



***SOUTH WEST WALES CORPORATE JOINT  
COMMITTEE***

***10.00 AM TUESDAY, 6 JUNE 2023***

***VIA MICROSOFT TEAMS***

**All mobile telephones to be switched to silent for the duration of the meeting**

**Webcasting/Hybrid Meetings:**

This meeting will be recorded for broadcast via the Council's Internet Site. By participating you are consenting to being filmed and the possible use of those images and sound recordings for training purposes.

1. Appointment of Chair and Vice Chair for South West Wales Corporate Joint Committee (*Pages 3 - 6*)
2. Welcome and Chairs Announcements
3. Declarations of Interests
4. Minutes of Previous Meeting (*Pages 7 - 20*)
  - 24 January 2023
  - 30 March 2023
5. Forward Work Programme (*Pages 21 - 24*)
6. Reconstitution of the South West Wales Corporate Joint Committee (*Pages 25 - 34*)
7. Granting of Co-opted Member Status to the Chair of Regional Learning and Skills Partnership (*Pages 35 - 38*)

8. Investment Zone Policy Offer (*Pages 39 - 46*)
9. Forecast Outturn and Pre-Audit Annual Return 2022/23  
(*Pages 47 - 56*)
10. Urgent Items  
Any urgent items at the discretion of the Chairperson pursuant to Section 100BA(6)(b) of the Local Government Act 1972 (as amended).

**K.Jones**  
**Chief Executive**

**Civic Centre**  
**Port Talbot**

**Tuesday, 30 May 2023**

**Committee Membership:**

**Chairperson:**       **Councillor R.Stewart**

**Vice**  
**Chairperson:**       Councillor D.Price

**Councillors:**       D.Simpson and S.K.Hunt

**National Park**  
**Representatives:** A.Edwards and T.Jones

**Co-Opted**  
**Members:**           M.Battle, P.Boyle, M.Hughes and E.Woollett

## **SOUTH WEST WALES CORPORATE JOINT COMMITTEE**

### **Report of the Monitoring Officer**

**6<sup>th</sup> June 2023**

**Report Title: Appointment of Chair and Vice Chair for South West Wales Corporate Joint Committee**

<b>Purpose of Report</b>	To appoint a Chair and Vice Chair of the South West Wales Corporate Joint Committee
<b>Recommendation</b>	That members of the South West Wales Corporate Joint Committee appoint a Chair and Vice Chair of the South West Wales Corporate Joint Committee to be in office until the date of the next annual meeting.
<b>Report Author</b>	Craig Griffiths
<b>Finance Officer</b>	N/A
<b>Legal Officer</b>	Craig Griffiths

#### **Background:**

1. The meetings of the South West Wales Corporate Joint Committee (“CJC”) must be chaired by the chair appointed by the members of the CJC, or if the chair is absent, the vice-chair.
2. At the first meeting of the CJC the appointment of a chairperson and vice-chairperson is to be the first business transacted, and the council member for Carmarthenshire County Council must chair the meeting until the chairperson is appointed (and the chairperson is to chair the remainder of the meeting).
3. At each annual general meeting of the CJC the continuing appointment of the chair and vice-chair must be confirmed, or a new chair, vice-chair, or both must be appointed.
4. The chair and vice-chair must be appointed from among the members of the CJC from the constituent councils – for the avoidance of doubt the

National Park Authorities shall not be entitled to be voted in as chair or vice-chair.

5. The chair and vice-chair must be appointed or confirmed by the CJC members and any other members entitled to vote on the matter.
6. A person appointed as chair or vice-chair may at any time resign that office by notice in writing given to the other members.
7. If a vacancy arises in the office of chair or vice-chair, an appointment to fill the vacancy must be made at the first meeting of the CJC held after the vacancy has arisen.
8. If the office of chair is vacant, the vice-chair may carry out the functions of chair until the vacancy is filled.
9. Where the offices of both chair and vice-chair are simultaneously vacant, a meeting of the CJC must be chaired, until one of the vacancies is filled, by the council member for Carmarthenshire County Council.
10. Members should note that the Chair does not have a casting vote other than in respect of strategic planning.

#### **Financial Impacts:**

11. There are no financial impacts associated with this report

#### **Integrated Impact Assessment:**

12. The CJC is subject to the Equality Act (Public Sector Equality Duty and the socio-economic duty), the Well-being of Future Generations (Wales) Act 2015 and the Welsh Language (Wales) Measure, and must in the exercise of their functions, have due regard to the need to:
  - Eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by the Acts.
  - Advance equality of opportunity between people who share a protected characteristic and those who do not.
  - Foster good relations between people who share a protected characteristic and those who do not.
  - Deliver better outcomes for those people who experience socio-economic disadvantage
  - Consider opportunities for people to use the Welsh language
  - Treat the Welsh language no less favourably than English.

- Ensure that the needs of the present are met without compromising the ability of future generations to meet their own needs.

13. The Well-being of Future Generations (Wales) Act 2015 mandates that public bodies in Wales must carry out sustainable development. Sustainable development means the process of improving the economic, social, environmental and cultural well-being of Wales by taking action, in accordance with the sustainable development principle, aimed at achieving the 'well-being goals'.
14. There is no requirement for an Integrated Impact Assessment for this report as the setting up of the CJC is underpinned by legislation and that this report is to establish governance arrangements in accordance with legislation. This will be kept under review with any future reports considering whether impacts require consideration.

#### **Workforce Impacts:**

15. There are no workforce impacts associated with this report.

#### **Legal Impacts:**

16. Part 5 of the LGE Act provides for the establishment, through regulations, of CJCs and compliance will be had with this and other legislative obligations in the establishment of CJCs. In particular the South West Wales Corporate Joint Committee Regulations came into force on 1<sup>st</sup> April 2021 and set out an initial framework for example, that the CJC should be established and the timeframes for the discharging of specific functions.

#### **Risk Management Impacts:**

17. Without appointing an appropriate chairperson, meetings of the CJC would not be able to be held.

#### **Consultation:**

18. There is no requirement for public consultation in respect of this report.

#### **Reasons for Proposed Decision:**

19. To ensure appropriate governance arrangements are in place for the CJC

#### **Implementation of Decision:**

20. This decision is proposed for immediate implementation

**Appendices:**

21. None

**List of Background Papers:**

22. None

## South West Wales Corporate Joint Committee

(Via Microsoft Teams)

**Members Present:**

**24 January 2023**

**Chairperson:** Councillor D.Price

**Councillors:** D.Simpson, S.K.Hunt and D.Hopkins

**National Park  
Representatives:** A.Edwards and T.Jones

**Officers In  
Attendance:** M.Nicholls, W.Walters, W.Bramble, K.Jones,  
C.Griffiths, C.Moore, O.Enoch, C.O'Brien,  
C.Plowman, D.Griffiths, S.Jones, M.Holder and  
M.Wade

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### 1. **Welcome and Chairs Announcements**

The Chairperson welcomed everyone to the meeting.

### 2. **Declarations of Interests**

There were no Declarations of Interests received.

### 3. **Forward Work Programme**

The Forward Work Programme was noted.

### 4. **Internal Audit Charter**

The Committee were provided with a report relating to the governance arrangements that the Internal Audit Service will conform to for the South West Wales Corporate Joint Committee.

A discussion took place in regards to the importance of the Internal Audit Charter, as it strengthened the existing governance arrangements of the South West Wales Corporate Joint Committee; the Charter was compliant with the Public Sector Internal Audit Standards which were established in 2013.

It was highlighted that the mission of Internal Audit was to enhance and protect organisational value by providing risk-based and objective assurance, advice and insight, which was designed to add value and improve the organisations operations.

Furthermore, it was explained that the Internal Audit Charter outlined the specific responsibilities of the nominated Councils Internal Audit Service; which included specific responsibilities and rights of access to people and documents when they were required. It was mentioned that the expectations of how Internal Auditors will approach their work in terms of due professional care, integrity, independence and impartiality was also written into the Charter; as well as the expectations and responsibilities of the nominated Head of Internal Audit, from Pembrokeshire County Borough Council.

It was noted that the Charter will be periodically reviewed by the Head of Internal Audit (Pembrokeshire County Borough Council). In addition, it was confirmed that the Internal Audit Charter had been reported to the South West Wales Corporate Joint Committee - Governance and Audit Sub Committee; and should any revisions be required, it will be taken back to this Sub Committee.

**RESOLVED:**

That the Joint Committee consider and approve the draft Internal Audit Charter for the South West Wales Corporate Joint Committee.

5. **Updated Terms of Reference to Governance and Audit Sub Committee**

Members were provided with the updated Terms of Reference for the South West Wales Corporate Joint Committee - Governance and Audit Sub Committee.

It was explained that during the first meeting of the South West Wales Corporate Joint Committee - Governance and Audit Sub Committee, Members of the Committee asked whether their Terms of Reference could be structured in line with recent Chartered Institute of Public Finance and Accountancy (CIPFA) guidance on Audit Committees.

Officers stated that the circulated report contained details of the structural amendments to the Sub Committees Terms of Reference.

**RESOLVED:**



That Members agree the revised terms of reference to the Governance and Audit Sub Committee as set out in Appendix 1, of the circulated report.

6. **Local Government Pension Scheme (LGPS) Administrating Authority**

Officers provided a report detailing the chosen Local Government Pension Scheme (LGPS) administrating authority for the South West Wales Corporate Joint Committee; this was confirmed to be Carmarthenshire County Council.

It was explained that Officers were approached in December 2022 by Welsh Government, who were working with UK Government regarding UK legislation in relation to Corporate Joint Committees; each region had a short deadline to provide Welsh Government with their chosen Local Government Pension Scheme (LGPS) administrating authority. Members were informed that the reason for this request was in regards to Welsh Government wanting to build this into legislation, as part of the development of the Section 150 Order.

In determining the administrating authority for the South West Wales Corporate Joint Committee, Officers stated that they had focused on two options; Dyfed Pension Fund operated by Carmarthenshire County Council and City and County of Swansea Pension Fund operated by Swansea Council.

In regards to pension benefits for prospective Corporate Joint Committee employees, it was explained that both potential pension schemes were identical; as the benefits of the schemes were dictated by UK legislation.

It was noted that Carmarthenshire County Council provided the financial support to the Corporate Joint Committee, and was the administering authority for the Dyfed Pension Fund; the Section 151 Officer for Carmarthenshire County Council was also the Section 151 Officer for the Corporate Joint Committee and the Dyfed Pension Fund. In addition, the only employee of the Corporate Joint Committee currently, was employed through Carmarthenshire County Council; hence the conclusion to use the Dyfed Pension Fund.

The Committee was informed that the Section 151 Officer consulted with colleagues in Swansea Council, who were in support of using the Dyfed Pension Fund for the Corporate Joint Committee. It was added

that the circulated report, brought the Members of the Corporate Joint Committee up to date with the position of this matter.

## 7. **Freeport Update and Implications for the Regional Energy Plan**

Members received an update on the Freeport submission and how a successful Freeport bid aligns with the vision and priorities in both the Regional Energy Strategy and the Regional Economic Delivery Plan.

It was confirmed that since the last meeting of the South West Wales Corporate Joint Committee, a bid had been formally submitted to the two governments for a Freeport that would cover the port of Milford Haven and the port of Port Talbot.

Thanks were expressed to colleagues at Swansea Council and Carmarthenshire Council for the letters of support that they submitted to the two decision makers in the process.

Since the bid was submitted, Officers highlighted that they had been focusing their collective efforts on making sure that people were aware of the basis of the bid, and were pleased to announce that there were over 100 organisations that were now positively supporting the bid. It was mentioned that the decision on the bid was expected around early March 2023.

In the intervening period, Officers explained that they had been taking the opportunity around floating offshore wind and the renewable agenda in particular, in order to reach out to Trade Union colleagues to discuss the fair work commitments that had been written into the Freeport bid; meetings will also be taking place with universities and colleges across the region in the next couple weeks, to start to explore the opportunities around skills and training, and the whole innovation sector.

The Chief Executive suggested that the Corporate Joint Committee Members take part in a workshop to consider the following in relation to the Freeport bid:

- To discuss and understand what benefits the bid could provide
- To respond to points that colleagues had raised in terms of how to ensure that the whole region benefits from this bid
- To identify how the bid connects into the Corporate Joint Committees economic development and energy aspirations
- To highlight the potential opportunities of the bid across the rest of Wales and beyond

All Leaders in attendance were in supportive of a Freeport bid workshop taking place for the Members of the South West Wales Corporate Joint Committee.

It was suggested that a letter be written on behalf of the South West Wales Corporate Joint Committee, to indicate its support for the bid; colleagues in Communication Team would be able to collectively capture each Leaders voice when drafting the letter.

All Leaders in attendance were in support of a letter being produced to capture the South West Wales Corporate Joint Committees support of the Freeport bid.

#### 8. **Budget for Financial Year 2023/24**

The circulated report sought Members to agree and set the South West Wales Corporate Joint Committee budget for the financial year 2023/24.

It was explained that the South West Wales Corporate Joint Committee was responsible for setting its budget and agreeing the levy charge to constituent authorities; this had to be set and agreed prior to 31 January 2023.

In the last meeting of the South West Wales Corporate Joint Committee, which took place on 7 December 2022, Members were presented with a draft report on the budget for 2023/24; as well as giving early indication to the Corporate Joint Committee itself, it also allowed Officers to give indications to the constituent authorities, for their own budgeting purposes, particularly in terms of the levy charge. During the meeting, the Committee considered three options; taking into account the pressures and significant financial challenges that each Local Authority was facing.

- The first option was to agree to prioritise the work of the South West Wales Corporate Joint Committee and levy accordingly; which was budgeted at around £1.5million;
- Another option considered was to suspend all activities of the South West Wales Corporate Joint Committee; this would have brought legal challenge without approval from Welsh Government;
- The option that the Committee agreed on in draft, was to do minimum in 2023/24 and downsize the budget, with limited work being carried out in each of the work streams; this would

allow progress to be made on each of the four work streams, however at a much steady state.

It was explained that the circulated report built on the chosen option to do minimum, and realigned some of the budgets accordingly. Officers added that the proposed budget was in line with the budget that was set for the current year; this was set at around £575k, and the proposed budget for 2023/24 was set at around £617k. Members were informed that there were four clear work streams of the Corporate Joint Committee, and each had been allocated £20k; the report set out that £140k had also been set aside for planning and programme management, which would include work on the Corporate Plan, and identifying the various actions and measures that need to be developed through that.

Reference was made to the key actions, detailed in the circulated report, for the Sub Committees; the actions clearly set out some of the initial thoughts on the work that will need to be carried out.

It was concluded that the National Park Authorities would not receive a levy charge for the financial year 2023/24, as the value of £20k was not considered to be significant enough to implement a levy. In addition, it was noted that there was a requirement in the legislation, in respect of National Park Authorities, that a levy was only to be raised for their applicable area, which was strategic planning. Officers confirmed that this arrangement would be consistent with last year's budget, due to the limited activity in terms of the strategic planning development.

Members were made aware of a sum error on section 2.4 of the circulated report; the figure should read £140,000.

The Committee was informed that the budget was broken down into three key elements, the Section 151 Officer provided a brief overview of these elements:

- Joint Committee and Accountable Body committee – costs estimated of around £263k
- Sub Committees – costs estimated of around £220k
- Regional Management Office – costs estimated of around £134k

Following on from the above, it was highlighted that the total budget of 617k would be shared between the four Local Authorities; the

allocation was based on population size, which was the same process of allocation from last year's budget setting. It was mentioned that the Local Authority levy could be found in the circulated report.

Appendix B of the circulated report contained a summary of the key activities of the South West Wales Corporate Joint Committee, that Officers expected to progress based on the budget that was proposed for 2023/24; more detail of these activities would be included in the Corporate Plan, including timescales and outcomes.

A discussion took place in regards to the Regional Transport Plan (RTP), which Leaders had previously indicated they wanted to prioritise over the next 12 months. It was explained that before the Christmas period, Officers reminded Welsh Government that they were yet to issue any formal guidance on the RTP or the Strategic Development Plan (SDP); following this, it was confirmed that draft guidance on the RTP had been received. Members were informed that concerns were being raised, across Wales, in regards to the costs of the RTP and SDP; it would be important to continue dialogue with Welsh Government in order to identify who will be resourcing this substantial work.

In regards to the SDP, it was noted that the draft manual was currently with professionals for commentary; this work wasn't likely to progress significantly over the next year due to the pressures on human and financial resources. It was highlighted that the focus would be receiving the comments on the draft manual, and having discussions with Welsh Government in regards to the future funding of this work.

Members were provided with further information on the work that was underway in the region in regards to economic development. It was explained that Officers will be mapping out this activity, and will provide the detail in a future meeting of the South West Wales Corporate Joint Committee. It was added that some elements of this work will be captured in the Corporate Plan, including the economic development infrastructure across the region that could be developed and progressed over the next year.

It was mentioned that alongside the work around the economic development opportunities, Officers in Pembrokeshire Council were leading work on the Regional Energy Plan to identify how this could be mobilised and put into practice; this included supporting individual Local Authorities with their own Local Energy Plans.

Officers highlighted that the governance arrangements will need to be refined over the next 12 months, but the work around this would be significantly less than the previous year; there would be a focus on embedding governance and mobilising the structures that were in place.

Thanks were provided to all those involved in progressing the work, in regards to the budget setting process.

**RESOLVED:**

That the South West Wales Corporate Joint Committee:

- Consider and approve the budget requirement for the Joint Committee as £617,753 – as set out in Appendix A of the circulated report;
- Approve the Levy Charge based on population to the constituent authorities as follows:

<i>Local Authority Levy</i>	
City and County of Swansea Council (Levy)	215,203
Carmarthenshire County Council (Levy)	165,898
Neath Port Talbot CBC (Levy)	126,022
Pembrokeshire County Council (Levy)	110,630
	<b>617,753</b>

- Approve the Sub Committee key actions summary set out in Appendix B of the circulated report; and provide delegated authority to the Chief Executive to elaborate upon these as part of the identification of the well-being objectives, actions/steps/measures to be included within the Draft Corporate Plan

9. **Urgent Items**

There were no Urgent Items received.

**CHAIRPERSON**

## South West Wales Corporate Joint Committee

(Via Teams)

**Members Present:**

**30 March 2023**

**Chairperson:** Councillor D.Price

**Councillors:** D.Simpson, S.K.Hunt and D.Hopkins

**National Park  
Representatives:** A.Edwards and T.Jones

**Officers In  
Attendance:** W.Walters, W.Bramble, G.Jones, D.Clements,  
K.Jones, C.Moore, O.Enoch, C.Griffiths,  
S.Rees, D.Griffiths, S.Pilliner, D.Thomas,  
S.Davies and C.Plowman

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1. **Welcome and Chairs Announcements**

The Chairperson welcomed everyone to the meeting.

2. **Declarations of Interests**

There were no Declarations of Interests received.

3. **Minutes of Previous Meeting**

The minutes of the previous meeting, held on 7 December 2022, was approved as an accurate record.

4. **Forward Work Programme**

It was confirmed that the Forward Work Programme would be further populated in readiness for the next meeting; it would be important to ensure that the Corporate Plan, subject to its approval, formulated the basis of the Committee over the next 12 months.

The Forward Work Programme was noted.

5. **South West Wales Corporate Joint Committee - Forward Work Programme of the Chief Executive**

The Committee were provided with a report regarding the proposed arrangements for the next Chief Executive of the South West Wales Corporate Joint Committee, pursuant to previous decisions taken by the South West Wales Corporate Joint Committee.

It was explained that when the South West Wales Corporate Joint Committee was established, it was proposed that the role of the Chief Executive of the South West Wales Corporate Joint Committee be rotated annually amongst the Chief Executives of the Constituent Councils; the first Chief Executive appointed was Karen Jones of Neath Port Talbot County Borough Council.

Officers highlighted that the proposal contained within the circulated report was that William Bramble of Pembrokeshire County Borough Council, be appointed as the next Chief Executive of the South West Wales Corporate Joint Committee; however, it was intended that the new Chief Executive role would commence from 1 November 2023. It was noted that the November 2023 date would be the most appropriate date for this transfer to take place as it will enable existing governance arrangements to be concluded, and a new Chief Executive be in place prior to the budget setting process for 2024/2025 and priorities for the forthcoming year being established.

Members expressed their thanks to Karen Jones for the work undertaken in the role as the first Chief Executive of the South West Wales Corporate Joint Committee.

**RESOLVED:**

- That members note that the role of Chief Executive of the South West Wales Corporate Joint Committee is rotated annually amongst the Chief Executives of the Constituent Councils, changing on an annual basis;
- That members appoint Mr William Bramble, Chief Executive of Pembrokeshire County Council, as Chief Executive of the South West Wales Corporate Joint Committee from the 1<sup>st</sup> November 2023 pursuant to this arrangement.

6. **Corporate Plan 2023-2028**

Officers presented the Committee with the final version of Corporate Plan for 2023-2028, following the conclusion of the consultation



period. It was noted that the Corporate Plan contained three well-being objectives, together with an equality objective.

It was noted that the Corporate Plan had been revised to acknowledge the comments received following the public consultation process. Members were informed that the Plan was based around the budget that was approved earlier in the year; Officers had revised the programme of work for the next 12 months in order to fit in with this investment.

A discussion took place in regards to the summary of responses received from the consultation period, and the schedule of recommended changes to the Draft Corporate Plan.

**RESOLVED:**

- That members receive and consider the consultation comments received together with the officer responses and recommendations provided;
- That members provide delegated authority to the Chief Executive to make any minor editorial amendments and/or typographical amendments to the Plan and Integrated Impact Assessment (IIA) ahead of its publication;
- That members formally approve the Plan for publication as finalised.

**7. Regional Transport Plan Guidance**

A discussion took place in regards to the Committee's response to the Regional Transport Plan (RTP) guidance, which had recently been issued by Welsh Government.

It was explained that this work stemmed from the duties that were placed on Corporate Joint Committees to develop and produce a RTP. Members were informed that Welsh Government had issued the latest version of the draft Regional Transport Guidance, in which Officers were required to review and then provide feedback to Welsh Government. It was confirmed that Transport Officers had completed their review of the guidance, in order to advise the Corporate Joint Committee, and had summarised the key findings within the circulated report.

The Committee were informed that Officers had a number of concerns in regards to timescales, duties and resources; the following points were highlighted:

- In regards to resources, developing this work stream would be a significant piece of work. A lot of the work will be handed out to the already stretched existing resources in each of the Local Authorities;
- It was acknowledged that there was a need for a programme manager to be appointed. The job description had been developed, and the next stage would be to advertise the job;
- The timescales for the development of the RTP were extremely ambitious. It would require a lot of study work to be carried out, and it would be very challenging in terms of the detail that was required;
- In terms of the policy framework, there were concerns over the 'top down' approach, and the latitude to develop a transport plan that was fit for purpose for the region. A lot of the policy framework had a strong focus on sustainability, however there also needed to be a focus on the economy, with transport being a key enabler for how to develop and improve the economy.
- There had been some suggestion that a Burn's Commission type of arrangement would be involved in developing the RTP. This was a concern as the duty for producing the RTP rested with the Corporate Joint Committee; having an additional layer of bureaucracy would not be supported, and would take away from the democratic responsibilities of the Local Authorities which form the Corporate Joint Committees;
- There were concerns with the amount of data analysis work associated with the development of the RTP. Although there was mention of Transport for Wales supporting this work, there was no clarity as to how much support they will be able to provide, and whether there was going to be funding for that to develop. In addition to these concerns, Transport for Wales had limited resources, and there was a requirement for RTP's to be developed across all four regions, which may cause issues when trying to obtain support from Transport for Wales;
- There were also concerns in regards to the level of resource that was going to be allocated to developing projects and programmes that would come from the RTP. When the plans were developed initially in 2010, there was a very clear message to be ambitious in terms of transport interventions; however, when the programme was developed there was significant reduction in the amount of funding which was available. This left Officers with extremely ambitious programme of projects but very little funding to be able to deliver.

Members reiterated the concerns raised by Officers, and highlighted the importance of raising these with Welsh Government; particularly in regards to the finances, timescales, lack of resources and the issues that may arise in relation to the consultancy work. The Committee expressed that transport schemes must be aspirational and ambitious, but they also had to be realistic in order for action to take place and to progress this work.

**RESOLVED:**

- That members note the duties and requirements from a transport perspective;
- That members endorse the approach being taken to respond to the requirements and duties, and approve the response to the draft Regional Transport Plan (RTP) guidance;
- That Welsh Government be pressed for additional funding to facilitate the development of the Regional Transport Plan (RTP) guidance.

8. **Urgent Items**

There were no Urgent Items received.

**CHAIRPERSON**

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**SOUTH WEST WALES CORPORATE JOINT  
COMMITTEE**

**FORWARD WORK PROGRAMME**

**2023-2024**

<b>Meeting Date 2023</b>	<b>Agenda Item</b>	<b>Type</b>	<b>Contact Officer</b>
<b>6 June 2023</b>	Procedural / Constitutional Matters	Decision	Craig Griffiths
	Schedule of Sub Committee Meetings	Information	Craig Griffiths
	Investment Zones	Decision	Karen Jones
	Revenue Budget 2022-23 - Outturn Report	Monitoring	Chris Moore

Page 22

<b>Meeting Date 2023</b>	<b>Agenda Item</b>	<b>Type</b>	<b>Contact Officer</b>
<b>5 September 2023</b>	Approval of RTP Implementation Plan for Submission to Welsh Government	Decision	Mark Wade
	Agree Response to Consultation on Draft SDP Manual for Submission to Welsh Government	Decision	Nicola Pearce

<b>Meeting Date 2023</b>	<b>Agenda Item</b>	<b>Type</b>	<b>Contact Officer</b>
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<b>5 December 2023</b>	Approval of Statement of Accounts 2022/23	Decision	Chris Moore
	Consider Options in respect of the 2024/25 Budget	Decision	Chris Moore
	Budget Monitoring / Financial Comparison	Information	Chris Moore
	Corporate Plan – draft priorities for 2024-25 – Authority to Consult	Decision	Owain Enoch

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## SOUTH WEST WALES CORPORATE JOINT COMMITTEE

6<sup>th</sup> June 2023

### REPORT OF THE MONITORING OFFICER

**Report Title: Reconstitution of the South West Wales Corporate Joint Committee**

<b>Purpose of Report</b>	To formerly constitute the South West Wales Corporate Joint Committee for the civic year 2023/2024
<b>Recommendation</b>	<p>It is recommended that:</p> <p>Members approve the creation of the sub-committees identified at paragraph 8 of this report and the proposed representatives appointed to the sub-committee set out at paragraphs 8 and 9;</p> <p>Members approve the establishment of Governance and Audit Sub-Committee Committee for the South West Wales Corporate Joint Committee as set out in paragraphs 12-17 of this report;</p> <p>Members approve the designation of the Neath Port Talbot County Borough Council Standards Committee as the Standards Committee of the South West Wales Corporate Joint Committee;</p> <p>Members approve the establishment of an Overview and Scrutiny Sub-Committee Committee for the South West Wales Corporate Joint Committee as set out in paragraphs 21-27 of this report;</p> <p>Members approve the timetable for future meetings for the South West Wales Corporate Joint Committee as set out in paragraph 28 of this report.</p>

	Members approve the extension of the advisors identified at paragraph 30 for the civic year 2023/2024.
<b>Report Author</b>	Craig Griffiths
<b>Finance Officer</b>	N/A
<b>Legal Officer</b>	Craig Griffiths

**Background:**

1. The Local Government and Elections (Wales) Act 2021 (“the LGE Act”) created the framework for a consistent mechanism for regional collaboration between local government, namely Corporate Joint Committees (CJCs). The LGE Act provides for the establishment of CJCs through Regulations (CJC Establishment Regulations).
2. The CJC will exercise functions relating to strategic development planning and regional transport planning. They will also be able to do things to promote the economic well-being of their areas. In contrast to other joint committee arrangements, CJCs are separate corporate bodies which can employ staff, hold assets and budgets, and undertake functions.
3. The South West Wales CJC will comprise Carmarthenshire County Council, the City and County of Swansea Council, Pembrokeshire County Council and Neath Port Talbot County Borough Council (“the Constituent Councils”). In respect of some functions, both Pembrokeshire National Park and Brecon Beacons National Park will also be members (as set out below).

The Governance of the CJC

4. In order to meet its legislative obligations identified above, the CJC will have a decision making process. These are prescribed in the legislation.
5. The members of the CJC are:
  - (a) the executive leaders of
    - a. Carmarthenshire County Council
    - b. Neath Port Talbot County Borough Council
    - c. Pembrokeshire County Council
    - d. The City and County of Swansea
  - (b) A member of the Bannau Brycheiniog National Park Authority, and
  - (c) A member of the Pembrokeshire Coast National Park Authority
6. The CJC members are entitled to vote in relation to any matter to be decided by the CJC, except that the Bannau Brycheiniog National Park Authority and Pembrokeshire Coast National Park Authority (together the “NPAs”) members may only vote where the matter to be decided is about strategic planning functions (and associated issues), unless the Constituent Council members of the CJC choose, with the agreement of both the NPAs, to extend the NPA membership of the CJC to include other functions. Pursuant to the decision of the CJC of the 7<sup>th</sup> December 2022, representatives of the NPA are co-opted to the CJC for all other matters in a non-voting capacity and it would be proposed that such co-option be renewed for 2023/2024.

7. Where a leader is, for any period, unable to discharge their functions, a Constituent Council must appoint another member of its executive/cabinet to discharge those functions on behalf of the Constituent Council member for that period.
8. In order to implement the legislative requirements, it will be proposed that the CJC will have four Sub Committees, with the chair of each Sub-Committee being drawn from the Leaders of the Constituent Councils (or their nominated deputies) and shared between the four authorities. It is proposed that the following sub-committees be established,

<b>Sub Committee</b>	<b>Lead Chief Executive</b>	<b>Political Lead</b>
Regional Transport Planning	Swansea	Carmarthenshire
Economic Well Being – regional economic development	Carmarthenshire	Swansea
Strategic Development Planning	Pembrokeshire	Neath Port Talbot
Economic Well Being- regional energy strategy	Neath Port Talbot	Pembrokeshire

9. It is proposed that the additional representatives to each Sub Committee be comprised of the relevant Cabinet members of the four Constituent Councils (and the Chairpersons of the relevant National Parks Authorities in respect of Strategic Development Planning). Pursuant to the decision of the CJC of the 7<sup>th</sup> December 2022, representatives of the NPA are co-opted to the other three sub-committees in a non-voting capacity and it would be proposed that such co-option be renewed for 2023/2024.
10. It is proposed that the Sub-Committee is then chaired by the Leader from the Constituent Council identified and supported by a chief executive from the authorities mentioned above.
11. It should be noted that no member of a CJC shall be entitled to any additional remuneration as a result of membership of the CJC.

#### Governance and Audit Functions

12. The CJC is required to establish a sub-committee to be known as the Governance and Audit Sub-Committee.
13. The terms of reference of the sub-committee are stated in the CJC Establishment Regulations as:
  - (a) review and scrutinise the CJC’s financial affairs;
  - (b) make reports and recommendations in relation to the CJC’s financial affairs;
  - (c) review and assess the risk management, internal control and corporate governance arrangements of the CJC;

- (d) make reports and recommendations to the CJC on the adequacy and effectiveness of those arrangements;
  - (e) oversee the CJC's internal and external audit arrangements;
  - (f) review any financial statements prepared by the CJC;
  - (g) exercise such other functions as the CJC may specify.
14. The CJC Establishment Regulations state that membership of the Governance and Audit Sub-Committee is at least one lay member and at least 2/3rds membership from the Constituent Councils. However this may be subject to change under the LGE Act. The Governance and Audit Sub-Committee may not exercise its functions if the membership of the sub-committee contravenes the membership as set out above and therefore the lay member(s) will need to be in place in order to meet as a sub-committee. The draft Guidance provides that it is anticipated that the sub-committee will be required to meet once in every calendar year as a minimum.
15. The chair of the Governance and Audit Sub-Committee must be a lay member.
16. Accordingly, it is proposed that a Governance and Audit Sub-Committee is established by the CJC comprising of Lay Member(s) to be drawn from Constituent Councils Governance and Audit Committees (or externally advertised if this is not possible) and members from each Constituent Council. This will ensure that the Governance and Audit Committee complies with proposed changes to the Local Government (Wales) Measure 2011 to have at least one third lay members. The appointment(s) will be made by the CJC. It should be noted that lay members will be remunerated in line with standard lay member payments set by the Independent Remuneration Panel for Wales.
17. It is proposed that the following representatives be appointed to the CJC

Chairperson	To be determined by the Committee
Vice Chairperson	To be determined by the Committee
City and County of Swansea	Councillor Jeff Jones Councillor Lesley Walton Paula O' Connor (Lay Member)
Carmarthenshire County Council	Councillor Rob James Councillor Dai Thomas David MacGregor (Lay Member)
Neath Port Talbot County Borough Council	Councillor Mike Harvey Councillor Phil Rogers Joanna Jenkins (Lay Member)
Pembrokeshire County Council	Councillor Michael James Councillor Aled Thomas John Evans (Lay Member)

Standards / Ethical Framework

18. It will be important that members and co-opted members within a CJC are subject to the same standards of conduct as members of Constituent Councils. On application of the ethical framework a CJC will be able to adopt its own code of conduct for

members. Until this point its members (including co-opted participants from Constituent Councils) will be subject to the relevant code of conduct of their local authorities. During this time members and co-opted participants from local authorities will be required to register any personal interests they have in the business of the CJC in their relevant principal council's register of interest by providing written notification to their council's Monitoring Officer.

19. It would be proposed that rather than establish a separate Standards Committee to oversee functions of the CJC, one Constituent Council's Standards Committee assumes the responsibility of overseeing standards for the CJC.
20. It is proposed that the Standards Committee of the authority that provides the Monitoring Officer for the CJC (in the first instance Neath Port Talbot County Borough Council) be the designated Standards Committee for the CJC.

### Scrutiny

21. Working with its Constituent Councils the South West Wales Corporate Joint Committee ("CJC") will be required to put in place appropriate overview and scrutiny arrangements. Scrutiny will be an important part of the democratic accountability of the CJC. It will be important for CJC's to consult on and agree the arrangements with its constituent councils.
22. In considering the most effective and efficient approach to scrutiny, Welsh Government require Constituent Councils and CJC's to give thought to the benefits of a joint overview and scrutiny committee made up of the constituent councils. The clear aim and ambition however must be to create, facilitate and encourage a clear democratic link back to the constituent councils.
23. Accordingly, it is proposed that a CJC Overview and Scrutiny Sub-Committee comprising three elected members from each constituent council be established to fulfil the Overview and Scrutiny Functions associated with the CJC. The functions of the Overview and Scrutiny Sub-Committee (to be enshrined in the CJC Constitution) are:
  - (a) To review or scrutinise decisions made, or other action taken, in connection with the discharge of any functions which are the responsibility of the CJC;
  - (b) To make reports or recommendations to CJC respect to the discharge of any functions which are the responsibility of the CJC;
  - (c) To make reports or recommendations to the CJC on matters which affect the CJC (insofar as the CJC is not, or CJC is not, under a duty to do those things by virtue of Section 22A of the Local Government Act 2000);
24. CJC members and staff (including those working under the terms of a secondment or service level agreement) will have a duty to provide information to the scrutiny committee; attend committee meetings if requested to do so; and consider or respond to any report or recommendations made by a committee within the agreed arrangements and which relate to the CJC.

25. It will be important that there is no overlap in scrutiny but ultimately members of constituent authorities will still be able to scrutinise the impact of the CJC on their locality. In essence, although not directly scrutinising the decisions of the CJC, the constituent councils will be looking at the impact of the CJC on their locality and how the decisions of the CJC are impacting the constituent council. Recent Welsh Government guidance failed to refer to the role of constituent council overview and scrutiny arrangements and representations have been made that guidance should be clearer in terms of expectations of both joint scrutiny as well as Constituent Councils' member scrutiny, it being considered that the establishment of joint scrutiny arrangements should be addressed from the outset when governance issues are addressed to avoid potential drift. This would reflect the importance attached to Overview and Scrutiny rather than it appearing as a governance add-on.

26. It is proposed that the following representatives be appointed to the CJC

Chairperson	To be determined by the Committee
Vice Chairperson	To be determined by the Committee
City and County of Swansea	Cllr P Black Cllr W Lewis Cllr M White
Carmarthenshire County Council	Cllr R James Cllr E Schiavone Cllr R Sparks
Neath Port Talbot County Borough Council	Cllr S. Pursey Cllr T Bowen Cllr R Davies
Pembrokeshire County Council	Cllr M John Cllr D Howlett Cllr M Tierney

27. Pursuant to the decision of the CJC of the 7<sup>th</sup> December 2022, one representative of each NPA is co-opted to the CJC Overview and Scrutiny Sub Committee in a non-voting capacity and it would be proposed that such co-option be renewed for 2023/2024.

### Meeting Timetable

28. The CJC is required to approve the below provisional Committee Cycle and Timetable of Meetings for the Civic Year 2023/2024.

Corporate Joint Committee	<ul style="list-style-type: none"> <li>• 6<sup>th</sup> June 2023</li> <li>• 5<sup>th</sup> September 2023</li> <li>• 5<sup>th</sup> December 2023</li> <li>• 23<sup>rd</sup> January 2024</li> <li>• 19<sup>th</sup> March 2024</li> </ul>
Governance and Audit Committee	<ul style="list-style-type: none"> <li>• 11<sup>th</sup> July 2023</li> <li>• 26<sup>th</sup> October 2023</li> </ul>

	<ul style="list-style-type: none"> <li>Such other dates to be confirmed.</li> </ul>
Scrutiny Committee	<ul style="list-style-type: none"> <li>20<sup>th</sup> July 2023</li> <li>2<sup>nd</sup> November 2023</li> <li>16<sup>th</sup> January 2024</li> <li>12<sup>th</sup> March 2024</li> </ul>
Regional Transport Planning Sub Committee	<ul style="list-style-type: none"> <li>10<sup>th</sup> July 2023</li> <li>12<sup>th</sup> February 2024</li> </ul>
Economic Well Being – regional economic development Sub Committee	<ul style="list-style-type: none"> <li>9<sup>th</sup> October 2023</li> <li>15<sup>th</sup> April 2024</li> </ul>
Strategic Development Planning Sub Committee	<ul style="list-style-type: none"> <li>18<sup>th</sup> September 2023</li> <li>18<sup>th</sup> March 2024</li> </ul>
Economic Well Being- regional energy strategy Sub-Committee	<ul style="list-style-type: none"> <li>6<sup>th</sup> November 2023</li> <li>13<sup>th</sup> May 2024</li> </ul>
Standards Committee	At the frequency determined by Neath Port Talbot Council

### Advisors

29. At its meeting of the 11<sup>th</sup> October 2022, the CJC agreed that Members agree the appointment of private sector representatives to an Advisory Board of the CJC subject to completion of an advisor agreement and delegated authority was granted to the Chief Executive to undertake a recruitment exercise to appoint additional members of the Advisory Board in respect of the statutory functions of the CJC.
30. At the meeting of the 11<sup>th</sup> October 2022, the CJC approved the appointment of the following individuals:

<b>Name</b>	<b>Organisation</b>	<b>Specialism</b>
Chris Foxall (Chair)	River Simple	Manufacturing – Hydrogen Powered Fuel Cell Electric Vehicles
Ed Tomp	Valero	Manufacturing – Energy Sector
Amanda Davies	Pobl	Housing
James Davies	Industry Wales	Car Manufacturing
Nigel Short	Penderyn Distillery / Scarlets	Alcohol Manufacturing, housing development
Simon Holt	Retired Health Specialist	Health
Lucy Cohen	Mazuma	Finance and Small Business Support
Paul Greenwood	Teddington Engineered Solutions	Skills Specialist Advisor

31. Accordingly it would be proposed that the individuals appointed on the 11<sup>th</sup> October 2022 be re-confirmed as advisors for the civic year 2023/2024. Members should note a recruitment exercise is currently underway for additional advisors and a report will be brought to the next CJC meeting for members.

**Financial Impacts:**

32. No impacts

**Integrated Impact Assessment:**

33. The CJC is subject to the Equality Act (Public Sector Equality Duty and the socio-economic duty), the Well-being of Future Generations (Wales) Act 2015 and the Welsh Language (Wales) Measure, and must in the exercise of their functions, have due regard to the need to:
- Eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by the Acts.
  - Advance equality of opportunity between people who share a protected characteristic and those who do not.
  - Foster good relations between people who share a protected characteristic and those who do not.
  - Deliver better outcomes for those people who experience socio-economic disadvantage
  - Consider opportunities for people to use the Welsh language
  - Treat the Welsh language no less favourably than English.
  - Ensure that the needs of the present are met without compromising the ability of future generations to meet their own needs.
34. The Well-being of Future Generations (Wales) Act 2015 mandates that public bodies in Wales must carry out sustainable development. Sustainable development means the process of improving the economic, social, environmental and cultural well-being of Wales by taking action, in accordance with the sustainable development principle, aimed at achieving the 'well-being goals'.
35. There is no requirement for an Integrated Impact Assessment for this report as the setting up of the CJC is underpinned by legislation and that this report is to establish governance arrangements in accordance with legislation. This will be kept under review with any future reports considering whether impacts require consideration.

**Workforce Impacts:**

36. There are no workforce impacts associated with this report.

**Legal Impacts:**

37. Part 5 of the LGE Act provides for the establishment, through regulations, of CJCs and compliance will be had with this and other legislative obligations in the establishment of CJCs. In particular the South West Wales Corporate Joint Committee Regulations



came into force on 1<sup>st</sup> April 2021 and set out an initial framework for example, that the CJC should be established and the timeframes for the discharging of specific functions.

**Risk Management Impacts:**

38. Failure to constitute the CJC means the CJC will be unable to take any decisions, and accordingly would be in breach of the legal requirements imposed under the Local Government and Elections (Wales) Act 2021 (exposing each constituent council and national park authority to challenge) along with the reputational risks that such non-compliance will bring.

**Consultation:**

39. There is no requirement for consultation in respect of this report.

**Reasons for Proposed Decision:**

40. To ensure appropriate governance arrangements are in place for the CJC to make decisions and compliance is had to the legislative requirements that are applicable to the CJC.

**Implementation of Decision:**

41. This decision is proposed for immediate implementation

**Appendices:**

42. None

**List of Background Papers:**

43. None

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## SOUTH WEST WALES CORPORATE JOINT COMMITTEE

### Report of the Monitoring Officer

6<sup>th</sup> June 2023

**Report Title: Granting of co-opted member status to the Chair of Regional Learning and Skills Partnership**

<b>Purpose of Report</b>	To seek authority to agree co-option status for the Chair of the Regional Learning and Skills Partnership
<b>Recommendation</b>	Members agree that co-option (non-voting) status be granted to the Chair of the Regional Learning and Skills Partnership to the South West Wales Corporate Joint Committee and the Economic Well Being – regional economic development Sub-Committee subject to the completion of a co-option agreement.
<b>Report Author</b>	Craig Griffiths
<b>Finance Officer</b>	N/A
<b>Legal Officer</b>	Craig Griffiths

#### **Background:**

1. The Corporate Joint Committees Statutory Guidance references that in order to fulfil their responsibilities and duties effectively, Corporate Joint Committees will need to, and be expected to, actively involve others in their work. It will be important that each Corporate Joint Committee creates an inclusive and collaborative culture to ensure a wider perspective and approach to its work. Each Corporate Joint Committee will wish to give thought to how this can best be achieved taking into account its own unique circumstances.

#### Co-option

2. The Regional Learning and Skills Partnership for South West Wales is one of 4 regional partnerships in Wales working to drive investment in skills by developing responses based upon local and regional need. We work across the counties of Carmarthenshire, Neath Port Talbot, Pembrokeshire, and Swansea taking close consideration of the priorities of the Swansea Bay City Region, the Haven Waterway Enterprise Zone and Port Talbot Enterprise Zone. A primarily employer led partnership they strive to work across the region bridging the gap between education and regeneration in the hope of creating a strong and vibrant economy underpinned by innovation, growth and a capable workforce. Given the significant overlap between the economic regeneration work of the South West Wales Corporate Joint

Committee it is important that that the two entities work in co-operation with each other.

3. It would accordingly be proposed that co-opted (non-voting) status be granted to the Chair of Regional Learning and Skills Partnership (currently Mr Ed Morgan) to the CJC. This would be subject to the signing of the appropriate co-option agreement that has been approved by the South West Wales Corporate Joint Committee.
4. It would also be proposed that, subject to entering into the agreed co-option agreement, co-opted (non-voting) status be granted to the Chair of the Regional Learning and Skills Partnership to Economic Well Being – regional economic development Sub-Committee.

#### **Financial Impacts:**

5. Appointed co-optees would be non-remunerated posts but would be able to claim expenses such as travelling expenses, which are within the Corporate Joint Committee budget but it is anticipated that the majority of such meetings will take place virtually.

#### **Integrated Impact Assessment:**

6. The Corporate Joint Committee is subject to the Equality Act (Public Sector Equality Duty and the socio-economic duty), the Well-being of Future Generations (Wales) Act 2015 and the Welsh Language (Wales) Measure, and must in the exercise of their functions, have due regard to the need to:
  - Eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by the Acts.
  - Advance equality of opportunity between people who share a protected characteristic and those who do not.
  - Foster good relations between people who share a protected characteristic and those who do not.
  - Deliver better outcomes for those people who experience socio-economic disadvantage
  - Consider opportunities for people to use the Welsh language
  - Treat the Welsh language no less favourably than English.
  - Ensure that the needs of the present are met without compromising the ability of future generations to meet their own needs.
7. The Well-being of Future Generations (Wales) Act 2015 mandates that public bodies in Wales must carry out sustainable development. Sustainable development means the process of improving the economic, social, environmental and cultural well-being of Wales by taking action, in accordance with the sustainable development principle, aimed at achieving the 'well-being goals'.

#### **Workforce Impacts:**

8. There are no impacts associated with the workforce.

**Legal Impacts:**

9. The Corporate Joint Committees Statutory Guidance references that in order to fulfil their responsibilities and duties effectively, Corporate Joint Committees will need to, and be expected to, actively involve others in their work. It will be important that each Corporate Joint Committee creates an inclusive and collaborative culture to ensure a wider perspective and approach to its work. Each Corporate Joint Committee will wish to give thought to how this can best be achieved taking into account its own unique circumstances.

**Risk Management Impacts:**

10. Failure to ensure a diverse and representative group of co-optees would mean the Corporate Joint Committee will not be able to consider the range of views Regional Skills and Partnership could bring to the functions the Corporate Joint Committee are required to undertake.

**Consultation:**

11. There is no requirement for external consultation on this report.

**Reasons for Proposed Decision:**

12. To ensure the Corporate Joint Committee can actively involve others in their work programme.

**Implementation of Decision:**

13. This decision is to be implemented following the three day call in period.

**Appendices:**

14. None

**List of Background Papers:**

15. None

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## SOUTH WEST WALES CORPORATE JOINT COMMITTEE

6<sup>th</sup> June 2023

### Report of the Chief Executive

**Report Title:** Investment Zone Policy Offer

<b>Purpose of Report</b>	<ol style="list-style-type: none"><li>1. To apprise the committee of the UK Government's policy offer.</li><li>2. To seek authority to commence initial discussions with Welsh and UK governments to explore the potential for an investment zone to be allocated in South West Wales</li></ol>
<b>Recommendation(s)</b>	<p>It is recommended that:</p> <ol style="list-style-type: none"><li>1. The Chief Executive is authorised to commence initial discussions with Welsh and UK governments to explore the benefits that could accrue if an investment zone policy offer were to be allocated to South West Wales.</li><li>2. A letter, registering an expression of interest in the potential for an investment zone policy offer in South West Wales, be sent from the Chair of the committee to the relevant ministers.</li></ol>
<b>Report Author</b>	Karen Jones, Chief Executive
<b>Finance Officer</b>	Chris Moore, s151 Officer
<b>Legal Officer</b>	Craig Griffiths, Monitoring Officer

#### 1.0 Background:

- 1.1 The UK Government published their Investment Zones policy offer in March 2023. The following paragraphs have been extracted from the policy document for ease of reference. The full document can be accessed via the link set out in the background section of this report.

- 1.2 'The Investment Zones policy offer is aimed at catalysing a small number of high-potential clusters in areas in need of levelling up to boost productivity and growth. They will need to reflect the principles of the Medici model set out in the Levelling Up White Paper, harnessing local sector strengths to drive productivity, and leveraging the bottom-up energy of local talent, knowledge and networks to deliver sustainable growth that benefits local communities. They will need to demonstrate a holistic approach and must be rooted in partnership between central government, local government, research institutions and the private sector, in order to realise the potential of cities and regions.
- 1.3 The UK government has identified the following five priority sectors to focus Investment Zones on -Digital and Tech; Green Industries; Life Sciences; Advanced Manufacturing; and Creative Industries.
- 1.4 The UK government considers that the UK is well-positioned to play a leading role globally in these sectors:
- Our digital and tech sector is worth £143bn and has created more unicorns than France and Germany combined, with eight UK cities now home to two or more unicorns;
  - The UK also supports a thriving life sciences sector, directly employing 268,000 people, with all the top 25 global biopharmaceuticals and all the top 30 global med tech organisations having operations based in the UK;
  - We remain one of the most dynamic and globally competitive countries in the creative industries with the sector continuing to expand and growing at over twice the rate of the economy between 2010 and 2019.
  - The global transition to Net Zero is crucial to protect and restore the environment, but also offers huge opportunities to UK businesses and innovators with the scale of the potential prize estimated to be worth £1 trillion to the UK's green industries.
  - Finally, the UK has high-value manufacturing strengths in many areas, with advanced manufacturing sectors worth £93bn to the UK economy and R&D expenditure of all UK manufacturing businesses accounting for over 40% of total UK enterprise R&D
- 1.5 All Investment Zones will need to focus on growing clusters aligned with one or more of these sectors, to boost UK competitiveness in these high-potential industries.
- 1.6 The UK Government has allocated investment zones to eight areas in England. Note that there has been no competition to access this policy in contrast to the approach taken for freeports. There is potential for additional areas to be included but that is subject to the fiscal envelope not being exceeded. The application of the policy to the devolved nations is subject to ongoing dialogue between the devolved administration and the UK Government.
- 1.7 Subject to proposals meeting specified requirements, Government will offer Investment Zone areas a total funding envelope of £80m over five years, which can be used flexibly between spending and a single five-year tax offer, scalable based on number of sites.



1.8 This would consist of:

- £35m flexible spend, split 40:60 between resource spending (RDEL) and capital spending (CDEL), to use across a portfolio of interventions based on the opportunities of each cluster;
- Tax incentives, which can cover up to 600ha across up to 3 sites, lasting for 5 years. Where places do not opt for the maximum tax offer of 600ha, tax incentives can be exchanged for a greater amount of spend;
- Places hosting Investment Zones could also receive 100% of the business rates growth in designated sites above an agreed baseline for 25 years and support and guidance from central government on core policies such as export support, planning and infrastructure.

1.9 Recognising that the precise policy solution will vary based on place and sector, the policy model consists of the following four key pillars:

- **Spatial Focus ('core')**: each Investment Zone is expected to have a clear spatial focus or 'core' across a sensible economic geography, where interventions should focus on facilitating co-location of businesses, fostering collaboration between industry and research institutions, and driving innovation in companies at the frontier of the target sector. We envisage this would be where any tax sites and business rate retention sites would be located should an area opt to use these levers, but where appropriate for the economic geography and sectoral focus of a place we are open to proposals for the exact location of tax or business rates retention sites.

As part of the development of a 'core', Investment Zones should have a credible and ambitious planning offer to accelerate the development necessary to support the cluster while maintaining high environmental standards. There must be a single point of contact for investors to support proactive and constructive engagement on planning matters. Places in England should look at proactive master-planning, bespoke engagement and support to applicants, and the use of Local Development Orders and other innovative routes to permission, where appropriate, to deliver exemplar development faster and to support the long-term success of the Zone. If significant development is required, places may want to consider a role for a Development Corporation, especially if land assembly is necessary.

- **University or Research Institute**: Investment Zones will be an opportunity to leverage the important role Universities and local research institutions play in local growth and supporting levelling up. Each Investment Zone is expected to ensure strong collaboration between industry and research institutions. We will expect participating Universities to adopt best in class standards to increase the volume of innovative R&D and adoption. This could include nurturing and supporting local talent, building knowledge networks, collaborating on research commercialisation, and supporting scale-up and adoption of promising innovations following spinout to raise the productive potential of the whole area. We envisage this will mean establishing and leveraging

partnerships with research institutions in the same functional economic area; however, we are open to additional collaborations over a longer distance.

- **Wider Cluster Ecosystem:** Investment Zones must consider and support component parts of the wider cluster ecosystem and functional economic area, to ensure the benefits of cluster growth are felt by surrounding local communities. This could include upskilling the local labour market, increasing access to opportunities for local people to work in the cluster, opportunities to create new businesses and start-ups related to the cluster and expansion of existing successful companies. We do not expect this activity to be limited to a fixed red line boundary, but reflective of the geography of the sector and targeted to the needs of the cluster.
- **Strong Local Leadership:** Strong local leadership is central to the economic prosperity of an area and to be successful requires partnership across the political, business and institutional spectrum. Local leaders know the needs and opportunities of their areas best and can build coalitions with entrepreneurial leaders from business, research institutions and other local stakeholders to forge a clear vision for their Investment Zone. Political leadership should use the full levers available to them across skills, development and infrastructure to make that shared vision a reality. Business and innovation leadership in Investment Zones should also contribute funding and expertise to support and maximise the offer from central and local government to their clusters and local communities, for example considering what employment practices and / or on-the job training might enhance employment opportunities for local people.'

## **2.0 The position in Wales**

- 2.1 At the present time, it is understood that ministers are in dialogue with the UK Government as to whether (and if so how) the policy offer could apply in Wales. If ministers were minded to adopt the policy, it will be important to establish whether the policy would be accessed via a competitive process or, as in England, whether the zones would be allocated on a set of objective criteria.

## **3.0 South West Wales**

- 3.1 The Corporate Joint Committee has signed off a Regional Economic Delivery Plan and a Regional Energy Strategy. These plans build on what is already being delivered through the City Deal and clearly identify with the high growth sectors that are described in the Investment Zone Policy Offer produced for England.
- 3.2 The regional approach is already based on strong existing links between industry, academia and the wider public sector. A key objective within the regional economic delivery plan is to further develop the regional innovation offer to catalyse economic growth across the region. Investment zone status has the potential to significantly accelerate this element of the region's ambition whilst complementing the economic growth planned through the Freeport policy and other regional programmes.

#### **4.0 Timescales:**

4.1 Welsh Government are in the process of considering whether the investment zone policy will be applied in Wales. The timescale for making this decision is unknown.

#### **5.0 Financial Impacts:**

5.1 It is difficult to assess the initial costs that would be incurred to access the policy.

5.2 If the zones are to be introduced, there would be a higher cost associated with a competitive approach than if the zones were to be allocated. Following the allocation of investment zone status, it is likely that the policy benefits would be unlocked through the submission of a suitable business case being submitted. It is not clear if the development of business cases would be supported by government funding.

5.3 In terms of financial benefits, these are set out at a high level in the policy offer for England and clearly the policy could be developed differently in the Welsh context.

5.4 It should be noted that there are no amounts earmarked within the 2023/24 approved budget of £617,753 for Investment Zones. In future years, any costs would need to be incorporated into the rolling Budget.

#### **6.0 Integrated Impact Assessment:**

6.1 The CJC is subject to the Equality Act (Public Sector Equality Duty and the socio-economic duty), the Well-being of Future Generations (Wales) Act 2015 and the Welsh Language (Wales) Measure, and must in the exercise of their functions, have due regard to the need to:

- Eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by the Acts.
- Advance equality of opportunity between people who share a protected characteristic and those who do not.
- Foster good relations between people who share a protected characteristic and those who do not.
- Deliver better outcomes for those people who experience socio-economic disadvantage
- Consider opportunities for people to use the Welsh language
- Treat the Welsh language no less favourably than English.
- Ensure that the needs of the present are met without compromising the ability of future generations to meet their own needs.

6.2 In recognition of the above duties, the CJC has adopted an Integrated Impact Assessment (IIA) Tool which allows for a 2 stage approach to be undertaken to measure any potential impact of its decisions. It is not considered that an Integrated Impact Assessment (IIA) is required for this report as it does not seek a substantive policy decision from Members but merely seeks authority to make further enquiries about this potential opportunity.

6.3 The CJC approved its Corporate Plan 2023-2028 in March 2023. The Corporate Plan includes the CJC’s Equality Objective which is set out below for ease of reference:

*“To deliver a more equal South West Wales by 2035 by contributing towards:*

*(a) The achievement of the [Welsh Government’s long-term equality aim](#) of eliminating inequality caused by poverty;*

*(b) The achievement of the [Equality statement set out in Llwybr Newydd](#) which is to make our transport services and infrastructure accessible and inclusive by aiming to remove the physical, attitudinal, environmental, systemic, linguistic and economic barriers that prevent people from using sustainable transport, and*

*(c) [The achievement of the Welsh Government’s long-term equality aims](#) of cohesive communities that are resilient, fair and equal and where everyone is able to participate in political, public and everyday life. There will be no room for racism and / or discrimination of any kind.”*

## **7.0 Well-being of Future Generations (Wales) Act 2015**

Alignment with CJC Corporate Plan 2023-2028 and the identified CJC Well-being objectives:

7.1 The Well-being of Future Generations (Wales) Act 2015 mandates that public bodies in Wales must carry out sustainable development. Sustainable development means the process of improving the economic, social, environmental and cultural well-being of Wales by taking action, in accordance with the sustainable development principle, aimed at achieving the ‘well-being goals’.

7.2 The CJC approved its Corporate Plan 2023-2028 in March 2023. The Corporate Plan contains the CJC’s well-being objectives and frames the corporate direction of travel. To this end, it is considered that the recommendation(s) contained within this report align(s) to the corporate policy framework of the CJC as set out within its Corporate Plan, most notably in terms of Well-being Objective 1 as outlined below for ease of reference:

*Well-being Objective 1*

*“To collaboratively deliver the Regional Economic Delivery Plan and Regional Energy Strategy thereby improving the decarbonised economic well-being of South West Wales for our future generations.”*

## **8.0 Workforce Impacts:**

8.1 The development of a proposal to satisfy any investment zone opportunity will be a significant undertaking and will require additional resources. It is likely that external

consultancy support will be needed alongside a prioritisation of existing work within the region.

## **9.0 Legal Impacts:**

9.1 Pursuant to Section 76 of the Local Government and Elections (Wales) Act 2021, the Corporate Joint Committee may do anything which it considers is likely to promote or improve the economic well-being of its area. It is expected that the Investment Zone policy may require appropriate documentation to be entered into between the Corporate Joint Committee and Welsh and UK Governments and appropriate consideration will be given to the legal impacts should this work progress.

## **10.0 Risk Management Impacts:**

10.1 Subject to the Welsh and UK Governments deciding to introduce the policy offer in Wales, initial risks include:

- There is a risk that not securing an investment zone will miss an opportunity to accelerate economic growth in key clusters.
- There is a risk that pursuing this policy opportunity may impact adversely on other regional activities if additional capacity cannot be created.

10.2 Risks will be further developed should this work progress.

## **11.0 Consultation:**

11.1 There is no requirement for external consultation on this item.

## **12.0 Reasons for Proposed Decision:**

12.1 To formally consider the investment zone policy offer announced for England and to note that the Welsh Government are giving active consideration as to whether a similar policy offer will apply in Wales. To enable early consideration to be given by the CJC partners as to how an investment zone policy offer could accelerate the key economic development priorities already established for the region and to identify how the benefits of such a policy could be optimised.

## **13.0 Implementation of Decision:**

13.1 After the 3 day call in period.

## **Appendices:**

None

## **List of Background Papers:**

UK Government: Investment Zone Policy Offer, March 2023

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/1142995/Investment\\_Zone\\_Policy\\_Prospectus.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1142995/Investment_Zone_Policy_Prospectus.pdf)



## SOUTH WEST WALES CORPORATE JOINT COMMITTEE

6th June 2023

### Report of the Chief Finance Officer

**Report Title: Forecast Outturn and Pre-Audit Annual Return 2022/23**

<b>Purpose of Report</b>	To provide the Joint Committee with the Forecast Outturn and Pre-Audit Annual Return for year ended 2022/23.
<b>Recommendation</b>	That the Joint Committee receive the Forecast Outturn and Pre-Audit Annual Return for year ended 2022/23.
<b>Report Author</b>	Chris Moore
<b>Finance Officer</b>	Chris Moore
<b>Legal Officer</b>	Craig Griffiths

#### **1.0 Background:**

- 1.1 The SWWCJC was formally constituted on 13<sup>th</sup> January 2022. Carmarthenshire County Council is acting as the Accountable Body responsible for discharging the councils' obligations in relation to the South-West Wales Corporate Joint Committee (SWWCJC).
- 1.2 On 25<sup>th</sup> January 2022 the SWWCJC approved the 2022/23 budget which was set at £575,411 with a levy from each of the constituent authorities.

#### **2.0 Forecast Outturn 2022/23:**

- 2.1 The forecast outturn in **Appendix A** shows an underspend of £384,824 against the budget.
- 2.2 The main variances are:
- 2.2.1 The Accountable Body is underspent by £18,236 in respect of audit costs, due to minimal activity hence there is no requirement for an audit of a statement of accounts.
- 2.2.2 Governance and Internal Audit is underspent by £26,250 again due to minimal activity hence less Internal Audit work and Sub-Committee Support Costs & Expenses from Pembrokeshire County Council.
- 2.2.3 Support Services is underspent by £59,180 as the Senior Accountant post has not been filled due to the requirement not being needed yet.

2.2.4 The Regional Management Office is underspent by £125,158 mainly due to the Business Manager post not been filled until June 2022, Consultancy and Specialist Adviser work has not been commissioned and Translation Services were used minimally.

2.2.5 The Provision for Contingency/Reserves was therefore not needed.

2.3 A reserve has been set up for the £384,824.

### **3.0 Pre-Audit Annual Return 2022/23:**

3.1 For joint committees with income and expenditure below £2.5 million, the requirement is that accounts are prepared in the form of an annual return. The Joint Committee expenditure of the SWWCJC for 2022/23 is £190,587.

3.2 The Annual Return, in **Appendix B**, is split into the following sections:

- Accounting Statement 2022/23 – including a statement of income and expenditure / receipts and payments and a statement of balances.
- Annual Governance Statement
- Committee approval and certification
- Annual Internal Audit report

3.3 The Annual Return will be audited during June/July 2023.

### **4.0 Financial Impact:**

4.1 The Forecast Outturn for 2022/23 shows an underspend against budget of £384,824. This amount has been moved to a earmarked reserve. The Pre-Audit Annual Return for 2022/23 shows expenditure of £190,587.

### **5.0 Integrated Impact Assessment:**

5.1 The CJC is subject to the Equality Act (Public Sector Equality Duty and the socio-economic duty), the Well-being of Future Generations (Wales) Act 2015 and the Welsh Language (Wales) Measure, and must in the exercise of their functions, have due regard to the need to:

- Eliminate unlawful discrimination, harassment and victimisation and other conduct prohibited by the Acts.
- Advance equality of opportunity between people who share a protected characteristic and those who do not.
- Foster good relations between people who share a protected characteristic and those who do not.
- Deliver better outcomes for those people who experience socio-economic disadvantage
- Consider opportunities for people to use the Welsh language



- Treat the Welsh language no less favourably than English.
- Ensure that the needs of the present are met without compromising the ability of future generations to meet their own needs.

5.2 In recognition of the above duties, the CJC has adopted an Integrated Impact Assessment (IIA) Tool which allows for a 2 stage approach to be undertaken to measure any potential impact of its decisions. It is not considered that an Integrated Impact Assessment (IIA) is required for this report as it does not seek a substantive policy decision from Members but merely provides an update as to the financial position in accordance with procedural requirements.

5.3 The CJC approved its Corporate Plan 2023-2028 in March 2023. The Corporate Plan includes the CJC’s Equality Objective which is set out below for ease of reference:

*“To deliver a more equal South West Wales by 2035 by contributing towards:*

*(a) The achievement of the Welsh Government’s long-term equality aim of eliminating inequality caused by poverty;*

*(b) The achievement of the Equality statement set out in Llwybr Newydd which is to make our transport services and infrastructure accessible and inclusive by aiming to remove the physical, attitudinal, environmental, systemic, linguistic and economic barriers that prevent people from using sustainable transport, and*

*(c) The achievement of the Welsh Government’s long-term equality aims of cohesive communities that are resilient, fair and equal and where everyone is able to participate in political, public and everyday life. There will be no room for racism and / or discrimination of any kind.”*

## **6.0 Well-being of Future Generations (Wales) Act 2015**

Alignment with CJC Corporate Plan 2023-2028 and the identified CJC Well-being objectives:

6.1 The Well-being of Future Generations (Wales) Act 2015 mandates that public bodies in Wales must carry out sustainable development. Sustainable development means the process of improving the economic, social, environmental and cultural well-being of Wales by taking action, in accordance with the sustainable development principle, aimed at achieving the ‘well-being goals’.

6.2 The CJC approved its Corporate Plan 2023-2028 in March 2023. The Corporate Plan contains the CJC’s well-being objectives and frames the corporate direction of travel. It is considered that whilst the recommendation contained within this report aligns to the corporate policy framework of the CJC as set out within its Corporate Plan, the primary focus is on matters of governance and accountability. The 3 well-being objectives are set out below for ease of reference:

*Well-being Objective 1*

*“To collaboratively deliver the Regional Economic Delivery Plan and Regional Energy Strategy thereby improving the decarbonised economic well-being of South West Wales for our future generations.”*

### *Well-Being Objective 2*

*“To produce a Regional Transport Plan for South West Wales that is founded on collaboration and enables the delivery of a transport system which is good for our current and future generations of people and communities, good for our environment and good for our economy and places (rural and urban).”*

### *Well-Being Objective 3*

*“To produce a sound, deliverable, co-ordinated and locally distinctive Strategic Development Plan for South West Wales which is founded on stakeholder engagement and collaboration and which clearly sets out the scale and location of future growth for our future generations.”*

## **7.0 Workforce Impacts:**

7.1 There are no workforce impacts for this report.

## **8.0 Legal Impacts:**

8.1 The SWWCJC is responsible for preparing the Annual Return, on this occasion, in accordance with legislation and failure to do so would render the SWWCJC in breach of its obligations.

## **9.0 Risk Management Impacts:**

9.1 The SWWCJC is responsible for putting appropriate Governance arrangements in place for the management of risk and portfolio delivery. Failure to prepare Annual Return, on this occasion, would result in a breach of legal obligation.

## **10.0 Consultation:**

10.1 There is no requirement for formal consultation.

## **11.0 Reasons for Proposed Decision:**

11.1 To receive the Forecast Outturn and Pre-Audit Annual Return for financial year 2022/23.

## **12.0 Implementation of Decision:**

12.1 This decision is proposed for implementation following a three-day call in period.


## **Appendices:**

Appendix A – Forecast Outturn 2022/23

Appendix B – Annual Return 2022/23

**List of Background Papers:** None

## Appendix A

		South West Wales Corporate Joint Committee Forecast Outturn Financial Year 2022/23		
Description	Budget (£)	Forecast Outturn 2022/23 (£)	Variance (£)	Notes
<b>Expenditure</b>				
<b>Joint Committee</b>				
<b>Democratic Services</b>				
Democratic, Scrutiny and Legal Support Costs	67,000	67,000	-	Provided by NPT
<b>Democratic Services Total</b>	<b>67,000</b>	<b>67,000</b>	-	
<b>Legal and Governance</b>				
Monitoring Officer and Service Support	17,000	17,000	-	Provided by NPT
<b>Legal and Governance Total</b>	<b>17,000</b>	<b>17,000</b>	-	
<b>Accountable Body</b>				
Audit Wales Financial Audit	20,000	1,764	18,236	Based on audit costs of SBCD
Section 151 Officer Recharge	18,812	18,812	-	Provided by CCC
<b>Accountable Body Total</b>	<b>38,812</b>	<b>20,576</b>	<b>18,236</b>	
<b>Governance &amp; Internal Audit</b>				
Internal Audit	20,000	5,000	15,000	Provided by Pembs - reduced activity
Sub-Committee Support Costs & Expenses	15,000	3,750	11,250	Provided by Pembs - reduced activity
<b>Governance &amp; Internal Audit Total</b>	<b>35,000</b>	<b>8,750</b>	<b>26,250</b>	
<b>Support Services</b>				
ICT & Data Protection Services	20,000	20,000	-	Provided by NPT
Financial Services	54,374	5,194	49,180	Included a Senior Accountant (CCC Grade J) post not filled
Standards Services	-	-	-	Included within Democratic Service costs.
HR Services	10,000	-	10,000	Provided by NPT - no costs incurred
<b>Support Services Total</b>	<b>84,374</b>	<b>25,194</b>	<b>59,180</b>	
<b>Joint Committee Total</b>	<b>242,186</b>	<b>138,520</b>	<b>103,666</b>	
<b>Joint Scrutiny Committee</b>				
Room Hire	-	-	-	Included within Democratic Service costs.
Subsistence & Meeting Expenses	-	-	-	Included within Democratic Service costs.
Travel	-	-	-	Included within Democratic Service costs.
Democratic, Scrutiny and Legal Support Costs	-	-	-	Included within Democratic Service costs.
<b>Joint Scrutiny Committee Total</b>	<b>-</b>	<b>-</b>	<b>-</b>	
<b>SWWCJC - Sub Committees</b>				
Economic Development SC	20,000	-	20,000	
Planning SC	20,000	-	20,000	
Transport SC	20,000	-	20,000	
Energy SC	20,000	-	20,000	
Governance & Audit SC	-	-	-	Included in Governance and Audit
<b>SWWCJC - Sub Committees Total</b>	<b>80,000</b>	<b>-</b>	<b>80,000</b>	
<b>SWWCJC - Regional Management Office</b>				
Salary (Inc. On-costs)	59,915	48,240	11,675	Business Manager ( CCC Grade K) - started June 2022
Training of Staff	1,000	-	1,000	Estimated budget
Public Transport - Staff	250	-	250	Estimated budget
Staff Travelling Expenses	810	-	810	Estimated budget
Admin, Office & Operational Consumables	1,000	50	950	Estimated budget
Consultancy and Specialist Adviser Fees	100,000	742	99,258	Estimated budget
ICTs & Computer Hardware	1,250	121	1,129	Estimated budget
Subsistence & Meetings Expenses	500	-	500	Estimated budget
Conferences, Marketing & Advertising	-	1,374	- 1,374	
Projects & Activities Expenditure	-	-	-	Estimated budget
Translation/Interpret Services	10,000	1,540	8,460	Estimated budget
Printing & Copying	2,500	-	2,500	Estimated budget
<b>Regional Management Office Total</b>	<b>177,225</b>	<b>52,067</b>	<b>125,158</b>	
<b>Contingency/Reserves</b>				
Provision for Contingency/Reserves	76,000	-	76,000	Estimated budget
<b>Contingency/Reserves Total</b>	<b>76,000</b>	<b>-</b>	<b>76,000</b>	
<b>Total SWWCJC Expenditure</b>	<b>575,411</b>	<b>190,587</b>	<b>384,824</b>	
<b>Funding Contributions</b>				
<b>Partner &amp; Other Contribution</b>				
Brecon Beacons NPA	-	-	-	
Pembrokeshire Coast NPA	-	-	-	
Co-Opt Partners	-	-	-	
Welsh Government Revenue Grant	-	-	-	
ERF Grant	-	-	-	
<b>Local Authority Levy</b>				
City and County of Swansea Council (Levy)	200,453	200,453	-	Based on Population Size
Carmarthenshire County Council (Levy)	154,527	154,527	-	Based on Population Size
Neath Port Talbot CBC (Levy)	117,384	117,384	-	Based on Population Size
Pembrokeshire County Council (Levy)	103,047	103,047	-	Based on Population Size
	<b>575,411</b>	<b>575,411</b>	<b>-</b>	
<b>Total SWWCJC Income</b>	<b>575,411</b>	<b>575,411</b>	<b>-</b>	
<b>Provision of Service - Surplus / (Deficit)</b>	<b>-</b>	<b>384,824</b>	<b>(384,824)</b>	
<b>Movement to Reserves</b>				
<b>Description</b>				
Balance Brought Forward from previous year	-	-	-	
Net Provision of Service - Surplus / (Deficit)	-	384,824	<b>(384,824)</b>	
<b>Balance Carry Forward</b>	<b>-</b>	<b>384,824</b>	<b>(384,824)</b>	

## Minor Joint Committees in Wales Annual Return for the Year Ended 31 March 2023

### Accounting statements 2022-23 for:

Name of body: SWWCJC: South West Wales Corporate Joint Committee

	Year ending		Notes and guidance for compilers
	31 March 2022 (£)	31 March 2023 (£)	
<b>Statement of income and expenditure/receipts and payments</b>			
1. Balances brought forward	0	0	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	0	575,411	Total amount of income received/receivable in the year from local taxation (precept) or levy/contribution from principal bodies.
3. (+) Total other receipts	0	0	Total income or receipts recorded in the cashbook minus amounts included in line 2. Includes support, discretionary and revenue grants.
4. (-) Staff costs	0	72,246	Total expenditure or payments made to and on behalf of all employees. Include salaries and wages, PAYE and NI (employees and employers), pension contributions and related expenses eg termination costs.
5. (-) Loan interest/capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on external borrowing (if any).
6. (-) Total other payments	0	118,341	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	0	384,824	Total balances and reserves at the end of the year. Must equal (1+2+3) – (4+5+6).
<b>Statement of balances</b>			
8. (+) Debtors	0	0	<b>Income and expenditure accounts only:</b> Enter the value of debts owed to the body.
9. (+) Total cash and investments	0	366,530	<b>All accounts:</b> 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	0	-18,294	<b>Income and expenditure accounts only:</b> Enter the value of monies owed by the body (except borrowing) at the year-end.
11. (=) Balances carried forward	0	384,824	<b>Total balances should equal line 7 above:</b> Enter the total of (8+9-10).
12. Total fixed assets and long-term assets	0	0	The asset and investment register value of all fixed assets and any other long-term assets held as at 31 March.
13. Total borrowing	0	0	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).

## Annual Governance Statement

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

	Agreed?		'YES' means that the Council/Board/Committee:	PG Ref
	Yes	No*		
1. We have put in place arrangements for: <ul style="list-style-type: none"> <li>effective financial management during the year; and</li> <li>the preparation and approval of the accounting statements.</li> </ul>	<input checked="" type="radio"/>	<input type="radio"/>	Properly sets its budget and manages its money and prepares and approves its accounting statements as prescribed by law.	6, 12
2. We have maintained an adequate system of internal control, including measures designed to prevent and detect fraud and corruption, and reviewed its effectiveness.	<input checked="" type="radio"/>	<input type="radio"/>	Made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.	6, 7
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.	<input checked="" type="radio"/>	<input type="radio"/>	Has only done things that it has the legal power to do and has conformed to codes of practice and standards in the way it has done so.	6
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.	<input checked="" type="radio"/>	<input type="radio"/>	Has given all persons interested the opportunity to inspect the body's accounts as set out in the notice of audit.	6, 23
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.	<input checked="" type="radio"/>	<input type="radio"/>	Considered the financial and other risks it faces in the operation of the body and has dealt with them properly.	6, 9
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.	<input checked="" type="radio"/>	<input type="radio"/>	Arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether these meet the needs of the body.	6, 8
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.	<input checked="" type="radio"/>	<input type="radio"/>	Disclosed everything it should have about its business during the year including events taking place after the year-end if relevant.	6
8. We have taken appropriate action on all matters raised in previous reports from internal and external audit.	<input checked="" type="radio"/>	<input type="radio"/>	Considered and taken appropriate action to address issues/weaknesses brought to its attention by both the internal and external auditors.	6, 8, 23

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

## Additional disclosure notes\*

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

1.


2.

3.

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

## Committee approval and certification

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

<p><b>Certification by the RFO</b></p> <p>I certify that the accounting statements contained in this Annual Return present fairly the financial position of the Committee, and its income and expenditure, or properly present receipts and payments, as the case may be, for the year ended 31 March 2023.</p>	<p><b>Approval by the Council/Board/Committee</b></p> <p>I confirm that these accounting statements and Annual Governance Statement were approved by the Committee under minute reference:</p>
<p>RFO signature: </p>	<p>Minute ref:</p>
<p>Name: C. MOORE.</p>	<p>Chair of meeting signature:</p>
<p>Date: 24/5/23.</p>	<p>Name:</p>
	<p>Date:</p>

## Annual internal audit report to:

Name of body: **SWWCJC: South West 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 2023.

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

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

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

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

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

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

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

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

### Internal audit confirmation

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

Name of person who carried out the internal audit:
Signature of person who carried out the internal audit:
Date: