belief;
    - sex; and
    - sexual orientation.

17. Having due regard to the need to advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it involves having due regard, in particular, to the need to:
    (a) remove or minimise disadvantages suffered by persons who share a relevant protected characteristic that are connected to that characteristic;
    (b) take steps to meet the needs of persons who share a relevant protected characteristic that are different from the needs of persons who do not share it;
    (c) encourage persons who share a relevant protected characteristic to participate in public life or in any other activity in which participation by such persons is disproportionately low.

18. The socio-economic duty requires public bodies to, when making decisions of a strategic nature about how to exercise its functions, have due regard to the desirability of exercising them in a way that is designed to reduce the inequalities of outcome which result from socio-economic disadvantage.

19. The dates, timing and duration of meetings will be reviewed following the appointment of members with a view to ensuring that any specific equalities implications are addressed.

Well-being of Future Generations

20. The Corporate Joint Committees (Amendment of the Well-being of Future Generations (Wales) Act 2015) Regulations 2021 bring CJCs within the scope of Parts 2 and 3 of the Well-being of Future Generations (Wales) Act 2015.

21. The Well-being of Future Generations (Wales) Act 2015 places a duty on public bodies to carry out sustainable development, meaning the process of improving the social, economic, environmental and cultural well-being of Wales by taking action aimed at achieving the well-being goals of:

    - A prosperous Wales
    - A resilient Wales
    - A healthier Wales
    - A more equal Wales
    - A Wales of cohesive communities
    - A Wales of vibrant culture and thriving Welsh language
    - A globally responsible Wales

    and by acting 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.

22. In order to act in accordance with the sustainable development principle, when exercising its functions, the Committee must take account of the following things:

- the importance of balancing short term needs with the need to safeguard the ability to meet long term needs;
- the need to take an integrated approach to achieving the well-being goals;
- the importance of involving others with an interest in achieving the well-being goals and of ensuring those persons reflect the diversity of the population of the region;
- how acting in collaboration with others could assist to meet the region's well-being objectives;
- how deploying resources to prevent problems occurring or getting worse may contribute to meeting the region's well-being objectives.

23. In developing the Recommendations of this report, regard has been had to the well-being duty arising under the Well-Being of Future Generations (Wales) Act 2015 ('the Act').

Welsh Language Implications

24. The Welsh Language Standards (No.1) Regulations 2015 (Amendment) Regulations 2021 bring Corporate Joint Committees within the scope of the standards specified by the No.1 Regulations.

25. In accordance with the Welsh Language Standards (No.1) Regulations 2015, consideration has been given to the impact the recommendations made in this report may have on opportunities for people to use and promote the Welsh Language, whether the proposals treat the Welsh Language more or less favourably than the English Language, and opportunities for increasing the positive effects, or decreasing the negative effects, of the proposals on the Welsh Language.

26. No negative impacts were identified which would prevent approval being sought to implement the recommendations of this report.

Background Papers

None.

Report Author: Jayne La Grua, Monitoring Officer

Meeting Date: 3 June 2024

South East Wales Corporate Joint Committee

Cyd-bwyllgor corfforaethol De-Dwyrain Cymru

Report for:	ACTION
Contains Confidential or Exempt Information	NO

For Consideration By	South East Wales Corporate Joint Committee
Report Title	Members Remuneration and Allowances 2024-25
Report of	Kellie Beirne, Chief Executive
Contact Details	Kellie.Beirne@cardiffcapitalregion.gov.uk
Date to be Considered	3 June 2024
Implementation Date	With immediate effect
Affected Council Areas	All
Keywords / Index	remuneration; allowances

Report Summary

1. This report sets out the determinations of the Independent Remuneration Panel for Wales (IRPW) with regard to Members' remuneration and allowances for 2024/25 and seeks the Committee's approval of those matters which are reserved for local determination.

Recommendations

2. The Corporate Joint Committee is asked to:

   (1) note the determinations of the IRPW in its Annual Report for 2024;

   (1) note the IRPW's Determinations 2024/25;

   (2) approve the draft Members' Scheme of Remuneration for 2024/25; and

   (3) delegate authority to the Monitoring Officer to make any necessary amendments to the 2024-2025 Members' Scheme of Remuneration from time to time during the municipal year in order to reflect any in-year determinations issued by the IRPW.

Reasons for Recommendations and Options Considered

3. The IRPW is the statutory body which, pursuant to powers set out in Part 8 of the Local Government (Wales) Measure 2011, is responsible for setting the levels and arrangements for the remuneration of members of relevant authorities.

4. Regulation 4 of the Corporate Joint Committees (General) (No.2) (Wales) Regulations 2021 amended the 2011 Measure to include corporate joint committees as relevant authorities for which the IRPW is responsible for making determinations as to the remuneration of their members.

5. In relation to a corporate joint committee, a "member" is defined as including:

> *"a person who is a member of a **sub-committee** of a corporate joint committee and entitled to vote on any question to be decided by that sub-committee."* [emphasis added]

6. The CJC is required, by law, to implement the decisions the IRPW makes. Therefore, any payments made to members or co-opted members of a CJC, or its sub-committees, have to be determined by the IRPW.

7. Section 153 of the 2011 Measure requires Relevant Authorities to make payments to members of that Relevant Authority in accordance with requirements imposed on it by the IRPW in an annual report.

8. The IRPW's Annual Report for 2024, published in February 2024, detailed its determinations on the payment of remuneration and allowances in 2024/25. In relation to corporate joint committees, the report states:

> ***"Requirements placed on Corporate Joint Committees***
>
> *The Panel has not made any determinations in respect of CJCs to date. However, the payment of contribution to costs of care and personal assistance and travel and subsistence to members of CJCs has been included."*

9. The IRPW's Determinations 2024/2025 were first published on 1 April 2024 and last updated on 23 May 2024. In relation to Corporate Joint Committees, the determinations in force for the year April 2024 to 2025 state (at page 5):

> *"As CJCs are in the early stages of being set up, it is too soon for the Panel to consider whether members of a CJC should be remunerated and over time the role, responsibility will be*

evaluated including any consequential changes to the function and role of the Executive members of the principal council. However, the payment of contribution to costs of care and travel and subsistence to members of CJCs has been addressed."

Care and Personal Assistance

10. CJCs must provide a payment towards necessary costs for the care of dependent children and adults (provided by informal or formal carers) and for personal assistance needs as follows:

- Formal (registered with Care Inspectorate Wales) care costs to be paid as evidenced; and
- Informal (unregistered) care costs to be paid up to a maximum rate equivalent to the Real Living Wage hourly rates as defined by the Living Wage Foundation at the time the costs are incurred.

11. This must be for the additional costs incurred by members to enable them to carry out official business or approved duties. The CJC must ensure that any payments made are appropriately linked to official business or approved duty. Payment shall only be made on production of receipts from the care provider (Determination 43 of 2022).

Travel and Subsistence Expenses

12. The CJC may only reimburse travel costs for members undertaking official business within and/or outside the CJC's boundaries at the current HM Revenue and Customs (HMRC) rates. Maximum rates for subsistence payments are set out below on the basis of receipted claims:

- £28 per 24-hour period allowance for meals, including breakfast where not provided
- £200 London overnight
- £95 elsewhere overnight
- £30 staying with friends and or family overnight

13. Travelling time to and from the place of the meeting is to be included in the claims for payments (up to the maximum of the daily rate) (Determination 39, 2022).

Payments to Lay Members

14. The IRPW is yet to make any determination about the remuneration of Lay/Independent Members of a CJC's Standards and/or Governance and

Audit Sub-Committees. However, they are in the process of considering the position and an announcement is expected imminently.

Comments of the s.151 Officer

15. Budgetary provision for Members' remuneration and allowances for 2024/25 has been included in the CJC's approved 2024/25 Revenue Budget. The Budget Report set out that financial year 2024/25 represented the first year of the CJC Statutory Functions and the Cardiff Capital Region City Deal coming together under one corporate structure, therefore, the budget was developed using 'zero base budgeting', using the information known at that time.

16. Regular budget monitoring reports will be provided to the CJC during the year to report 'actual' and 'projected costs' for the year and will include the financial implications associated with clarifications being sought from the IRPW at this time, along with proposed solutions for dealing with any adverse variance which may arise as a result.

17. The in-year budget monitoring information will be used to inform preparations for the CJC's 2025/26 Budget and its Medium Term Financial Plan.

Comments of the Monitoring Officer

18. The legal framework is set by Part 8 of the Local Government (Wales) Measure 2011 ("the Measure"), under which the Independent Remuneration Panel for Wales ("the IRPW") is given functions relating to payments to Members. The IRPW is required to publish an annual report on the exercise of its functions with respect to each financial year (s.143 of the Measure); and the CJC must comply with the requirements imposed on it by the IRPW's Annual Report (s.153 of the Measure). In considering this matter, the CJC must have regard to the statutory Guidance issued by the IRPW (under section 157 of the Measure).

19. The CJC is required to produce and maintain an annual Scheme of Remuneration, which must be published and sent to the IRPW as soon as practicable after determination and not later than 31 July in the year to which it applies.

Staffing Implications

20. There are no specific staffing implications associated with this report.

Equality, Diversity and Inclusion

21. The Equality Act 2010 (Public Authorities subject to the Public Sector Equality Duty) (Wales) Order 2021 amended Part 2 of Schedule 19 to the Equality Act 2010 to provide that Corporate Joint Committees are subject to the Public Sector Equality duty set out in Section 149 of the Equality Act 2010.

22. The Equality Act 2010 (Authorities subject to a duty regarding Socio-economic Inequalities) (No. 2) (Wales) Regulations 2021 amended section 1 of the Equality Act 2010 in order to add Corporate Joint Committees to the list of relevant authorities subject to the Socio Economic Duty.

23. The Committee must, in the exercise of its functions, have due regard to the need to: (1) eliminate discrimination, harassment, victimisation and any other conduct that is prohibited under the Act; (2) advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not; and (3) foster good relations between persons who share a relevant protected characteristic and persons who do not.

24. The characteristics protected under the Act are:

- age;
- disability;
- gender reassignment;
- marriage and civil partnership;
- pregnancy and maternity;
- race;
- religion or belief;
- sex; and
- sexual orientation.

25. Having due regard to the need to advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it involves having due regard, in particular, to the need to:

(a) remove or minimise disadvantages suffered by persons who share a relevant protected characteristic that are connected to that characteristic;

(b) take steps to meet the needs of persons who share a relevant protected characteristic that are different from the needs of persons who do not share it;

(c) encourage persons who share a relevant protected characteristic to participate in public life or in any other activity in which participation by such persons is disproportionately low.

26. The socio-economic duty requires public bodies to, when making decisions of a strategic nature about how to exercise its functions, have due regard to the desirability of exercising them in a way that is designed to reduce the inequalities of outcome which result from socio-economic disadvantage.

Well-being of Future Generations

27. The Corporate Joint Committees (Amendment of the Well-being of Future Generations (Wales) Act 2015) Regulations 2021 bring CJCs within the scope of Parts 2 and 3 of the Well-being of Future Generations (Wales) Act 2015.

28. The Well-being of Future Generations (Wales) Act 2015 places a duty on public bodies to carry out sustainable development, meaning the process of improving the social, economic, environmental and cultural well-being of Wales by taking action aimed at achieving the well-being goals of:

- A prosperous Wales
- A resilient Wales
- A healthier Wales
- A more equal Wales
- A Wales of cohesive communities
- A Wales of vibrant culture and thriving Welsh language
- A globally responsible Wales

and by acting 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.

29. In order to act in accordance with the sustainable development principle, when exercising its functions, the Committee must take account of the following things:
- the importance of balancing short term needs with the need to safeguard the ability to meet long term needs;
- the need to take an integrated approach to achieving the well-being goals;
- the importance of involving others with an interest in achieving the well-being goals and of ensuring those persons reflect the diversity of the population of the region;
- how acting in collaboration with others could assist to meet the region's well-being objectives;
- how deploying resources to prevent problems occurring or getting worse may contribute to meeting the region's well-being objectives.

30. In developing the Recommendations of this report, regard has been had to the well-being duty arising under the Well-Being of Future Generations (Wales) Act 2015 ('the Act').

Welsh Language Implications

31. The Welsh Language Standards (No.1) Regulations 2015 (Amendment) Regulations 2021 bring Corporate Joint Committees within the scope of the standards specified by the No.1 Regulations.

32. In accordance with the Welsh Language Standards (No.1) Regulations 2015, consideration has been given to the impact the recommendations made in this report may have on opportunities for people to use and promote the Welsh

Language, whether the proposals treat the Welsh Language more or less favourably than the English Language, and opportunities for increasing the positive effects, or decreasing the negative effects, of the proposals on the Welsh Language.

33. No negative impacts were identified which would prevent approval being sought to implement the recommendations of this report.

Background Papers

Independent Remuneration Panel for Wales: Annual Report, February 2024

Independent Remuneration Panel for Wales: Guidance for Principal Councils, Community and Town Councils, National Park Authorities, Fire and Rescue Authorities and Corporate Joint Committees in Wales – remuneration of members, February 2024.

Independent Remuneration Panel for Wales: Determinations 2024/25, April 2024

Appendices

Appendix: Draft Members Scheme of Remuneration and Allowances 2024-25.

Report Author: Jayne La Grua, Monitoring Officer

Meeting Date: 3 June 2024

MEMBERS' SCHEME OF REMUNERATION AND ALLOWANCES 2024 – 2025

This Scheme is made under the Local Government (Wales) Measure 2011 with regard to Independent Remuneration Panel for Wales (IRPW) Determinations which apply to payments made to members of the Corporate Joint Committee and its sub-committees.

1. Contribution towards Costs of Care and Personal Assistance

1.1 Contribution towards Costs of Care and Personal Assistance shall be paid to a Member who has caring responsibility for dependent children or adults, or a personal care requirement, provided the Member incurs expenses in the provision of such care whilst undertaking 'approved' CJC duties.

1.2 Contribution towards Costs of Care and Personal Assistance applies in respect of a dependant under 16 years of age, or a minor or adult who normally lives with the Member as part of their family and who cannot be left unsupervised for whom the Member can show that care is required. If a Member has more than one dependant the Member may claim more than one allowance, provided the Member can demonstrate a need to make separate arrangements for care.

1.3 Eligible Members may claim contribution towards costs of care and personal assistance for actual and receipted costs as set out in Schedule 1. All claims for the contribution towards costs of care and personal assistance should be made in writing to Democratic Services detailing times, dates and reasons for claim. Receipts are required for both informal and formal care arrangements.

2. Travel and Subsistence Allowances

2.1 General Principles

2.2 Members and Co-opted Members are entitled to claim travelling expenses when travelling on the CJC's business for 'approved duties' as set out in Schedule 2. Where Members travel on the CJCs business they are expected to travel by the most cost effective means. In assessing cost effectiveness regard will be given to journey time. A Member who does not travel by the most cost effective means may have their claim abated by an appropriate amount.

2.3 Where possible Members should share transport.

2.4 The distance claimed for mileage should be the shortest reasonable journey by road from the point of departure to the point at which the duty is performed, and similarly from the duty point to the place of return.

2.5 The rates of Members' Travel and Subsistence Allowances are set out in Schedule 3 and are subject to annual review by the Independent Remuneration Panel for Wales.

3. Travel by Private Vehicle

3.1 The Independent Remuneration Panel for Wales has determined that the maximum travel rates payable should be the rates set out by Her Majesty's Revenue & Customs for the use of private cars, motor cycles and pedal cycles plus any passenger supplement.

3.2 The mileage rates for private vehicles as determined by the Independent Remuneration Panel for Wales are set out in Schedule 3.

3.3 Where a Member makes use of their private vehicle for approved duty purposes, the vehicle must be insured for business use. Proof of appropriate insurance must be provided to the CJC on request.

4. Travel by Public Transport

4.1 Rail/Coach Travel

Unless otherwise authorised rail tickets will be second-class. Democratic Services will usually purchase requisite rail and coach tickets for Members in advance of journeys. In the unlikely event that a Member needs to purchase a ticket directly, payment will be reimbursed upon production of the used ticket and or a receipt.

4.2 Taxi Fares

Taxi fares will only be reimbursed where their use has been authorised for cases of urgency, where no public transport is reasonably available, or a Member has a particular personal need. Re-imbursement will be upon receipt only.

4.3 Air Fares

Unless otherwise authorised flight tickets will be budget or economy class. Discounted flight tickets will be purchased well in advance wherever possible in order to reduce costs. Travel by air is permissible if it is the most cost effective means of transport. Authorisation of the Monitoring Officer is required and tickets will usually be purchased by Democratic Services.

4.4 Travel Abroad

Travel abroad on the CJC's business will only be permitted where authorised by the Monitoring Officer. Democratic Services will usually arrange travel and accommodation.

4.5 Other Travel Expenses

Members will be entitled to reimbursement of toll fees, parking fees, overnight garaging and other necessary travel associated expenses. Re-imbursement will be upon receipt only.

5. Overnight Accommodation

5.1 Overnight stays will only be permitted where the CJC's business extends to two days or more, or the venue is at such a distance that early morning or late night travel would be unreasonable. All overnight stays must receive prior authorisation from the Monitoring Officer.

5.2 Overnight accommodation will usually be booked by Democratic Services. Wherever possible the overnight accommodation will be pre-paid or invoiced.

5.3 Direct booking of overnight accommodation by a Member will only be permitted in the event of an emergency. Reimbursement will only be made upon the production of a receipt and will be at a level deemed reasonable and not in excess of the rates set out in Schedule 3.

6. Subsistence Allowance

6.1 The day subsistence rate to meet the costs of meals and refreshments in connection with approved duties (including breakfast when not provided as part of overnight accommodation) is set out in Schedule 3. The maximum daily rate covers a 24 hour period and can be claimed for any meal that is relevant, providing such a claim is supported by receipt(s).

6.2 No provision is made for subsistence claims within the CJC area.

7. Claims and Payments

7.1 A claim for travel and subsistence allowances must be made in writing by the 1st day of each month or the previous working day if falling on a Saturday or

Sunday or Bank Holiday and must be accompanied by the relevant receipts. Claims must be made within 3 months of the event and within the relevant accounting year (i.e. by 4 April every year).

7.2 Allowances will be paid by the CJC's Payroll team by BACS transfer.

8. Compliance

8.1 In accordance with the Regulations, the Authority must comply with the requirements of Independent Remuneration Panel for Wales in respect of the monitoring and publication of payments made to Members as set out in Schedule 4. Members are reminded that expense claims are subject to both internal and external audit.

SCHEDULE 1
SCHEDULE OF REMUNERATION 2024 – 2025

Contribution towards costs of care and personal assistance
All Members
• Formal (registered with Care Inspectorate Wales) care costs to be paid as evidenced. • Informal (unregistered) care costs to be paid up to a maximum rate equivalent to the Real UK Living Wage at the time the costs are incurred.

SCHEDULE 2

Approved duties:

- attendance at a meeting of the CJC or of any sub-committee of the CJC or of any body to which the CJC makes appointments or nominations or of any committee of such a body;
- attendance at a meeting of any association of authorities of which the CJC is a member;
- attendance at any other meeting the holding of which is authorised by the CJC or by a sub-committee of the CJC or by a joint committee of one or more of the CJC's constituent authorities;
- a duty undertaken for the purpose of or in connection with the discharge of the functions of the CJC;
- a duty undertaken in pursuance of a standing order which requires a Member or Members to be present;
- attendance at any training or developmental event approved by the CJC;
- the following duties which have been approved by the CJC:
    - attendance at any non-political personal development event or activity relevant to the role of the individual member with the advance agreement of the Monitoring Officer;
    - attendance at meetings relating to the personal safety and security of an individual Member.
    - a duty undertaken for the purpose of or in connection with the discharge of the roles to which a Member has been appointed by the CJC, for example, Sub-Committee Chairs.

SCHEDULE 3

Mileage Rates

All sizes of private motor vehicle Up to 10,000 miles Over 10,000 miles	 45 pence per mile 25 pence per mile
Private Motor Cycles Pedal Cycles	24 pence per mile 20 pence per mile
Passenger supplement	5 pence per passenger per mile

Subsistence Allowance

The day subsistence rate is up to a maximum of £28 and covers a 24 hour period and can be claimed for any meal if relevant provided such a claim is supported by receipts. Re-imbursement of alcoholic drinks is not permitted.

Overnight Stay

The maximum allowances for an overnight stay are £200 for London and £95 for elsewhere.

A maximum of £30 is available for an overnight stay with friends or relatives whilst on approved duty.

SCHEDULE 4

Compliance

- The CJC will arrange for the publication on its website of the total sum paid by it to each Member in respect of salary, allowances, fees and reimbursements not later than 30 September following the close of the year to which it relates.

- The CJC will publish on its website the annual schedule of Member Remuneration not later than 31 July of the year to which the schedule refers.

- The CJC will send a copy of the schedule to the Independent Remuneration Panel for Wales not later than 31 July of the year to which the schedule refers.

- The CJC will maintain records of Member or Co-opted Members attendance at meetings of the Corporate Joint Committee and sub-committees and other approved duties for which a Member or Co-opted Member submits a claim for reimbursement.

South East Wales Corporate Joint Committee

Cyd-bwyllgor corfforaethol De-Dwyrain Cymru

Report for:	ACTION
Contains Confidential or Exempt Information	NO

For Consideration By	South East Wales Corporate Joint Committee
Report Title	Strategic Development Plan: Delivery Agreement
Report of	Kellie Beirne, Chief Executive Officer
Contact Details	Kellie.beirne@cardiffcapitalregion.gov.uk
Date to be Considered	3 June 204
Implementation Date	3 June 2024
Affected Council Areas	All South East Wales local authorities
Keywords / Index	Strategic Development Plan; Spatial Planning; Statutory Powers

Report Summary

This report provides an update to the South East Wales Corporate Joint Committee (SEWCJC) on the requirements and timeline for preparing a Delivery Agreement (DA) for the regional Strategic Development Plan (SDP) and seek approvals on the proposed plan, using the statutory pre-SDP Sub-Committee Working Group to oversee the preparation of the DA.

Recommendations

1. The Corporate Joint Committee is asked to:

   1.1. Approve the approach to the development of the SDP;

   1.2. Agree that the work on the DA will be reported into the statutory SDP Sub-committee, which, in its early form, will meet as a working group to oversee the preparation of the DA and seek to make recommendations to CJC on wider governance and representation issues; and

   1.3. Authorise CJC officers to prepare the draft DA and undertake consultation with relevant consultation bodies.

Reasons for Recommendations and Options Considered

2. **Background & Context**

2.1. Regulations made under the Local Government and Elections (Wales) Act 2021 impose upon Corporate Joint Committees statutory duties relating to regional economic wellbeing, spatial planning and transport planning.

2.2. The aim is to promote collaborative regional working to deliver more effective outcomes for communities by ensuring key issues, development and associated infrastructure is planned for in an integrated and comprehensive way across a wider geographical area. This represents a more joined-up approach than has previously been employed; aligned tightly to economic development ambitions and Welsh Government's vision for a more strategic approach to both land-use and transport planning.

2.3. In regard to spatial planning, the statutory duty to prepare both a Local Development Plan (LDP) and an SDP is set out in the Planning and Compulsory Purchase Act 2004 (as amended). SDP Regulations were made enabling CJCs to prepare an SDP. A draft SDP Manual was issued to all Local Planning Authorities (LPAs) in autumn 2022, which will be finalised in spring 2025. The draft Manual provides high-level timelines.

2.4. It is not anticipated that the SDP will be adopted until 2030 earliest, and LDPs must be kept up to date, ensuring, for example, that investment and sustainable development can continue to take place in a Plan-led way, providing confidence to all stakeholders including investors, developers and communities.

2.5. Given this context, a paper was submitted to the SEWCJC outlining a proposed approach to the initial development stages of the Regional Transport Plan and Strategic Development Plan. In the case of preparing the SDP, the approach is to seek an appropriate officer from the CCR LPA network to be CCR Liaison in regard to regional spatial planning. This would ensure representation for local authority (LA) and regional interests, allied to subject matter expertise.

3. Strategic Development Plan (SDP)

3.1. A core aim for the development plan system in Wales is based on and underpinned by early, effective and meaningful community involvement in the process, with the aim of building a broad consensus on the spatial strategy, strategic policies and proposals in the SDP.

3.2. To facilitate this aim, the CJC must prepare and submit a Delivery Agreement (DA) to Welsh Government (WG) for agreement by the end of December 2024.

3.3. The DA marks the formal start of SDP preparation and consists of the Community Involvement Scheme (CIS) which details when and how

stakeholders will be engaged in the process and the timetable for preparing an SDP.

3.4. The CJC must consider the aims, scope and priorities for the SDP and use the most effective and efficient forms of involvement, that are meaningful and sensitive to the scale of plan being prepared. The Welsh Government does not prescribe what methods to use when involving the community and stakeholders. This is a matter for the CJC to consider, reflecting on local knowledge and experience set in the context of staffing and financial resources available to prepare the SDP.

3.5. CJC officers have been in discussions with the Welsh Government's Planning Division regarding the necessary requirements and timelines for submitting the (DA). The Welsh Government expects the CJC to submit the DA for their agreement by December 2024.

4. Update on SDP Preparation

4.1. Richard Matthams (Strategic Planning and Transportation Manager at Bridgend County Borough Council) has been appointed as CCR Liaison Officer in regard to regional spatial planning for the CCR. This role will be on a temporary basis with a specific remit to:

- prepare the Delivery Agreement (DA), which is a public statement that contains the Community Involvement Scheme (CIS) setting out how and when stakeholders and the community can become involved in the plan making process and a Timetable (Regulation 10) for preparing the SDP - Regulation 11 (1).

- Analyse the requirements of the SDP.

- Develop a report detailing how these requirements can (or cannot) be met and a high-level view of the resources required to develop the SDP in the short-medium term.

- Relay information and seek input from CCR LPA Officers via the South East Wales Planning Officers (SEWPOS) and South East Wales Strategic Planning Group (SEWSPG) fora and relevant Officers in other specialisms (such as Regional Transport and Economic Development).

- Lead in discussions with WG regarding the requirements of the SDP and the proposed CCR approach.

- Liaise with the Welsh Local Government Association (WLGA) and other CJCs on possible areas of collaboration.

- Engage with the South East Wales Directors of Economy & Regeneration (SEWDER) group.

- Present the report and associated recommendations for development of the SDP to the statutory Sub-Committee on SDP (which will start out as a Working Group) and onward to the SEWCJC.

4.2. The CCR Liaison has been meeting with relevant regional planning bodies including LPAs and SEWPOS forum, and national bodies, including the Planning Officers Society Wales (POSW).

4.3. Importantly, there has been regular engagement with Welsh Government Planning officials, who are engaged in the development process and made aware of the challenges generally in developing an SDP and specifically for South East Wales.

5. Plan for Delivery Agreement

5.1. The Delivery Agreement (DA) marks the formal start of the plan preparation process. The key requirements of the DA are set out below:

- The DA and any subsequent revision must be agreed by resolution of the CJC and submitted to the Welsh Ministers for approval. A CJC cannot commence formal plan preparation until a DA has been agreed. Welsh Government must respond within 4 weeks of a request to agree the DA. Agreement of the DA marks the formal start of the plan preparation / revision process. The CJC is committed to the stated timescales and consultation processes.

- The DA must set out how, when and where communities can engage in the SDP process, including engagement in the Sustainability Appraisal (SA) and monitoring procedures.

- The DA will set out the timescales for each stage in the plan preparation process. The stages proposed are explained in this consultation document.

- The DA must set out how any responses and representations received at each stage of engagement / consultation will be published and taken into account by the CJC.

- Publication arrangements for the DA and where it can be accessed.

6. DA overarching timetable: key stages and timings

6.1. The table below sets out the key stages and timings for the DA process.

DA preparation process (key stages)	Purpose	Timescale	Who will be involved	Reporting Mechanism
DA update report presented to CJC / Seek authorisation from CJC to prepare the DA.		June 2024	• DA	**Formal Political Reporting:** formal report to the CJC (or SDP sub-committee) to seek approval to prepare and publish the draft DA for consultation.
Prepare draft DA & informally consult with / involve stakeholders and bodies (general and specific) on the scope and content. Informally consult with Welsh Government on the draft DA timetable.	To informally seek the views of specific consultation bodies on the content of the draft DA.	July 2024	• Strategic Development Working Group • CJC • General and Specific Consultation Bodies	Update provided to CJC (or SDP Sub-Committee Working Group).
Revise DA (if considered necessary)	Update the draft DA to reflect the views of General and Specific Consultation Bodies and other stakeholders (where relevant).	July – August 2024	• Strategic Development Working Group • CJC • General and Specific Consultation Bodies • Other interested stakeholders including members of the public	Update provided to CJC (or SDP Sub-Committee Working Group).
Consultation on draft DA and CIS (6 weeks)	To seek the views of consultation bodies on the content of the draft DA.	September – November 2024	• Strategic Development Working Group • CJC • General and Specific Consultation Bodies • Other interested stakeholders including members of the public	**Formal Political Reporting:** formal report to the CJC (or SDP sub-committee) to seek approval to publish the draft DA for consultation.
DA adopted by resolution of the CJC.	DA adopted by resolution of the CJC in accordance with SDP Regulation 11(2).	November 2024	• Strategic Development Working Group • CJC	**Formal Political Reporting:** formal report to the CJC, via approval of the SDP sub-committee/working group) to seek adoption of the DA.
Submission of final DA to Welsh Government for agreement.	To seek Welsh Government's formal agreement that the DA is robust, realistic and covers the main	December 2024	• Strategic Development Working Group • CJC	Update to be provided to the CJC via recommendation of SDP sub-committee/working group).

	plan preparation requirements. Welsh Government have 4 weeks to respond.		• Welsh Government	
Publish the approved DA with copies made available for inspection at the Principal Office(s) of the CJC and on its website.	To comply with regulation 12 and inform stakeholders of the adopted DA timetable and CIS.	December 2024	• Strategic Development Working Group • CJC	Update to be provided to the CJC via SDP sub-committee.

7. Governance

7.1. Statutory guidance anticipates that a Strategic Development Sub-Committee (SDSC) is established, with responsibility for preparing the SDP for approval by the CJC. The SDSC will ensure political representation and input into the preparation and implementation of the SDP. The SDSC will provide a platform for involving others and ensuring appropriate expert and sector specific advice is available to support the CJC's decisions.

7.2. The SDSC Sub-Committee is to be compromised of 13 Members, including the Executive Member with responsibility for Planning from each of the 10 Constituent Councils, a Member appointed by the Brecon Beacons National Park Authority, and 2 non-voting Members of the CJC, nominated annually, who will act as the Sub-Committee's Chair & Deputy Chair.

7.3. It is proposed that a representative from Welsh Government's Development Plans team will have a standing invitation to attend SDSC.

7.4. Thematic Steering Groups (TWGs) will need to be established with remits to take forward work programmes on specific themes, issues or policies, including cross-cutting matters. The TWGs will be managed by the SDP team but will include LA officers and engage appropriate expert and sector specific advice when required. While not exhaustive, it is likely that the following TWGs will be established:

- Population and Household
- Growth and Spatial Strategy
- Housing
- Economic Growth
- Transport (aligned with Regional Transport Sub-Committee)
- Infrastructure
- Environment
- Energy
- Development Management Policies
- Waste and Minerals

7.5. Given that the SDP is at an early stage, it is proposed that the Sub-Committee will be established initially as a Working Group to oversee the development of the Delivery Agreement. The Working Group will recommend key aspects of the DA for approval, and also consider the requirement for resourcing.

7.6. The Working Group will also be advised by subject matter experts and officers who are directly involved in the preparation of the DA.

- CCR Strategic Director Policy, Impact & Partnerships
- CCR Strategic Planning Liaison
- CCR Regional Transport Lead
- Welsh Government Planning
- Subject Matter Experts from Local Planning Authorities (LPAs) in planning specialisms

Corporate Policies and Priorities

8. **Alignment to SEWCJC Statutory Powers**

8.1. It is critical that the new statutory powers of the CJC (economic wellbeing, spatial planning and regional transport) are tightly aligned, as recognised in the Cardiff Capital Region (CCR) Regional Economic & Industrial Plan (2023-28).

8.2. To ensure strategic alignment, CCR's Regional Growth Board have been tasked with leading a review to interrogate how CCR can best leverage its newly adopted statutory powers to achieve its ambition for a bigger, fairer and greener economy, in alignment with the Regional Economic & Industrial Plan (REIP).

8.3. Data & evidence is currently being commissioned for this review and recommendations will be developed over summer 2024, with a view to publishing a report in October 2024.

8.4. CCR has also participated in a national review, chaired by Councillors Anthony Hunt and Llinos Medi, to consider how economic development schemes, housing and land use planning processes could be aligned to achieve the goals of Future Wales 2040, the Economic Resilience and Reconstruction Mission, Wales Transport Strategy. and the associated transport decarbonisation targets set out in Net Zero Wales.

8.5. The review has been supported by the Design Commission for Wales, a Secretariat of Welsh Government officials, Transport for Wales and technical support from Arup and a final report is scheduled for June 2024.

Comments of the s.151 Officer

9. The costs arising from the recommendations set out this report can be met from the Strategic Development Plan (SDP) budget of £165,841, approved by the CJC as part of its overall 2024/25 Revenue Budget. The report sets out that the Delivery Agreement marks the formal start of the preparation of the South East Wales SDP, with further stages following once agreement from Welsh Government has been secured in December 2024.

10. The CJC's budget report included details of an illustrative Medium Term Financial Plan (MTFP), which set out details of how the CJC's budget requirement may need to increase over the medium term to meet its statutory duties, including the development and delivery of its SDP. Detailed work on the CJC's MTFP will be undertaken later this year and included in its 2025/26 Budget, which will include details of the resources required to progress the next phase of its SDP, along with proposals on how this resource requirement is to be funded.

Comments of the Monitoring Officer

11. Regulation 13 of the South East Wales Corporate Joint Committee Regulations 2021 conferred upon the CJC the function of preparing a strategic development plan in accordance with the provisions of Part 6 of the Planning and Compulsory Purchase Act 2004.

12. The SDP must set out:

(a) the committee's objectives in relation to the development and use of land in its area; and

(b) the committee's policies for the implementation of those objectives.

13. The Town and Country Planning (Strategic Development Plan) (Wales) Regulations 2021 set out the procedure for SDPs to be prepared.

14. Each CJC much prepare a Delivery Agreement (DA) at the start of the plan preparation process. The DA is made up of two parts:

(1) a Community Involvement Scheme; and

(2) a timetable for SDP preparation.

15. The delivery agreement must be approved by resolution of the CJC and then submitted to the Welsh Ministers for their agreement.

16. A community involvement scheme must include the following:

(a) a list of the consultation bodies to be involved in the exercise;

(b) the principles of the policy to be adopted by the CJC for seeking the involvement of consultees;

(c) details as to the timing of and the method by which:

(i) community involvement will be sought and at which planned stage of the SDP procedure; and
(ii) the CJC will respond to issues raised;

(d) details of how the CJC will use responses and representations it receives, and at which planned stage, in developing the content of its SDP.

17. The timetable for SDP preparation must include all key dates, including:
(a) a definitive date for each planned stage of the SDP procedure up to and including the stage requiring the submission of the SDP to the Welsh Ministers;
(b) indicative dates for each planned stage of the SDP procedure, other than those falling within paragraph (a), up to and including the stage of adoption of the SDP; and
(c) those in respect of the preparation and publication of:
(i) the sustainability appraisal report, and
(ii) the annual monitoring report.

Staffing Implications

18. To ensure the effective implementation of the SDP timetable the CJC will need to assign an appropriate level of staff and budget resources for future years. The CJC will need to incorporate the requirement to prepare an SDP into the revised Corporate Plan and the Medium-Term Financial Plan.

Equality, Diversity and Inclusion

12. The Committee must, in the exercise of its functions, have due regard to the Public Sector Equality Duty arising under s.149 of the Equality Act 2010, and the need to: (1) eliminate discrimination, harassment, victimisation and any other conduct that is prohibited under the Act; (2) advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not; and (3) foster good relations between persons who share a relevant protected characteristic and persons who do not.

13. There are no specific equalities implications arising from this report.

Sustainability and Climate Considerations

14. There are no specific sustainability or climate change implications arising from this report. Any implications arising will be addressed as part of future reports.

Consultation

15. CCR officers are working collaboratively on the early stages of the Strategic Development Plan and have conducted briefings with local authority senior leaders and colleagues.

16. Consultation has also taken place with various regional and national specialist and/ or planning bodies including, but not restricted to:

- Welsh Government Planning officials
- Local Planning Authorities (LPAs)
- SEWPOS
- SEWSPG

17. There will also be consultation on the draft DA and CIS of six weeks to seek the views of consultation bodies on the content of the draft DA. This will take place from September – November 2024.

Welsh Language Implications

18. In accordance with the Welsh Language Standards (No.1) Regulations 2015, and the CJC's statutory obligations, consideration has been given to the impact the recommendations made in this report may have on opportunities for people to use and promote the Welsh Language, whether the proposals treat the Welsh Language more or less favourably than the English Language, and opportunities for increasing the positive effects, or decreasing the negative effects, of the proposals on the Welsh Language. No negative impacts were identified which would prevent approval being sought to implement the proposal. In particular, consultees will be offered an equal opportunity to respond in either the Welsh or English language.

Well-being of Future Generations

19. In developing the Recommendations of this report, regard has been had to the well-being duty arising under the to the Well-Being of Future Generations (Wales) Act 2015 ('the Act'), and no negative impact has been identified.

Background Papers

Further background on the Strategic Development Plan was provided to SEWCJC at the meeting of 9 October 2023 - item-9-rtp-sdp.pdf (cardiffcapitalregion.wales)

Kellie Beirne, Chief Executive
3 June 2024

Appendices
None.

South East Wales Corporate Joint Committee

Cyd-bwyllgor corfforaethol De-Dwyrain Cymru

Report for:	ACTION
Contains Confidential or Exempt Information	NO

For Consideration By	Corporate Joint Committee
Report Title	2023/24 Final Out-turn and Unaudited Annual Return
Report of	Chris Bradshaw, Interim s151 Officer Hrjinder Singh, Interim Deputy s151 Officer
Contact Details	Christopher.Bradshaw@cardiffcapitalregion.gov.uk
Date to be Considered	3 June 2024
Implementation Date	With immediate effect
Affected Council Areas	All
Keywords / Index	Finance; Out-turn; Annual Return

Report Summary

1. The report below sets out the financial performance of the South East Wales Corporate Joint Committee (CJC) for the financial year 2023/24. The CJC had a net underspend of £17,521 against the approved budget of £255,662. The final underspend represented a reduction against the Month 9 Projected Out-turn position of £74,879 as a result of additional support costs being incurred in the final quarter of the financial year.

2. The CJC is required under Regulation 14 of the Accounts and Audit (Wales) Regulations 2014 to produce an Annual Return 2023/24 as its income and expenditure is below the £2.5 million threshold.

Recommendations

3. The Corporate Joint Committee is asked to:

   (1) Note the final out-turn position for the financial year ended 31 March 2024 as set-out in this report and approve that the underspend of £17,521 is transferred to the CJC's General Reserve;

   (2) Approve the CJC's unaudited Annual Return, attached at Appendix 1;

   (3) Authorise the person presiding at the meeting to sign the Annual Return so it can be submitted to Audit Wales, to commence the 2023/24 audit as set out in this report;

   (4) Note the statutory deadline for the conclusion of the 2023/24 external audit is 30 November 2024 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.

Reasons for Recommendations and Options Considered

Background

4. The South East Wales Corporate Joint Committee Regulations 2021, which came into force on 1 April 2021, established the corporate legal entity of the CJC, consisting of the 10 constituent councils of the Cardiff Capital Region (CCR) and, for the purposes of the Strategic Development Plan (SDP), the Bannau Brycheiniog National Park Authority (BBNPA).

5. The CJC is responsible for carrying out the Strategic Development Planning (SDP) function and 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 can be developed and delivered on a regional basis.

6. At its meeting of the 30 January 2023, the CJC adopted a 'Building Foundations' approach to setting its 2023/24 budget and, in doing so, approved a revenue budget of £255,662. This approach was designed to minimise the impact of any detriment incurred by the CJC whilst certain technical issues remained outstanding. Therefore, for the 2023/24 budget a nominal sum of £25,000 was approved for each of the CJC operational areas, i.e. for the commencement of the Strategic Development Plan (SDP) and the Regional Transport Plan (RTP).

7. The 2023/24 budget included additional sums to build on the CJC's Standing Orders, for example to review the arrangements for sub-committees required under the Regulations. However, the report noted that, whilst the CJC operated on a Building Foundations basis, the work programme for its various sub-committees was likely to be limited and decisions around the formal commencement date for each of the sub-committees would be considered later in the year.

8. Therefore, as in prior years, the key aspect of the 2023/24 budget revolved around the resources needed for CJC Management & Overheads required to support the CJC's governance and decision-making processes. Furthermore, the budget approved included sums to allow the CJC to be compliant with wider legislation such as the preparation (and audit) of its accounts under the Accounts & Audit Regulations 2014.

Issues

9. The CJC has received regular budget monitoring updates throughout the year, including updates in respect of the budget position at Month 4, 7 and 9. The most recent update was reported to the CJC's meeting of the 29 January 2024, which indicated a projected underspend of £74,879 for the year, based on the actual spend, commitments and working assumptions known at Month 09 (31 December 2023).

10. Table 1 below sets out the CJC's final out-turn position as at the 31 March 2024 and outlines an underspend of £17,521 against the approved 2023/24 budget. Further details of the individual favourable and adverse variances are set out in paragraphs 11 to 23.

Table 1: SEW CJC 23/24 Final Out-turn Position

Out-turn 2022/23 £s		Budget 2023/24 £s	Out-turn 2023/24 £s	Variance 2023/24 £s
1. New Functions				
-	Strategic Development Plan – CJC	25,000	-	(25,000)
-	Regional Transport Plan (RTP) – CJC	25,000	-	(25,000)
-	RTP – WG Funded Expenditure	-	125,000	125,000
-	***New Function Sub-Total***	***50,000***	***125,000***	***75,000***
2. Governance & Sub-Committees				
-	Governance & Audit Committee	6,500	-	(6,500)
-	Standards Committee	500	-	(500)
-	Scrutiny Committee	500	-	(500)
-	Translation Services	500	-	(500)
-	***Governance & Sub-Committee Sub-total***	***8,000***	***-***	***(8,000)***
3. Corporate Duties				
-	Maintaining CJC Corporate Duties	5,000	14,317	9,317
-	***Corporate Duties Sub-total***	***5,000***	***14,317***	***9,317***
4. Management & Overheads				
35,029	CCR SLA: CJC Officer & Cabinet Support	58,531	105,163	46,632
12,899	CCC SLA: Statutory Officers & HR Advisory	36,100	6,976	(29,124)
16,943	RCT SLA: Transactional Support & Systems	46,031	40,783	(5,248)
14,837	CJC Insurances & Broker Fees	20,000	15,310	(4,690)
3,565	External & Internal Audit	2,000	7,698	5,698
-	CJC Senior Executive Team	-	25,242	25,242
4	Contingency	30,000	22,652	(7,348)
83,277	***Management & Overheads Sub-total***	***192,662***	***223,824***	***31,162***
83,277	***Total Annual Expenditure***	***255,662***	***363,141***	***107,479***
1.1. Funded By				
(103,540)	SEW CJC Constituent Las	(255,123)	(255,123)	-
(207)	Bannau Brycheiniog NPA	(539)	(539)	-
-	Welsh Government Grant – RTP		(125,000)	(125,000)
(103,747)	***Total Funded By***	***(255,662)***	***(380,662)***	***(125,000)***
(20,470)	***Net (Underspend)/Overspend***	***-***	***(17,521)***	***(17,521)***

New Functions (+£75,000)

11. The CJC has undertaken a range of preparatory work (assessment of the emerging Welsh Government (WG) guidance, meetings with WG and Constituent Councils etc.) on both the Strategic Development Plan (SDP) and the Regional Transport Plan (RTP). The RTP Implementation Plan was submitted to Welsh Government in-line with the 31 October 2023 deadline and the SDP Delivery Agreement is being progressed with a view to being submitted during 2024/25. These costs amounted to £125,000 and will be fully met from the Welsh Government RTP grant funding made available to the CJC in 2023/24.

12. For this reason the £50,000 budget approved by the CJC for the RTP (£25,000) and the SDP (£25,000) have not been utilised in 2023/24 and form part of the net underspend that will be available to utilise in future years. This can be made accessible via the CJC's General Fund Reserve.

Governance & Sub-Committees (-£8,000)

13. During the first part of the year, the CJC approved a number of recommendations in respect of the arrangements for the CJC's Governance & Audit Sub-Committee and its Standards Sub-Committee. The budget included the agency recruitment costs associated with the appointment of the Governance & Audit Sub-Committee's lay members, including the Chair and Vice-Chair. In addition, the budget included an assumption that a minimum of one meeting would be held during 2023/24.

14. As reported at Month 09, recruitment agencies will not used for the appointment process for lay members and formal meetings will not be held until 2024/25. Therefore, this element of the budget was fully underspent in 2023/24.

Corporate Duties (+£9,317)

15. The Governance Manager has progressed discussions with a range of government agencies to assess the proportionate requirements which the CJC will need to put in place in respect of a wide range of corporate duties. The exact requirements are still being worked through and will reflect the CJC's maturity and current operating parameters i.e. that it is at the 'Building the Foundations' phase of evolution.

16. The cost of Corporate Duties in 2023/24 amounted to the Governance Manager's time based on an average of 1 day per week from July 2023. This totals £14,317, resulting in an overspend of £9,317 against the approved budget of £5,000.

Management & Overheads (+£31,162)

17. The 3 key Service Level Agreements agreed with Cardiff Capital Region (CCR), Cardiff Council (CCC) and Rhondda Cynon Taf (RCT), amount to £140,662 and represent over 73% of the total Management, Support & Overhead budget for 2023/24.

18. The final spend against these three budgets amounted to £152,922 and reflects the significant ramp up in activity under the CCR SLA during the transition year.

19. The remaining budgets consist of CJC Insurances (including broker fees), Audit fees and Contingency budget, which amount to £52,000. The final spend against these budget heads amount to £45,660, resulting in an underspend of £6,340. The costs of the CJC's communications and stakeholder management arrangements (£15,000) were set against the approved Contingency budget.

20. Finally, the CJC incurred direct payroll costs in respect of appointment of the of its Interim s151 Officer from February 2024 amounting to £11,578 and its

Chief Executive from March 2024 £13,664. This resulted a net overspend of £31,162 against the overall Management & Overhead budget.

Funding (-£125,000)

21. To assist with the CJC's cashflow requirements, funding due from the Constituent Councils (£255,123) and the BBNPA (£539) was invoiced in the early part of the financial year. These sums have been received in full and released to the CJC's revenue account to meet the expenditure incurred during 2023/24.

22. As outlined above, Welsh Government have approved grant funding of £125,000 to support eligible Regional Transport Plan costs incurred from the 1 April 2023. This grant has been fully accounted for within the CJC's 2023/24 accounts.

23. Finally, this report details that the budgeted amount of income was received in 2023/24, however, expenditure amounted £363,141 resulting in a net underspend of £17,521 for the year. In-line with the practice adopted in the previous year, it is recommended that CJC approves that the underspend is transferred to the CJC General Reserve. If approved, the Reserve balance will stand at £41,484 as set out in Table 2. below.

Table 2: SEW CJC General Reserves held as at 31 March 2024

	Opening Balance £s	Change £s	**Closing Balance £s**
CJC General Budget Reserve	(15,812)	(11,681)	**(27,493)**
CJC SDP Budget Reserve	(7,851)	(5,840)	**(13,691)**
	(23,663)	(17,521)	**(41,484)**

Annual Return

24. 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.

25. The CJC's Unaudited Annual Return for 2023/24 is attached at Appendix 1 and follows a standardised format, which includes the following sections:

- Section 1: Accounting Statements details the CJC's financial information in respect of 2023/24, as well as the previous year's figures for comparison.

- 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.

- Section 3: Additional Disclosure Notes which includes information to assist the reader to understand the Accounting Statements and/or the Annual Governance Statement.

- Section 4: Committee Approval and Certification, the Responsible Financial Officer (RFO), which in this case is the CJC's Interim s151 Officer who has signed the Annual Return prior to the committee meeting. Following approval by the CJC, its Chair will be authorised to certify the annual return on behalf of the CJC.

- Section 5: Annual Internal Audit Report. The CJC's Internal Auditors (RCT) have independently reviewed and signed off Section 5 of the Return. No amendments were highlighted as a result of the audit. The internal audit report concluded that there was 'Substantial Assurance' and that:

  "*A sound system of governance, risk management and control exists with internal controls operating effectively and being consistently applied to support the achievement of objectives in the area audited."*

<u>Next Steps</u>

26. Subject to the CJC's approval, that Chair is authorised to sign Section 4 of the Return ahead of the 30 June 2024 statutory deadline. Once completed, this will allow the remaining steps to be progressed, which are summarised below:

- 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;

- 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;

- to support the work of Audit Wales during their external audit of the Annual Return;

- for the findings of the external audit (if material) 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 November 2024; and

- to publish the audited Annual Return on the CJC's website following its approval no later than 30 November 2024.

Comments of the s.151 Officer

27. This report provides the CJC with details of the final budget out-turn position in respect of the 2023/24 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 2023/24, as required by the South East Wales CJC Regulations.

28. Table 1 details that full value of approved CJC Contributions that were due in 2023/24 were received in full, resulting in a net underspend position of £17,521. Subject to the CJC's approval, the underspend will be transferred to a General Reserve and is available to support future CJC budgetary requirements.

29. The net underspend has been split between the General Budget and the SDP Budget elements based on the 2/3rd (£11,681) and 1/3rd (£5,840) basis agreed by the CJC as part of the budget setting process. Table 2 sets out that the proposed CJC General Reserve balance carried forward totals £41,184.

30. Should 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.

Comments of the Monitoring Officer

31. The Public Audit (Wales) Act 2004 (Amendment) (Local Government Bodies in Wales) Order 2021 amended the list of local government bodies in Wales in section 12(1) of the Public Audit (Wales) Act 2004 to include CJCs.

32. The Accounts and Audit (Wales) (Amendment) Regulations 2021 amended the Accounts and Audit (Wales) Regulations 2014 made under section 39 of

the Public Audit (Wales) Act 2004. The amendment regulations provide that CJCs are subject to the provisions of the 2014 Regulations where relevant.

33. Part 5 of the 2014 Regulations make requirements for the published accounts and audit of 'smaller relevant bodies', including the CJC.

34. Before approval of the accounting statements for submission to the auditor, the responsible financial officer of the CJC must sign and date the statement of accounts and certify that it presents a true and fair view of the financial position of the CJC at the end of the year to which it relates and of the CJC's income and expenditure for that year.

35. The CJC must, no later than 30 June immediately following the end of a financial year:

(a) consider the accounting statements by the members meeting as a whole;

(b) following that consideration, approve the accounting statements for submission to the auditor by a resolution of the body; and

(c) following approval, ensure that the accounting statements are signed and dated by the person presiding at the meeting at which that approval was given.

Staffing Implications

36. There are no direct staffing implications arising from this report.

Equality, Human Rights and Community Cohesion

37. No adverse equalities implications have been identified.

Well-being of Future Generations

38. Regard has been had to the well-being duty arising under the Well-Being of Future Generations (Wales) Act 2015.

Welsh Language Implications

39. None.

Background Papers

None.

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Meeting Date: 3 June 2024

Appendices

Appendix 1 Unaudited Annual Return 2023/24

Accounting statements 2023-24 for:

Name of Committee: SOUTH EAST WALES CORPORATE JOINT COMMITTEE

	Year ending		Notes and guidance
	31 March 2023 (£)	31 March 2024 (£)	**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	3,194	23,663	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	103,747	380,662	Total amount of income received/receivable in the year from 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	25,242	Total expenditure or payments made to and on behalf of all employees. Include salaries and wages, taxable allowances, PAYE and NI (employees and employers), pension contributions and termination costs. Exclude reimbursement of out-of-pocket expenses.
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	83,278	337,899	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	23,663	41,184	Total balances and reserves at the end of the year. Must equal (1+2+3) – (4+5+6).
Statement of balances			
8. (+) Debtors	16,292	151,423.	**Income and expenditure accounts only:** Enter the value of debts owed to the Committee at the year-end.
9. (+) Total cash and investments	15,464	200,966.	**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	8,093	311,205.	**Income and expenditure accounts only:** Enter the value of monies owed by the Committee (except borrowing) at the year-end.
11. (=) Balances carried forward	23,663	41,184.	**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 2024, that:

	Agreed?		'YES' means that the Committee:	PG Ref
	Yes	No*		
1. We have put in place arrangements for: • effective financial management during the year; and • the preparation and approval of the accounting statements.	√		Properly sets its budget and manages its money and prepares and approves its accounting statements as prescribed by law.	6, 12
2. We have maintained an adequate system of internal control, including measures designed to prevent and detect fraud and corruption, and reviewed its effectiveness.	√		Made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.	6, 7
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.	√		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
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.	√		Has given all persons interested the opportunity to inspect the committee's accounts as set out in the notice of audit.	6, 23
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.	√		Considered the financial and other risks it faces in the operation of the Committee and has dealt with them properly.	6, 9
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.	√		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 Committee.	6, 8
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.	√		Disclosed everything it should have about its business during the year including events taking place after the year-end if relevant.	6
8. We have taken appropriate action on all matters raised in previous reports from internal and external audit.	√		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 statement and/or the Annual Governance Statement
1.
2.
3.

* Include here any additional disclosures the Committee considers necessary to aid the reader's understanding of the accounting statement 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.

Certification by the RFO	Approval by the Committee
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 2024.	I confirm that these accounting statements and Annual Governance Statement were approved by the Committee under minute reference:
	Minute ref:

RFO signature:	**Chair signature:**
Name: Christopher Bradshaw	**Name:**
Date: 23/05/2024	**Date:**

Annual internal audit report to:

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

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 2024.

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 the Committee)
	Yes	**No***	**N/A**	**Not covered****	
1. Appropriate books of account have been properly kept throughout the year.	√				These are maintained via a combination of a central function by Rhondda Cynon Taf's Accountancy staff/departments and information held by Finance staff under a SLA with CCR in 2023/24.
2. Financial regulations have been met, payments were supported by invoices, expenditure was approved and VAT was appropriately accounted for.	√				Invoices/receipts for expenditure agreed and were supported by an adequate audit trail from underlying records, and where appropriate, debtors were properly recorded. CJCs were granted section 33 VAT status on the 9th February 2023 and therefore, transactions incurred fully after that date have been included Net of VAT.
3. The Committee assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	√				These are undertaken with regular meetings, information and reports presented to Joint Committee. CJC Risks have been clearly captured in the various updates/reports presented to Members.
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.	√				These are maintained via a combination of a central function by Rhondda Cynon Taf's Accountancy staff/departments and information held by Finance staff under a SLA with CCR in 2023/24.
5. Expected income was fully received, based on correct prices, properly recorded and promptly banked, and VAT was appropriately accounted for.	√				Income was supported by an adequate electronic audit trail. Debtors amounted to £151,243 at year end. CJCs were granted section 33 VAT status on the 9th February 2023. Transactions

	Agreed?				Outline of work undertaken as part of the internal audit (NB not required if detailed internal audit report presented to the Committee)
	Yes	No*	N/A	Not covered**	
					incurred fully after that date have been included Net of VAT.
6. Petty cash payments were properly supported by receipts, expenditure was approved and VAT appropriately accounted for.	√				No petty cash account operating at the time of review.
7. Salaries to employees and allowances to members were paid in accordance with minuted approvals, and PAYE and NI requirements were properly applied.	√				Salaries paid to employees were processed by Rhondda Cynon Taf's payroll department. The CJC only had two members of staff during the year with payroll transactions being actioned in February (first staff member) and March (first and second staff members) 2024.
8. Asset and investment registers were complete, accurate, and properly maintained.			√		SEW CJC does not hold any assets or investments at time of review.

	Agreed?				Outline of work undertaken as part of the internal audit (NB not required if detailed internal audit report presented to Committee)
	Yes	No*	N/A	Not covered**	
9. Periodic and year-end bank account reconciliations were properly carried out.	√				These are maintained via a combination of a central function by Rhondda Cynon Taf's Accountancy staff/departments and information held by Finance staff under a SLA with CCR in 2023/24. Evidence was presented and checked confirming reconciliations were carried out appropriately. The CJC has its own bank account. This is operated under the existing arrangements which RCT has in place with Barclays.
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.	√				These are maintained via a combination of a central function by Rhondda Cynon Taf's Accountancy staff/departments and information held by Finance staff under a SLA with CCR in 2023/24. Receipts and payments/income and expenditure, agreed and were supported by an adequate audit trail from underlying records, and where appropriate, debtors and creditors were properly recorded.

For any risk areas identified by the 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 Committee)
	Yes	No*	N/A	Not covered**	
11.			√		
12.			√		
13.			√		

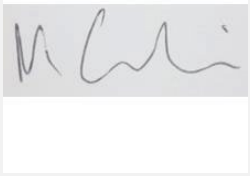
* If the response is 'no', please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

** 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 Committee (including preparation of the accounts) or as a member of the Committee during the financial years 2022-23 and 2023-24. I also confirm that there are no conflicts of interest surrounding my appointment.

Name of person who carried out the internal audit: Marc Crumbie
Signature of person who carried out the internal audit: 
Date: 23rd May 2024

South East Wales Corporate Joint Committee

Cyd-bwyllgor corfforaethol De-Dwyrain Cymru

Report for:	ACTION
Contains Confidential or Exempt Information	NO

For Consideration By	South East Wales Corporate Joint Committee
Report Title	Appointment of Interim Section 151 Officer
Report of	Kellie Beirne, Chief Executive Officer
Contact Details	Kellie.Beirne@cardiffcapitalregion.gov.uk
Date to be Considered	3 June 2024
Implementation Date	With immediate effect
Affected Council Areas	All
Keywords / Index	Appointment; Section 151; Chief Finance Officer

Report Summary

1. To seek approval for the appointment of the Sout East Wales Corporate Joint Committee's Interim Section 151 Officer, with effect from the 3 June 2024 to the date upon which the appointed Strategic Director Resources takes up his role, expected to be 15 July 2024.

Recommendations

2. The Corporate Joint Committee is asked to:

   2.1. Note that Christopher Bradshaw is to step down as Interim Section 151 Officer for the SEWCJC with effect from the 3 June 2024;

   2.2. Appoint Hrjinder Singh as the South East Wales Corporate Joint Committee's Interim Chief Finance Officer pursuant to Section 151 of the Local Government Act 1972, with effect from the 3 June 2024 until such time as the appointed Strategic Director of Resources and permanent Section 151 Officer, Liam Hull takes up his post, expected to be 15 July 2024.

Reasons for Recommendations and Options Considered

3. At its meeting of the 29 January 2024, the South East Wales Corporate Joint Committee (CJC) approved the appointment of Christopher Bradshaw as the Interim Section 151 (s151) Officer and Hrjinder Singh as the Interim Deputy

s151 Officer. These interim arrangements were put in place whilst the formal recruitment process for the Strategic Director Resources was carried out.

4. The remit of Strategic Director Resources includes the statutory s151 Officer role as well as oversight of all accounting and medium-term financial planning, ICT, Governance and Audit Sub-Committee, HR, service level agreements, business management, assets and emergency planning.

5. At its meeting of the 7 May 2024 the CJC ratified the appointment of Liam Hull as the Strategic Director Resources, and it is expected that the postholder will commence his duties on the 15 July 2024.

6. Christopher Bradshaw was the former Chief Executive of Rhondda Cynon Taf County Borough Council having retired in November 2022. To support the CJC to fulfil the Cardiff Capital Region's adopted policy position of 'Lift and Shift', Christopher Bradshaw agreed to undertake the temporary role of Interim s151 Officer on a part-time basis during the CJC's critical transition phase. In order to provide Mr Bradshaw with appropriate support, and the CJC with continuity and resilience, the Head of Finance, Risk & Assurance (Hrjinder Singh) was appointed as the Interim Deputy s151 Officer.

7. As the critical phase of the transition is now complete, the Interim s151 Officer wishes to step down from his duties following the CJC's Annual Meeting on the 3 June 2024. It is therefore proposed that Hrjinder Singh be appointed as the Interim s151 Officer from this date, until the appointed Strategic Director Resources takes up his role, expected to be 15 July 2024.

8. Section 151 of the Local Government Act 1972 requires the role of s151 Officer to be undertaken by an individual with a recognised relevant professional accountancy qualification and a current membership of a relevant professional body.

9. Hrjinder Singh has been an accountant member of the Chartered Institute of Public Finance and Accountancy (CIPFA) since 2001 and therefore possesses the relevant professional qualifications and membership of an accredited professional body. Prior to his appointment as CCR's Head of Finance, Risk & Assurance in 2019, Mr Singh held a number of senior roles within Cardiff Council's accountancy section and has over 31 years of experience in local government finance.

Corporate Policies and Priorities

10. Both the CJC's Annual Business Plan and Annual Budget for 2024/25, which were set and agreed by CJC in January 2024, established the clear objective to recruit a Senior Executive Team in 2024/25 to fill long-term leadership gaps and provide for the resources required for effective leadership. Whilst also a legal requirement of CJC Regulations to recruit statutory officers, the independent work commissioned on a Target Operating Model approved by the CJC in September 2023, provided the backdrop and business case for the structure, which was further considered and approved by the CJC in December 2023.

Comments of the Section 151 Officer

11. The costs associated with these short-term temporary arrangements are expected to be minimal and can be fully met from within the South East Wales Corporate Joint Committee's approved 2024/25 Revenue Budget.

12. The budget report sets out in detail the proposed Senior Executive Team arrangements and costs, along with details (and costs) of the interim arrangements that would operate until the postholders commenced their duties. This report proposes a small change to the extant interim arrangements and are expected to cover a period of circa 6 weeks.

Comments of the Monitoring Officer

13. Section 151 of the Local Government Act 1972 (as amended by Regulation 5 of the Corporate Joint Committees (General) (No. 2) (Wales) Regulations 2021) places a duty on the CJC to appoint a suitably qualified officer responsible for the proper administration of its financial affairs.

Staffing Implications

14. As set out in this report, it is necessary to ensure continuation of the Interim s151 Officer arrangements until such time as the appointed Section 151 Officer (Liam Hull) takes up his post, expected to be 15 July 2024.

Equality, Diversity and Inclusion

15. The Committee must, in the exercise of its functions, have due regard to the Public Sector Equality Duty arising under s.149 of the Equality Act 2010, and the need to: (1) eliminate discrimination, harassment, victimisation and any other conduct that is prohibited under the Act; (2) advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not; and (3) foster good relations between persons who share a relevant protected characteristic and persons who do not.

16. The characteristics protected under the Act are: age; disability; gender reassignment; marriage and civil partnership; pregnancy and maternity; race; religion or belief; sex; and sexual orientation.

17. There are no specific equalities implications arising from this report.

Sustainability and Climate Considerations

18. There are no sustainability and/or climate change implications associated with this report.

Risk Management

19. The need to ensure continuity of the Interim s151 Officer role is critical to managing risks around:

- Supporting gaps in leadership capacity and resources and ensuring the officer team is suitably skilled to lead the on and off-payroll 'workforce' and establish critical fitness for the future.
- The requirement in the CJC Regulations for appointment of statutory officers.
- Supporting the CJC's Senior Executive Team to meet the contractual obligations of the City Deal and Investment Zone programmes.
- Supporting the statutory requirements of CJC Regulations in respect of economic wellbeing, strategic planning and regional transport and a range of legal corporate duties.

Consultation

20. The necessary consultation with HR and other relevant officers has taken place.

Welsh Language Implications

21. In accordance with the Welsh Language Standards (No.1) Regulations 2015, and the CJC's statutory obligations, consideration has been given to the impact the recommendations made in this report may have on opportunities for people to use and promote the Welsh Language, whether the proposals treat the Welsh Language more or less favourably than the English Language, and opportunities for increasing the positive effects, or decreasing the negative effects, of the proposals on the Welsh Language.

22. No negative impacts were identified which would prevent approval being sought to implement the recommendations of this report.

Well-being of Future Generations

23. In developing the Recommendations of this report, regard has been had to the well-being duty arising under the to the Well-Being of Future Generations (Wales) Act 2015 ('the Act').

Background Papers

Reports to CJC:

- 29 January 2024 – Appointment of Interim Section 151 Officer
- 7 May 2024 – Ratification of Appointment of Senior Executive Posts

Report Author: Kellie Beirne, Chief Executive

Meeting Date: 3 June 2024

Cardiff Capital Region City Deal – Audit Plan 2023

Audit year: 2022-23

Date issued: January 2024

Document reference: 398AA2024

This document has been prepared as part of work performed in accordance with statutory functions. Further information can be found in our Statement of Responsibilities.

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We welcome correspondence and telephone calls in Welsh and English. Corresponding in Welsh will not lead to delay. Rydym yn croesawu gohebiaeth a galwadau ffôn yn Gymraeg a Saesneg. Ni fydd gohebu yn Gymraeg yn arwain at oedi.

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I have now largely completed my planning work.

This Detailed Audit Plan specifies my statutory responsibilities as your external auditor and to fulfil my obligations under the Code of Audit Practice.

It sets out the work my team intends undertaking to address the audit risks identified and other key areas of focus during 2023.

It also sets out my estimated audit fee, details of my audit team and key dates for delivering my audit team's activities and planned outputs.

Adrian Crompton
Auditor General for Wales

My audit responsibilities

I complete work each year to meet the following duties:

- I audit the Cardiff Capital Region City Deal Joint Committee's (Joint Committee) financial statements to make sure that public money is being properly accounted for.
- The Joint Committee has to put in place arrangements to get value for money for the resources it uses, and I have to be satisfied that it has done this.

Audit of financial statements

I am required to issue a certificate and report on your financial statements which includes an opinion on their 'truth and fairness' and an assessment as to whether the Narrative Report and Annual Governance Statement is prepared in line with the CIPFA Code and relevant guidance and is consistent with your financial statements and my knowledge of the Joint Committee.

In addition to my responsibilities for auditing the Joint Committee's financial statements, I also have responsibility for responding to questions and objections about the accounts from local electors (additional fees will be charged for this work, if necessary).

I do not seek to obtain absolute assurance on the truth and fairness of the financial statements and related notes but adopt a concept of materiality. My aim is to identify material misstatements, that is, those that might result in a reader of the accounts being misled. The levels at which I judge such misstatements to be material is set out later in this plan.

I will also report by exception on a number of matters which are set out in more detail in our Statement of Responsibilities.

There have been no limitations imposed on me in planning the scope of this audit.

Performance audit work

I carry out performance audit work to discharge my duties[1] as Auditor General in relation to value for money.

The majority of my performance audit work is conducted using INTOSAI auditing standards. The International Organisation of Supreme Audit Institutions is a global umbrella organisation for the performance audit community. It is a non-governmental organisation with special consultative status with the Economic and Social Council (ECOSOC) of the United Nations.

[1] When we undertake audit work under our statutory powers and duties we may collect information from public bodies that contains some personal data. Our general audit fair processing notice, explains what we do with personal data, and how you can contact our Data Protection Officer.

My financial statements audit will concentrate on your risks and other areas of focus

My audit planning has identified the following risks:

Significant financial statement risk

- Management over-ride
- Valuation of financial instruments

Other areas of audit focus

- New project developments
- Group accounting
- Accounts preparation

My performance audit will include:

- Watching brief as the Cardiff Capital Region City Deal transitions to the South East Wales Corporate Joint Committee.

Group

We will also perform an audit of the Joint Committee Group (incorporating the audit of Compound Semi-Conductor Foundry Ltd and CCR Energy Ltd).

Materiality £1.63 million

Joint Committee and Group

My aim is to identify and correct material misstatements, that is, those that might other cause the user of the accounts into being misled.

Materiality (Joint Committee) = £1.21 million
Materiality (Group) = £1.64 million

Materiality is calculated using:

- 2022-23 gross assets of £121 million (Joint Committee) and £163 million (Group)
- Materiality percentage of 1%

I report to those charged with governance any misstatements above a trivial level (set at 5% of materiality).

Areas of specific interest

There are some areas of the accounts that may be of more importance to the user of the accounts and we have set a lower materiality level for these:

- Senior officers remuneration £1,000
- Related party disclosures £10,000

Significant risks are identified risks of material misstatement for which the assessment of inherent risk is close to the upper end of the spectrum of inherent risk or those which are to be treated as a significant risk in accordance with the requirements of other ISAs. The ISAs require us to focus more attention on these significant risks.

Exhibit 1: significant financial statement risks

Significant risk	Our planned response
Management Override The risk of management override of controls is present in all entities. Due to the unpredictable way in which such override could occur, it is viewed as a significant risk [ISA 240.32-33].	The audit team will: • test the appropriateness of journal entries and other adjustments made in preparing the financial statements; • review accounting estimates for bias; and • evaluate the rationale for any significant transactions outside the normal course of business.
Valuation of Financial Instruments The Joint Committee holds significant sums in financial instruments in the form of loans and equities. Given the specialist nature of valuing such financial instruments, a management expert is commissioned by the Joint Committee to provide a value on these assets. Given the material nature of these assets and the inherent complex nature of valuing them, this represents a significant audit risk.	We will • evaluate the competence, expertise and objectivity of the management expert carrying out the financial instrument valuations; • review the work of the management expert responsible for providing the financial instrument valuations; • consider management's review of the valuations provided, to confirm they have robustly considered and challenged the basis of any assumptions and methods employed by the management expert; • review the Financial Instrument accounting policy and accounting entries to ensure they correctly reflect the expert advice given and are in accordance with the CIPFA code.

I set out other identified risks of material misstatement which, whilst not determined to be significant risks as above, I would like to bring to your attention.

Exhibit 2: other areas of focus

Audit risk	Our planned response
New project developments A wide range of projects have been approved by the Joint Committee or commenced during the year. Many of the projects involve material levels of expenditure but the varying nature of the projects continues to mean that the way they are accounted for is likely to be significantly different and often complex. There is a risk that the projects are not properly accounted for in the financial statements.	We will review the nature of the projects, the proposed accounting treatment and disclosures within the draft financial statements to ensure that these are appropriate.
Group accounting CCR Energy Ltd is being consolidated into the Financial Statements for the first time this year. The consolidation process will involve converting their accounts to CIPFA Code. The Innovation Investment Fund was established in 2022 and has been structured as a Limited Partnership. This is also being consolidated into the accounts for the first time.	We will review the conversion of the company accounts to CIPFA Code compliant basis. We will review the adjustments made to consolidate the Company and the Limited Partnership into the CCRCD financial statements.
Accounts preparation We have identified the following risks associated with the accounts preparation process which together heighten the risk of error: - the accounts production is heavily reliant on excel spreadsheets. We have reported material errors in the past that have arisen from errors in linked spreadsheets; and - the accounts closedown process is not formally documented into	We will consider the quality assurance arrangements and review management's consideration of the expert advice sought to support the preparation of the accounts.

procedural steps and there is no written closedown plan. - The process is heavily reliant on one individual with limited opportunity for separation of duty or peer review.		

I set out below key dates for delivery of my accounts audit work and planned outputs.

Exhibit 3: key dates for delivery of planned outputs

Planned output	Work undertaken	Report finalised
2023 Audit Plan	October – November 2023	January 2024
Audit of financial statements work: • Audit of Financial Statements Report • Opinion on the Financial Statements	November – January 2024	March 2024

Statutory audit functions

In addition to the audit of the accounts, I have statutory responsibilities to receive questions and objections to the accounts from local electors. These responsibilities are set out in the Public Audit (Wales) Act 2004:

- Section 30 Inspection of documents and questions at audit; and
- Section 31 Right to make objections at audit.

As this work is reactive, I have made no allowance in the fee table below. If I do receive questions or objections, I will discuss potential audit fees at the time.

In January 2023 I published the fee scheme for the 2023-24 year as approved by the Senedd Finance Committee. My fee rates for 2023-24 have increased by 4.8% for inflationary pressures. In addition, my financial audit fee has a further increase of 10.2% for the impact of the revised auditing standard ISA 315 on my financial audit approach. More details of the revised auditing standard and what it means for the audit I undertake is set out in **Appendix 1**.

I estimate your total audit fee will be £69,223.

Exhibit 5: audit fee

This table sets out the proposed audit fee for 2023, by area of audit work, alongside the estimated/actual audit fee for last year.

Audit area	Proposed fee (£)[2]	Estimated/Actual fee last year (£)
Audit of accounts[3]	48,657	42,043
Performance audit work[4]	20,566	9,290
Total fee	69,223	51,333

Planning will be ongoing, and changes to my programme of audit work, and therefore my fee, may be required if any key new risks emerge. I shall make no changes without first discussing them with the Joint Committee.

Our financial audit fee is based on the following assumptions:

- The agreed audit deliverables sets out the expected working paper requirements to support the financial statements and includes timescales and responsibilities.
- No matters of significance, other than as summarised in this plan, are identified during the audit.

The main members of my team, together with their contact details, are summarised in **Exhibit 6**.

[2] Notes: The fees shown in this document are exclusive of VAT, which is not charged to you.

[3] Payable November 2022 to October 2023.

[4] Payable April 2023 to March 2024.

Exhibit 6: my local audit team

Name	Role	E-mail address
Richard Harries	Engagement Director/Audit Director (Financial Audit)	richard.harries@audit.wales
Gary Emery	Engagement Director/Audit Director (Performance Audit)	gary.emery@audit.wales
Julie Rees	Audit Manager (Financial Audit)	julie.rees@audit.wales
Colin Davies	Audit Manager (Performance Audit)	Colin.davies@audit.wales
Jon Martin	Audit Lead (Financial Audit)	Jon.martin@audit.wales
Ian Phillips	Audit Lead (Performance Audit)	ian.phillips@audit.wales

I can confirm that my team members are all independent of the Joint Committee and your officers.

Our commitment to audit quality in Audit Wales is absolute. We believe that audit quality is about getting things right first time.

We use a three lines of assurance model to demonstrate how we achieve this. We have established an Audit Quality Committee to co-ordinate and oversee those arrangements. We subject our work to independent scrutiny by QAD* and our Chair, acts as a link to our Board on audit quality. For more information see our Audit Quality Report 2022.

The key changes to ISA315 and the potential impact on your organisation

Key change	Potential impact on your organisation
More detailed and extensive risk identification and assessment procedures	Your finance team and others in your organisation may receive a greater number of enquiries from our audit teams at the planning stage of the audit. Requests for information may include: • information on your organisation's business model and how it integrates the use of information technology (IT); • information about your organisation's risk assessment process and how your organisation monitors the system of internal control; • more detailed information on how transactions are initiated, recorded, processed, and reported. This may include access to supporting documentation such as policy and procedure manuals; and • more detailed discussions with your organisation to support the audit team's assessment of inherent risk.
Obtaining an enhanced understanding of your organisation's environment, particularly in relation to IT	Your organisation may receive more enquiries to assist the audit team in understanding the IT environment. This may include information on: • IT applications relevant to financial reporting; • the supporting IT infrastructure (e.g. the network, databases); • IT processes (e.g. managing program changes, IT operations); and • the IT personnel involved in the IT processes. Audit teams may need to test the general IT controls and this may require obtaining more detailed audit evidence on the operation of IT controls within your organisation. On some audits, our audit teams may involve IT audit specialists to assist with their work. Our IT auditors may need to engage with members of your IT team who have not previously been involved in the audit process.

Key change	Potential impact on your organisation
Enhanced requirements relating to exercising professional scepticism	Our audit teams may make additional inquiries if they identify information which appears to contradict what they have already learned in the audit.
Risk assessments are scalable depending on the nature and complexity of the audited body	The audit team's expectations regarding the formality of your organisation's policies, procedures, processes, and systems will depend on the complexity of your organisation.
Audit teams may make greater use of technology in the performance of their audit	Our audit teams may make use of automated tools and techniques such as data analytics when performing their audit. Our teams may request different information or information in a different format from previous audits so that they can perform their audit procedures.

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We welcome correspondence and telephone calls in Welsh and English.
Rydym yn croesawu gohebiaeth a galwadau ffôn yn Gymraeg a Saesneg.