



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

10.00 AM TUESDAY, 5 DECEMBER 2023

VIA MICROSOFT TEAMS

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

Webcasting/Hybrid Meetings

This meeting may be filmed for live or subsequent broadcast via the Council's Internet Site. By participating you are consenting to be filmed and the possible use of those images and sound recordings for webcasting and/or training purposes.

1. Welcome and Chairs Announcements
2. Declarations of Interests
3. Forward Work Programme (*Pages 3 - 4*)
4. South West Wales Corporate Joint Committee Annual Return for year ending 31 March 2023 (*Pages 5 - 16*)
5. South West Wales Corporate Joint Committee Quarter 2 Financial Monitoring 2023/24 (*Pages 17 - 20*)
6. Update to the Terms of Reference of the Sub-Committees of the South West Wales Corporate Joint Committee (*Pages 21 - 24*)
7. Audit Wales - All Wales Corporate Joint Committee Report (*Pages 25 - 58*)

8. Corporate Plan - Draft Priorities for 2024/25 (*Pages 59 - 62*)
9. Welsh Language Standards (*Pages 63 - 100*)
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).

W.Bramble
Chief Executive

Civic Centre
Port Talbot

Wednesday, 29 November 2023

Committee Membership:

Chairperson: Councillor R.Stewart

**Vice
Chairperson:** D.Price

Councillors: D.Simpson and S.K.Hunt

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

**Co-Opted
Members:** J.Hardisty, P.Boyle, E.Woollett and E.Evans

**SOUTH WEST WALES CORPORATE JOINT
COMMITTEE**

FORWARD WORK PROGRAMME

2023-2024

Meeting Date 2024	Agenda Item	Type	Contact Officer
23 January 2024	Agree Response to Consultation on Draft SDP Manual for Submission to Welsh Government	Decision	Nicola Pearce
	Response from Welsh Language Commissioners Office	Decision	Louise McAndrew
	Western Gateway Representation	Decision	Will Bramble
	South West Wales Corporate Joint Committee Budget 2024/25	Decision	Chris Moore

SOUTH WEST WALES CORPORATE JOINT COMMITTEE

5th December 2023

Report of the Chief Finance Officer (Section 151 Officer)

Report Title: South West Wales Corporate Joint Committee Annual Return 2022/23

Purpose of Report	To provide the Joint Committee with the South West Wales Corporate Joint Committee annual return for year ended 2022/23, which has been previously approved by the Governance and Audit Committee
Recommendation	That the Joint Committee receive the South West Wales Corporate Joint Committee annual return for year ended 2022/23.
Report Author	Chris Moore
Finance Officer	Chris Moore
Legal Officer	Craig Williams

Background:

- 1.1 The SWWCJC was formally constituted on 13th 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 25th January 2022 the SWWCJC agreed that for 2022/23 a budget be set at £575k with the corresponding levy raised. 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
- 1.3 Under the CJC terms and conditions, the Governance and Audit Committee have responsibility for approving the Statement of Accounts

or Annual Return. Therefore, on the 26th October 2023 the committee received and approved the Annual Return for the year ended 31 March 2023 for the SWWCJC. The return is presented to the Joint Committee for information purposes only.

Statement of Accounts 2022/23:

- 2.1 The Statement of Accounts in the form of an annual return, present financial information for the financial year 2022/23, as required by legislation. 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 £190.6k. Levies raised on the 4 constituent local authorities generated income of £575.4k. The Outturn in **Appendix A** shows an underspend of £384.8k against the budget with the balance being transferred to the SWWCJC reserve.
- 2.2 The main variances are:
- 2.2.1 The Accountable Body is underspent by £18.2k 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 £26.3k 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 £59.2k 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 £125.2k 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 £384.8k.
- 2.4 No Annual Governance Statement has been produced for 2022/23 due to not being required.

Annual Return:

- 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 £190.6k.
- 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.

Financial Impacts:

The financial statements attached have been prepared in accordance with proper accounting practice.

Integrated Impact Assessment:

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.

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:

There are no workforce impacts for this report.

Legal Impacts:

The SWWCJC is responsible to prepare Statement of Accounts in accordance with legislation and failure to do so would render the SWWCJC in breach of its obligations.

Risk Management Impacts:

The SWWCJC is responsible for putting appropriate Governance arrangements in place for the management of risk and portfolio delivery. Failure to prepare Statement of Accounts would result in a breach of legal obligation.

Consultation:

There is no requirement for formal consultation however, constituent authorities have been consulted.

Reasons for Proposed Decision:

To receive for information the annual return for the SWWCJC for financial year 2022/23.

Implementation of Decision:

With immediate effect.

Appendices:

Appendix A – Outturn 2022/23

Appendix B – South West Wales Corporate Joint Committee Annual Return for year ended 31st March 2022/23

List of Background Papers: None

Appendix A

Cymor Sir Gâr Carmarthenshire County Council		South West Wales Corporate Joint Committee Outturn Financial Year 2022/23		
Description	Budget (£)	Outturn 2022/23 (£)	Variance (£)	Notes
Expenditure				
Joint Committee				
Democratic Services				
Democratic, Scrutiny and Legal Support Costs	67,000	67,000	-	Provided by NPT
Democratic Services Total	67,000	67,000	-	
Legal and Governance				
Monitoring Officer and Service Support	17,000	17,000	-	Provided by NPT
Legal and Governance Total	17,000	17,000	-	
Accountable Body				
Wales Audit Office Financial Audit	20,000	1,764	18,236	Based on audit costs of SBCD (independent audit of financial statements)
Section 151 Officer Recharge	18,812	18,812	0	Provided by CCC
Accountable Body Total	38,812	20,576	18,236	
Governance & Internal Audit				
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
Governance & Internal Audit Total	35,000	8,750	26,250	
Support Services				
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
Support Services Total	84,374	25,194	59,180	
Joint Committee Total	242,185	138,520	103,665	
Joint Scrutiny Committee				
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.
Joint Scrutiny Committee Total	-	-	-	
SWWCJC - Sub Committees				
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
SWWCJC - Sub Committees Total	80,000	-	80,000	
SWWCJC - Regional Management Office				
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
Regional Management Office Total	177,225	52,067	125,158	
Contingency/Reserves				
Provision for Contingency/Reserves	76,000	-	76,000	Estimated budget
Contingency/Reserves Total	76,000	-	76,000	
Total SWWCJC Expenditure	575,411	190,587	384,824	
Funding Contributions				
Partner & Other Contribution				
Brecon Beacons NPA	-	-	-	
Pembrokeshire Coast NPA	-	-	-	
Co-Opt Partners	-	-	-	
Welsh Government Revenue Grant	-	-	-	
ERF Grant	-	-	-	
Local Authority Levi				
City and County of Swansea Council (Levi)	200,453	200,453	-	Based on Population Size
Carmarthenshire County Council (Levi)	154,527	154,527	-	Based on Population Size
Neath Port Talbot CBC (Levi)	117,384	117,384	-	Based on Population Size
Pembrokeshire County Council (Levi)	103,047	103,047	-	Based on Population Size
Total SWWCJC Income	575,411	575,411	-	
Provision of Service - Surplus / (Deficit)	0	384,824	(384,824)	
Movement to Reserves (Contingency)				
Description				
Balance Brought Forward from previous year	0	-	-	
Net Provision of Service - Surplus / (Deficit)	0	384,824	384,824	
Balance Carry Forward	-	384,824	(384,824)	

Appendix 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 (£)	
Statement of income and expenditure/receipts and payments			
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).
Statement of balances			
8. (+) Debtors	0	0	Income and expenditure accounts only: Enter the value of debts owed to the body.
9. (+) Total cash and investments	0	387,330	All accounts: The sum of all current and deposit bank accounts, cash holdings and investments held at 31 March. This must agree with the reconciled cashbook balance as per the bank reconciliation.
10. (-) Creditors	0	-2,506	Income and expenditure accounts only: Enter the value of monies owed by the body (except borrowing) at the year-end.
11. (=) Balances carried forward	0	384,824	Total balances should equal line 7 above: Enter the total of (8+9-10).
12. Total fixed assets and long-term assets	0	0	The asset and investment register value of all fixed assets and any other long-term assets held as at 31 March.
13. Total borrowing	0	0	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).

Annual Governance Statement

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

	Agreed?		'YES' means that the Council/Board/Committee:	PG Ref
	Yes	No*		
1. We have put in place arrangements for: <ul style="list-style-type: none"> effective financial management during the year; and the preparation and approval of the accounting statements. 	<input checked="" type="radio"/>	<input type="radio"/>	Properly sets its budget and manages its money and prepares and approves its accounting statements as prescribed by law.	6, 12
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.

Certification by the RFO	Approval by the Council/Board/Committee
I certify that the accounting statements contained in this Annual Return present fairly the financial position of the Committee, and its income and expenditure, or properly present receipts and payments, as the case may be, for the year ended 31 March 2023.	I confirm that these accounting statements and Annual Governance Statement were approved by the Committee under minute reference:
RFO signature: 	Minute ref:
Name: C MOORE	Chair of meeting signature: 
Date: 26/10/23	Name: D.R. MACGREGOR
	Date: 26th October 2023

Auditor General for Wales' Audit Certificate and report

I report in respect of my audit of the accounts under section 13 of the Act, whether any matters that come to my attention give cause for concern that relevant legislation and regulatory requirements have not been met. My audit has been conducted in accordance with, guidance issued by the Auditor General for Wales.

I certify that I have completed the audit of the Annual Return for the year ended 31 March 2023 of:

South West Wales Corporate Joint Committee

Auditor General's report

Audit opinion - Unqualified

On the basis of my review, in my opinion no matters have come to my attention giving cause for concern that in any material respect, the information reported in this Annual Return:

- has not been prepared in accordance with proper practices;
- that relevant legislation and regulatory requirements have not been met;
- is not consistent with the Committee's governance arrangements; and
- that the Committee does not have proper arrangements in place to secure economy, efficiency and effectiveness in its use of resources.

Other matters arising and recommendations

There are no further matters or recommendations that I wish to draw to the Committee's attention.

External auditor's name: Adrian Crompton

External auditor's signature:



Date: 31 October 2023

For and on behalf of the Auditor General for Wales

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 checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Covered within Internal Audit Number 23045 by Regional Lead Audit team.
2. Financial regulations have been met, payments were supported by invoices, expenditure was approved and VAT was appropriately accounted for.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Covered within Internal Audit Number 23045 by Regional Lead Audit team.
3. The body assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Covered within Internal Audit Number 23045 by Regional Lead Audit team.
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 checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Covered within Internal Audit Number 23045 by Regional Lead Audit team.
5. Expected income was fully received, based on correct prices, properly recorded and promptly banked, and VAT was appropriately accounted for.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Covered within Internal Audit Number 23045 by Regional Lead Audit team.
6. Petty cash payments were properly supported by receipts, expenditure was approved and VAT appropriately accounted for.	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	Not applicable.
7. Salaries to employees and allowances to members were paid in accordance with minuted approvals, and PAYE and NI requirements were properly applied.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Covered within Internal Audit Number 23045 by Regional Lead Audit team.
8. Asset and investment registers were complete, accurate, and properly maintained.	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	Not applicable.

	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 checked="" type="radio"/>	<input type="radio"/>	Not applicable.
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 checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Covered within Internal Audit Number 23045 by Regional Lead Audit team.

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:

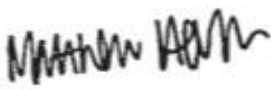
	Agreed?				Outline of work undertaken as part of the internal audit (NB not required if detailed internal audit report presented to body)
	Yes	No*	N/A	Not covered**	
11. Insert risk area	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	Insert text
12.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

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: Matt Holder

Signature of person who carried out the internal audit:
Date: 13 October 2023

SOUTH WEST WALES CORPORATE JOINT COMMITTEE

5th December 2023

Report of the Chief Finance Officer

Report Title: Quarter 2 Financial Monitoring 2023/24

Purpose of Report	To provide the Joint Committee with the Quarter 2 Financial Monitoring for year ended 2023/24.
Recommendation	That the Joint Committee receive the Quarter 2 Financial Monitoring for year ended 2023/24.
Report Author	Chris Moore
Finance Officer	Chris Moore
Legal Officer	Craig Griffiths

1.0 Background:

- 1.1 The SWWCJC was formally constituted on 13th 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 24th January 2023 the SWWCJC approved the 2023/24 budget which was set at £617,753 with a levy from each of the constituent authorities.

2.0 Forecast Outturn 2023/24:

- 2.1 The forecast outturn in **Appendix A** shows a total underspend of £295,542 against the budget.
- 2.2 The main variances are:
- 2.2.1 The Accountable Body is expected to be underspent by £20,236 due to reduction in External Audit work as there is no requirement yet for the preparation of full set of accounts.
- 2.2.2 Governance and Internal Audit is forecasting an underspend of £18,250 again due to minimal activity which has resulted in less Internal Audit work and Sub-Committee Support Costs & Expenses from Pembrokeshire County Council.
- 2.2.3 Support Services are predicting an underspend of £61,009 which is due to the budgeted Senior Accountant post remaining vacant as not yet required due to the level of activity, and a decrease in Human Resources expenses expected to be incurred by Neath Port Talbot Council compared to budget.

2.2.4 The Sub-Committee expenditure shows a forecast underspend of £105,000, £15,000 in respect of sub-committees where there is lower activity and a delayed start compared to the budget. There is a £90,000 underspend on Planning and Programme management expenditure.

2.2.5 The Regional Management Office shows an underspend of £91,047 with the main differences being, £34,981 due to the Business Manager post becoming vacant in June 2023 and not yet filled, £41,206 Consultancy and Specialist Adviser work not being commissioned and £10,000 due to reduced usage of Translation Services.

2.2.5 No provision has been made for any Contingency/Reserves due to the surplus position.

2.3 A reserve was set up for £384,824 underspend in 2022/23 and any further underspend in 2023/24 would increase the balance of this reserve.

2.4 The CJC is funded by the 4 local authorities, with the total budgeted amount split by population size (mid-year 2020 – Statswales.gov.uk) shown below:

Local Authority Levy	
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
	617,753

Under the current legislation the National Park Authorities (NPAs) are only financially obligated to support the strategic planning aspects of the CJC. Given that there is likely to be limited activity in terms of the Strategic Development Plan in 2023/2024 (with a budget of £20,000 allocated to the strategic planning sub-committee), it is not considered appropriate to raise a levy upon the NPA's in 2023/2024.

3.0 Financial Impact:

3.1 The Quarter 2 Forecast Outturn for 2023/24 shows an underspend against budget of 295,542.

4.0 Integrated Impact Assessment:

4.1 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.

4.2 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’.

4.3 There is no requirement for an Integrated Impact Assessment for this report as the setting up of the CJC is underpinned by legislation and this report is to establish financial arrangements in accordance with legislation.

5.0 Workforce Impacts:

5.1 There are no workforce impacts for this report.

6.0 Legal Impacts:

6.1 The SWWCJC is responsible for undertaking periodic financial monitoring against approved budget in accordance with legislation and failure to do so would render the SWWCJC in breach of its obligations.

7.0 Risk Management Impacts:

7.1 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.

8.0 Consultation:

8.1 There is no requirement for formal consultation.

9.0 Reasons for Proposed Decision:

9.1 To receive the Quarter 1 Financial monitoring for financial year 2023/24.

10.0 Implementation of Decision:

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

Appendices:

Appendix A – Quarter 2 Financial Monitoring 2023/24

List of Background Papers: None

Appendix A

South West Wales Corporate Joint Committee Q2 Financial Monitoring Financial Year 2023/24					
Description	Actual 2022/23 (£)	Budget 2023-24 (£)	Forecast 2023/24 Q2 (£)	Variance (£)	Notes
Expenditure					
Joint Committee					
Democratic Services					
Democratic, Scrutiny and Legal Support Costs	67,000	73,700	73,700	-	Provided by NPT, forecasted at budget
Democratic Services Total	67,000	73,700	73,700	-	
Legal and Governance					
Monitoring Officer and Service Support	17,000	18,700	18,700	-	Provided by NPT, forecasted at budget
Legal and Governance Total	17,000	18,700	18,700	-	
Accountable Body					
Audit Wales Financial Audit	1,764	22,000	1,764	20,236	Based on audit costs of SBCD (independent audit of financial statements)
Section 151 Officer Recharge	18,812	20,693	20,693	-	Provided by CCC, forecasted at budget
Accountable Body Total	20,576	42,693	22,457	20,236	
Governance & Internal Audit					
Internal Audit	5,000	22,000	16,500	5,500	Provided by Pembs
Sub-Committee Support Costs & Expenses	3,750	16,500	3,750	12,750	Provided by Pembs - reduced activity based on 2022-23
Governance & Internal Audit Total	8,750	38,500	20,250	18,250	
Support Services					
ICT & Data Protection Services	20,000	22,000	22,000	-	Provided by NPT, forecasted at budget
Financial Services	5,194	57,009	5,000	52,009	Provided by CCC - based on 2022-23 activity
Standards Services	-	-	-	-	Included within Democratic Service costs.
HR Services	-	11,000	2,000	9,000	Provided by NPT, reduced level due to lack of activity
Support Services Total	25,194	90,009	29,000	61,009	
Joint Committee Total	138,520	263,602	164,107	99,495	
Joint Scrutiny Committee					
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.
Joint Scrutiny Committee Total	-	-	-	-	
SWWCJC - Sub Committees					
Economic Development SC	-	20,000	5,000	15,000	Decrease in costs due to lower activity
Planning SC	-	20,000	5,000	15,000	Decrease in costs due to lower activity
Transport SC	-	20,000	50,000	30,000	Sub-committee established and operational
Energy SC	-	20,000	5,000	15,000	Decrease in costs due to lower activity
Planning & Programme management	-	140,000	50,000	90,000	Forecast reduced to 35%
SWWCJC - Sub Committees Total	-	220,000	115,000	105,000	
SWWCJC - Regional Management Office					
Salary (Inc. On-costs)	48,240	60,135	25,154	34,981	Business Manager left 5/6/23, assumed 3 mths charge for replacement
Training of Staff	-	1,000	500	500	Reduction of 50% of budget due to decrease in staffing
Public Transport - Staff	-	250	125	125	Reduction of 50% of budget due to decrease in staffing
Staff Travelling Expenses	-	810	405	405	Reduction of 50% of budget due to decrease in staffing
Admin, Office & Operational Consumables	50	1,000	100	900	Reduced charge (10% of budget) comparable with previous year
Consultancy and Specialist Adviser Fees	742	51,206	10,000	41,206	Reduced charge forecasted at 20% of budget
ICTs & Computer Hardware	121	1,250	1,250	-	Potential ICT costs for replacement staffing
Subsistence & Meetings Expenses	-	1,000	520	480	Reduction of 50% in budget due to lower activity
Conferences, Marketing & Advertising	1,374	-	-	-	
Projects & Activities Expenditure	-	-	-	-	
Translation/Interpret Services	1,540	15,000	5,000	10,000	Reduced translation costs expected (33% of budgeted costs)
Printing & Copying	-	2,500	50	2,450	Notional charge included
Regional Management Office Total	52,067	134,151	43,104	91,047	
Contingency/Reserves					
Provision for Contingency/Reserves	-	-	-	-	
Contingency/Reserves Total	-	-	-	-	
Total SWWCJC Expenditure	190,587	617,753	322,211	295,542	
Funding Contributions					
Partner & Other Contribution					
Brecon Beacons NPA	-	-	-	-	
Pembrokeshire Coast NPA	-	-	-	-	
Co-Opt Partners	-	-	-	-	
Welsh Government Revenue Grant	-	-	-	-	
ERF Grant	-	-	-	-	
Local Authority Levy					
City and County of Swansea Council (Levy)	200,453	212,431	212,431	-	Levy charged to local authorities based on Population Size
Carmarthenshire County Council (Levy)	154,527	168,090	168,090	-	Levy charged to local authorities based on Population Size
Neath Port Talbot CBC (Levy)	117,384	126,771	126,771	-	Levy charged to local authorities based on Population Size
Pembrokeshire County Council (Levy)	103,047	110,460	110,460	-	Levy charged to local authorities based on Population Size
Total SWWCJC Income	575,411	617,753	617,753	-	
Provision of Service - Surplus / (Deficit)	384,824	-	295,542	(295,542)	
Movement to Reserves (Contingency)					
Description					
Balance Brought Forward from previous year	-	-	384,824	(384,824)	
Net Provision of Service - Surplus / (Deficit)	384,824	-	295,542	(295,542)	
Balance Carry Forward	384,824	-	680,366	(680,366)	

SOUTH WEST WALES CORPORATE JOINT COMMITTEE

5 December 2023

REPORT OF THE MONITORING OFFICER

Report Title: Update to the Terms of Reference of the Sub-Committees of the South West Wales Corporate Joint Committee

Purpose of Report	To update the terms of reference for the CJC Sub-Committees
Recommendation(s)	That the terms of reference for the CJC Sub-Committees be amended as set out in paragraph 5 of the circulated report
Report Author	Craig Griffiths
Finance Officer	N/A
Legal Officer	Craig Griffiths

Introduction / Background:

1. In order to implement the legislative requirements, it was agreed 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 was agreed that the following sub-committees be established:

Sub Committee	Lead Chief Executive	Political Lead
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

2. It was also agreed 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).

3. It was also agreed that that the Sub-Committee was then chaired by the Leader from the Constituent Council identified and supported by a chief executive from the authorities mentioned above.
4. However, it would be proposed that an amendment be made to this requirement that would allow the requisite cabinet member from the same political lead authority to chair the Sub-Committee meeting either in the absence of the Leader or at the request of that said Leader.
5. Accordingly an amendment is required to the terms of reference of each sub-committee in respect of the following:

Delete

*The meeting shall be chaired by the Executive Leader of the Constituent Council identified as the political lead for Regional Transport Planning.
In their absence, the meeting shall be chaired by an alternative Leader from a Constituent Council as agreed by the collective Constituent Council leaders.*

Replace with

The meeting shall be chaired by the Executive Leader of the Constituent Council identified as the political lead or where so determined by that Executive Leader, they may delegate that chairing function to the Executive Member in attendance from that same Constituent Council or an alternative Leader from a Constituent Council as agreed by the collective Constituent Council leaders.

Financial Impacts:

6. There are no financial impacts associated with this report.

Integrated Impact Assessment:

7. 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.
8. 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.

Workforce Impacts:

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

Legal Impacts:

10. Part 5 of the LGE Act provides for the establishment, through regulations, of CJsCs and compliance will be had with this and other legislative obligations in the establishment of CJsCs. In particular the South West Wales Corporate Joint Committee Regulations came into force on 1st 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. However a series of further Regulations are being drafted and consulted on by Welsh Government. The Welsh Government has concluded its consultation on the Corporate Joint Committees (General) (No.2) (Wales) Regulations 2021. The Welsh Government is also currently consulting on draft statutory guidance. A third stage of Regulations will put in place further legislation for the operation of the CJsCs and its functions, which Welsh Government are currently being consulted on. A fourth stage will put in place any remaining provisions that a CJC might need.

Risk Management Impacts:

11. 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:

12.No formal consultation required for the purpose of this report.

Reasons for Proposed Decision:

13.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:

14.This decision is proposed for implementation following the conclusion of the three day call in period.

Appendices:

15.None

List of Background Papers:

16.None.

SOUTH WEST WALES CORPORATE JOINT COMMITTEE

5th December 2023

Report of the Chief Executive

Report Title: Audit Wales: Corporate Joint Committees – commentary on their progress (November 2023)

Purpose of Report	To note the Audit Wales Report: Corporate Joint Committees – commentary on their progress (November 2023)
Recommendation(s)	It is recommended the Corporate Joint Committee notes the above report whilst reflecting on the points raised in the earlier letter issued to the South West Wales CJC (dated 17 th July 2023).
Report Author	Will Bramble, Corporate Joint Committee Chief Executive
Finance Officer	Chris Moore
Legal Officer	Craig Griffiths

Introduction / Background:

The Committee will re-call the consideration at the last meeting (held on 24th October 2023) of the letter issued by the Auditor General for Wales on the progress being made by this Corporate Joint Committee. The Committee resolved to approve the action plan to address the key areas identified in the letter from the Auditor General.

This report recommends the Committee notes the findings and recommendations contained within the Audit Wales Report: Corporate Joint Committees – commentary on their progress (November 2023) which focuses on the progress being made by CJCs in developing their arrangements to meet their statutory obligations and the Welsh Government’s aim of strengthening regional collaboration.

The Audit Wales Report is structured around the following areas:

- Understanding of Welsh Government’s aims for CJCs
- Governance arrangements
- Clarity and progress of the CJCs’ plans to deliver Welsh Government’s aims and meet their statutory obligations
- Partnership working
- Well-being of Future Generations (Wales) Act (WFG Act)

The five recommendations contained within the Audit Wales Report set out where it is expected to see the CJCs making further progress over the next 12-18 months in line with the above areas. It is noted within the report, some of the recommendations will be more relevant to some CJCs than others and therefore it will be necessary to reflect on the points raised in the report to the committee of 24rd October 2023 and the earlier letter issued to the South West Wales CJC (attached respectively at Appendix 2 and Appendix 3).

Financial Impacts:

The programme of audit work undertaken by Audit Wales has been delivered within the budget allocated for audit and inspection work.

Integrated Impact Assessment:

There is no requirement for an Integrated Impact assessment to be completed for this report.

Well-being of Future Generations (Wales) Act 2015

It is acknowledged in the Audit Report this Committee has consulted on and published its well-being objectives in accordance with the Act.

The fifth recommendation contained within the Audit Report recommends the four CJs should ensure they effectively apply the sustainable development principle, so they are well placed to improve the well-being of the populations they serve and can demonstrate that they have proper value for money arrangements.

Workforce Impacts:

None.

Legal Impacts:

The audit undertaken by Audit Wales was in accordance with Section 41 of the Public Audit (Wales) Act 2004.

Risk Management Impacts:

Failure to evidence the expected further progress set out in the report could attract adverse audit opinion impacting the reputation of the CJC and potentially increasing audit fees.

Consultation:

No formal consultation required for the purpose of this report.

Reasons for Proposed Decision:

To note the Audit Wales Audit Wales Report: Corporate Joint Committees – commentary on their progress (November 2023).

Implementation of Decision:

Following the 3 day call in period.

Appendices:

1. Audit Wales Report – Corporate Joint Committees – commentary on their progress (November 2023)
2. CJC Report (24th October 2023)
3. Audit Wales Letter - Commentary on CJCs' progress – South West Wales Corporate Joint Committee (July 2023)

List of Background Papers:

Local Government and Elections (Wales) Act 2021 and related statutory guidance.

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Corporate Joint Committees – commentary on their progress

November 2023

This document has been prepared as part of work performed in accordance with statutory functions.

In the event of receiving a request for information to which this document may be relevant, attention is drawn to the Code of Practice issued under section 45 of the Freedom of Information Act 2000.

The section 45 code sets out the practice in the handling of requests that is expected of public authorities, including consultation with relevant third parties. In relation to this document, the Auditor General for Wales and the Wales Audit Office are relevant third parties. Any enquiries regarding disclosure or re-use of this document should be sent to Audit Wales at infoofficer@audit.wales.

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

Mae'r ddogfen hon hefyd ar gael yn Gymraeg. This document is also available in Welsh.

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Summary report

Overall finding

- 1 Corporate Joint Committees (CJCs) are still in their infancy. I was initially concerned about their slow and varied progress, and Welsh Government's preparedness to facilitate their implementation, but there have been more positive signs of the CJCs moving forward recently.

What this report covers

- 2 I have issued letters to each of the four CJCs, which set out my views on their progress. In this report, I set out a high-level summary of my cumulative findings and my expectations of the CJCs over the next 12 to 18 months.
- 3 As the findings in this report are more general, some may be more pertinent to some CJCs than others. Hence, this report should be read in conjunction with the individual letters I issued to the four CJCs. These are available on my website [here](#).

Background

- 4 Welsh Government established four CJCs to help strengthen regional collaboration between authorities:
 - South East Wales CJC
 - South West Wales CJC
 - North Wales CJC
 - Mid Wales CJC
- 5 They came into effect in April 2021 and were given the following functions from June 2022:
 - developing transport policies
 - preparing a strategic development plan
 - economic wellbeing – anything a CJC considers is likely to promote or improve the economic wellbeing of its area

- 6 Membership of the CJsCs consists of the leaders of the councils within the specific region and the National Park Authorities (NPAs) that sit within that region.

The focus of my audit

- 7 As the CJsCs are new corporate bodies, I looked at their progress in developing their arrangements to meet their statutory obligations and the Welsh Government’s aim of strengthening regional collaboration. My team did initial work in autumn 2022 and then did some further work between April and June 2023 to update my findings.

Summary of my findings

- 8 From my initial work in autumn 2022, I was concerned that the CJsCs were making variable progress to establish themselves and I felt unable to determine with confidence if they would deliver as intended. I was concerned that they would just do the bare minimum and exist in name only. I appreciated the CJsCs were being implemented at a time when constituent bodies were facing considerable financial and demand pressures, and that they continue to do so.
- 9 Over two years on since their establishment in April 2021 and 12 months since they were given their core functions and duties in June 2022, it is clear that the CJsCs are still in their infancy. Progress of the CJsCs differ in different areas, but overall, governance arrangements are not yet all in operation and there is much work to be done to meet their strategic planning responsibilities.
- 10 Although they are building on city/growth deal arrangements, they haven’t all determined how they are going to work with other partnerships and bodies to make the most of resources and expertise. This is crucial given the main rationale for the CJsCs’ establishment was to strengthen regional collaboration.
- 11 As I set out in this report and my individual letters, I would have expected more progress in some areas.
- 12 My work identified some positive findings about the CJsCs’ progress. All four CJsCs had put in place the building blocks for their development and to meet Welsh Government’s objectives. I found examples of CJsCs exploring how they could make the most of the opportunities the new arrangements provide. For instance, as a more efficient forum for regional decision-making and to work collaboratively to tackle some significant challenges. CJsCs were also making the most of the flexibility to tailor their arrangements to fit with their regional priorities.

- 13 Equally, I found several issues, particularly during my initial work in autumn 2022, which posed risks to the CJC's development. For example, commitment to the CJC was mixed, and clarity and progress of plans at that time to deliver their functions was variable.
- 14 There was also a strong view amongst the CJC's that the Welsh Government could have been better prepared on a range of issues to ease the implementation of the CJC's. This included:
 - establishing the VAT status and financial status of the CJC's;
 - understanding the implications for the City/Growth Deals; and
 - clearer expectations of the practical delivery of the CJC's functions and public duties.
- 15 Delays in resolving these issues did affect the implementation of the CJC's.
- 16 However, since the financial status issues have now been resolved, I can see that the CJC's are moving forward, and I am more optimistic about their progress. Appetite for the CJC's is more positive and the CJC's have, or are developing their, plans and ambitions.
- 17 Unlike other joint arrangements, the CJC's are legal entities in their own right. They need to maximise the benefits this affords them if they are genuinely committed to delivering positive benefits for their regions.
- 18 I would expect to see the CJC's further advanced over the next 12 to 18 months. My audit teams will continue to monitor the CJC's progress. I would be concerned if my teams find that the CJC's have made little progress and that they have not addressed the points I raise in this report.

Recommendations

- 19 I have made five recommendations to the CJC's as set out page 14 relating to:
- governance arrangements
 - delivering their strategic planning functions,
 - meeting their public sector duties,
 - partnership working and involving the National Park Authorities
 - meeting their duties under the Well-being of Future Generations Act.
- 20 These recommendations set out where I would expect to see the CJC's' making further progress over the next 12-18 months in line with those areas raised in this report. Some of these will be more relevant to some CJC's than others so the CJC's will also need to reflect on the points raised in my individual letters. However, the main thrust of this report is that I would expect to see the CJC's further advanced more generally when I do my next assessment of the CJC's' progress.

Detailed report

Background – what is a Corporate Joint Committee

- 21 Corporate Joint Committees (CJCs) are new corporate bodies which have some similar powers and duties to councils. They can directly own assets and employ staff. They must appoint a Chief Executive, Finance Officer, and Monitoring Officer. CJCs' membership is made up of the leaders of the councils within the specific region and the National Park Authorities that sit within that region.
- 22 Four CJCs were established by regulations under the Local Government and Elections (Wales) Act 2021 to help regional collaboration between authorities:
 - South East Wales CJC
 - South West Wales CJC
 - North Wales CJC
 - Mid Wales CJC
- 23 The CJCs came into effect in April 2021 and were given the following functions from June 2022:
 - Developing transport policies
 - Preparing a strategic development plan
 - Economic wellbeing – anything a CJC considers is likely to promote or improve the economic wellbeing of its area.
- 24 CJCs are required to comply with a range of regulations and duties including:
 - Well-being of Future Generations Act well-being duty
 - Welsh language
 - Public Sector Equality
 - Biodiversity
 - Child poverty

Why I did this review

- 25 In my programme consultation paper in March 2022, I set out that I would keep track of governance arrangements around the creation of new bodies. This included the new CJsCs where the Auditor General for Wales has a statutory role. As the CJsCs are new entities set up as a result of new legislation¹, I wanted to gain early assurance about their progress. I also wanted to identify any emerging issues that need to be addressed and provide some early feedback to help CJsCs as they continue to develop.
- 26 I did this audit in accordance with Section 41 of the Public Audit (Wales) Act 2004. This Act places a duty on the Auditor General for Wales to undertake studies designed to enable me to make recommendations for improving economy, efficiency, and effectiveness in the discharge of the functions or services of local government bodies in Wales.
- 27 I also did the audit to help fulfil my duties under section 15 of the Well-being of Future Generations (Wales) 2015 Act (WFG Act).

What I looked at – the scope of this audit

- 28 My work sought to answer the question: Are Corporate Joint Committees making good progress in developing their arrangements to meet their statutory obligations and the Welsh Government's aim of strengthening regional collaboration? To do this, my team explored the following areas:
- understanding of the Welsh Government's aims for the CJsCs;
 - CJsCs' evolving governance arrangements;
 - CJsCs' plans to deliver the Welsh Government aims and meet their statutory obligations;
 - how the CJsCs relate to existing partnership arrangements; and
 - CJsCs' plans to meet their requirements under the WFG Act, including setting their well-being objectives.
- 29 I did not do this review to determine the validity of, or requirement for, CJsCs.
- 30 My team did the initial work during October 2022 to February 2023 and did some further work to update their findings between April to June 2023.

1 Four Corporate Joint Committees (CJsCs) were established by regulations under the Local Government and Elections (Wales) Act 2021.

Methodology

- 31 My findings are based on document reviews, meeting observations and interviews with the Leaders, Chief Executives and Section 151 officers of each of the four CJsCs. My team also interviewed Welsh Government officers and asked the views of the constituent members of the CJsCs as part of our routine liaison meetings. My team also met with representatives from the Welsh Local Government Association (WLGA).

What I found: CJsCs are still in their infancy. I was initially concerned about their slow and varied progress, and Welsh Government’s preparedness to facilitate their implementation, but there have been more positive signs of the CJsCs moving forward recently

Understanding of Welsh Government’s aims for the CJsCs

- 32 The CJsCs generally understood and acknowledged the potential benefits of the Welsh Government’s aims for the CJsCs. These benefits included the opportunity to leverage additional investments, work collaboratively to reduce carbon emissions and to increase capacity and resilience by pooling resources to tackle recruitment challenges.
- 33 But at the time of my initial work in autumn 2022, the level of acceptance, optimism, and engagement for CJsCs amongst CJsCs and the constituent bodies varied considerably. I saw some examples of CJsCs embracing opportunities and developing arrangements, but also scepticism from some about the need for CJsCs at all. Given the significant financial and demand pressures being faced by the constituent bodies, the CJsCs were not seen as a priority.
- 34 Welsh Government provided an implementation grant of £250,000 to each region to support their initial planning. However, there was a clear sense of frustration amongst the CJsCs about the preparedness of Welsh Government on a range of issues which would have facilitated the CJsCs’ progress. These included:
- clarity on the financial status of CJsCs, pertinent, for example, for borrowing and pension purposes;
 - establishing VAT status to avoid incurring 20% VAT;
 - understanding the implications for the City/Growth Deals which sit with the UK government; and
 - clearer expectations and understanding of the practical delivery of their functions and meeting their public duties.

- 35 The CJs were frustrated that these matters had not been considered by Welsh Government at the outset and in the pace of progress to resolve them.
- 36 The phased approach to legislation and guidance was quite messy and disjointed and spanned a number of Welsh Government departments. CJs were working through, and responding to, guidance and requirements as and when they came out. CJs identified some practical challenges to meeting their requirements, which they proactively raised with Welsh Government. Welsh Government officials have acknowledged that they have some clear lessons to learn from this experience.
- 37 These issues impacted the pace at which the CJs progressed, but also served to dampen levels of appetite for the CJs, which I also found were affecting some of the CJs' progress.
- 38 Earlier in 2023, I was concerned that there was a risk that CJs would not develop effectively and simply exist in name only, raising questions about their ability to deliver their statutory functions, meet Welsh Government objectives and provide value for money.
- 39 More recently and since the financial status issues have been resolved, there seems to be a more positive attitude about the CJs. When I updated my work in the early summer, I found that the CJs were beginning to show signs of progress. Consequently, I'm more optimistic about their chances of delivering as they were intended than I was in the autumn last year. It will be important that they now continue to maintain this momentum.

Governance arrangements

- 40 CJs have established their core governance arrangements, but at the time of my updated work in early summer 2023, not all the arrangements were up and running across all the CJs. To a certain extent, this reflected the limited activities of the CJs to date.
- 41 The progress of the individual CJs in establishing their governance arrangements are reflected in the letters I have issued to each of them.
- 42 Overall, I found CJs' progress in developing and operationalising some of their governance arrangements to be mixed. They had all put in place arrangements for statutory officers, some on an interim basis. The CJs had also maximised the flexibility to tailor their arrangements and to use some constituent bodies' existing arrangements. In the rest of this section, I highlight some particular areas where I would expect to see further progress over the next 12 months.

- 43 CJCs are required to have Governance and Audit Committees (GACs), but what I found in the early summer 2023, was that not all CJC GACs had been appointed to and were meeting. South West Wales GAC had met twice.
- 44 Similarly, apart from South West Wales CJC, scrutiny arrangements had not all been agreed and implemented. The CJCs don't have to have a specific scrutiny committee themselves, but they have to co-operate, and provide assistance to, the scrutiny undertaken by constituent bodies or via a joint scrutiny committee.
- 45 The CJCs are local government bodies using public money. It is important that CJCs and the constituent bodies determine how the CJCs will be held to account. GAC and scrutiny arrangements should be providing oversight and scrutiny of the CJCs' activities and arrangements. Without this, there is a risk that the CJCs may operate in a vacuum with limited scrutiny and public transparency.
- 46 The statutory guidance on the CJC sets out the expectation that the CJC will set up specific sub-committees for its key functions. Three of the four CJCs had set up functional sub-committees in line with the guidance. However, at the time of my updated work in the early summer, only the Strategic Development Planning sub-committee for Mid Wales CJC had actually met. So, most of these sub-committees were not yet in operation and simply established on paper.
- 47 I recognise that the activities of the CJCs have been limited to date. However, I would expect to see greater progress with the CJCs' governance arrangements being put into practice to provide the necessary checks and balances in line with good governance standards over the next six to 12 months.

Clarity and progress of the CJCs' plans to deliver Welsh Government's aims and meet their statutory obligations

- 48 CJCs were at different stages of their planning. Some had clear ambitions to maximise particular opportunities for their regions. Others were beginning to clarify their plans. Taking account of the need to resolve the financial status issues, the CJCs had all taken a considered and pragmatic approach to their planning.

- 49 CJC's were confident in their abilities to meet their economic well-being duty building on the existing work and progress of the city and growth deals. When I updated my findings in the early summer, not all CJC's intended to transfer their city/growth deals to the CJC's. South East Wales CJC had had a clear ambition from the start to lift and shift the Cardiff Capital Region city deal programme into the CJC and had developed a transition plan to support this.
- 50 CJC's and city/growth deals are regional arrangements, which have similar and mutually beneficial objectives, but different funding and legal bases. So, whatever the CJC's decide, they and the city/growth deal bodies will need to determine how they can optimise resources to manage these arrangements efficiently and effectively for the benefit of their regions. Given my role is to examine how public bodies manage and spend public money, including how they achieve value in the delivery of public services, I will be keen to see how these two regional arrangements operate.
- 51 I found that the CJC's' progress with delivering their strategic development planning (SDP) and regional transport planning (RTP) functions was more limited. The budgets allocated by the CJC's to support the delivery of these two functions varied considerably between the CJC's.
- 52 Mid Wales CJC had determined its options for delivering its strategic development planning function, including staff resources to support this. North Wales CJC had agreed staffing structures to support both planning functions. But at the time of my updated work in May and June, progress in these areas was less developed with the other two CJC's.
- 53 I appreciate that there were some delays in resolving the financial status issues and that Welsh Government had not finalised the RTP guidance. However, as I emphasise in my letters to each of the CJC's, Welsh Government had engaged with the CJC's about the strategic development and transport planning functions so the CJC's should have had some understanding of expectations. For example, Welsh Government officers shared advisory notices recommending early preparation for the strategic development plans in August 2021. There was also an event to discuss CJC's' planning functions in January 2022. The strategic development planning process, in particular, is complex and lengthy and the CJC's need to get this underway.
- 54 Therefore, despite the financial status issues, I would have liked to have seen more progress with the CJC's strategic development and regional transport planning functions. I would expect to see the CJC's making further progress with these functions over the next 12 months.

55 I found that the CJsCs' had made some progress to meet their public sector duties, but this varied across the CJsCs and reflected their limited operation to date. Generally, CJsCs had agreed arrangements to meet their Welsh Language and equality duties often adopting arrangements used by one of the constituent bodies. With the exception of South East Wales CJC, the CJsCs had not published their child poverty action plans. Welsh Government's draft child poverty strategy is currently out for consultation so the CJsCs will need to ensure their plans build on and align with this. Given the CJsCs' potential reach and underlying aims, the CJsCs will need to ensure these duties are actively considered in their activities and not just done in a tokenistic way to tick a box.

Partnership working

- 56 I have commented frequently on the complex partnership landscape in Wales so was keen to see how CJsCs were exploring how they relate to and work with existing partnerships. To make the most of existing resources and to tackle challenges more collaboratively.
- 57 I found that most CJsCs were building on their city deal/growth deal arrangements in some shape or form, but aside from South West Wales CJC, the CJsCs hadn't formally determined how they can work with other bodies and partnerships, including making the most of the involvement of the National Park Authorities (NPAs). Thus, potentially missing the opportunity to coordinate activities and resources for the benefit of the region.
- 58 South West Wales CJC had looked beyond its statutory membership to help it maximise the contributions of key stakeholders in the region. It was positive to see that it had co-opted other bodies, such as universities and local health boards. It had also taken the opportunity to involve the National Park Authorities (NPAs) more fully in its arrangements, beyond the NPAs' statutory role around strategic development planning.
- 59 However, this wasn't the case with the other CJsCs, who had largely not explored how they could involve the NPAs beyond their strategic planning role. The NPAs also have requirements around economic development. Given this and their geography and reach, there is a real opportunity for the CJsCs to maximise the positive contribution that NPAs could have on the delivery of the CJsCs' well-being objectives and functions, beyond their strategic development planning role.
- 60 It will be key for the CJsCs to explore how they can engage and work with other bodies to make the most of resources and expertise. CJsCs have been set up to strengthen regional collaboration and they need to demonstrate that they can do this. I would expect to see more progress on this across all the CJsCs when I do my next piece of work on CJsCs.

Well-being of Future Generations (Wales) Act (WFG Act)

- 61 Like the other named bodies under the WFG Act², the CJsCs must set and publish well-being objectives. They must act in accordance with the sustainable development principle when setting those objectives and when taking steps to meet them. CJsCs were required to set their first well-being objectives by April 2023.
- 62 It was concerning that during my initial work in autumn 2022, some interviewees seemed quite unaware of the CJsCs' duties around the Act. But I appreciate that, at that time, the activities of the CJsCs had been very limited and that setting of well-being objectives had not been seen as a priority.
- 63 When I updated my work in May and June, I found that two of the four CJsCs (South West Wales and South East Wales) had published their well-being objectives, although only South West Wales had consulted on theirs. Mid Wales CJC had drafted theirs. North Wales CJC indicated that its well-being objectives would be influenced by the transfer of Ambition North Wales into the CJC and once it had received the final guidance on strategic development and regional transport planning from Welsh Government and appointed planning officers.
- 64 There was a general consensus amongst the CJsCs of wanting to take a proportionate approach to the Act commensurate with their role and activities. It was positive that they had been discussing their approaches with the Future Generations Commissioner's office. Nevertheless, I would expect North Wales and Mid Wales CJsCs to be progressing with setting and publishing their well-being objectives in line with legislative requirements.
- 65 More broadly, the CJsCs have a duty to act in accordance with the sustainable development principle. That framework has the potential to add value to how they plan and deliver their work. As new entities, CJsCs have the opportunity to ensure that the sustainable development principle underpins what they do and how they do it from the outset.

2 The Well-being of Future Generations Act provides for a shared purpose through seven well-being goals for Wales. These well-being goals are indivisible from each other and explain what is meant by the wellbeing of Wales. Further information about these goals is available in the [Well-Being of Future Generations \(Wales\) Act 2015 Essentials Guide](#)

- 66 As the CJs take forward their plans and start to make decisions about their regions, I would expect CJs to be able to demonstrate that they are putting the sustainable development at the heart of their activities. It would be a significant missed opportunity if they do not do this. It would also raise questions about the extent to which they have proper value for money arrangements given the five ways of working are integral to these arrangements. I will be undertaking examinations of the extent to which they have applied the sustainable development principle in future years, as required by the Act. So, I will be keen to see how the CJs have embraced this opportunity.
- 67 My team has developed some positive indicators which provide an illustrative set of characteristics of what good looks like when organisations act in accordance with the sustainable development principle. The constituent bodies will be familiar with these, and it will be useful for the CJs to draw on these as they deliver their well-being objectives.

Recommendations

68 My recommendations below set out where I would expect to see the CJsCs' making further progress over the next 12-18 months in line with those areas raised in this report. Some of these will be more relevant to some CJsCs than others so the CJsCs will also need to reflect on the points raised in my individual letters. However, the main thrust of this report is that I would expect to see the CJsCs further advanced more generally when I do my next piece of work on the CJsCs.

Recommendations

Governance arrangements

R1 The four CJsCs should ensure that their governance arrangements are up and running and are effectively providing the necessary checks and balances to support robust and transparent decision-making and effective scrutiny.

Strategic development planning and regional transport planning

R2 The four CJsCs should ensure that they take action to further progress with these functions over the next 12 months in order to facilitate an integrated, efficient and consistent approach to strategic planning in line with Welsh Government's aims.

Public sector duties

R3 The CJsCs need to ensure that they meet their public sector duties where they haven't already done so. For example, to publish child poverty action plans and bio-diversity reports. But more significantly, the CJsCs need to ensure they actively take account of these duties in their decision-making and activities.

Recommendations

Partnership working and National Park Authorities

- R4 Whilst South West Wales CJC has co-opted different organisations and the NPAs into its arrangements, the other CJsCs need to determine more fully how they can engage and work with other bodies to make the most of resources and expertise. This includes exploring how they can maximise the involvement of the NPAs beyond their statutory strategic development planning role.

Well-being of Future Generation (Wales) Act 2015

- R5 North Wales and Mid Wales CJsCs should ensure that they progress with developing their well-being objectives in line with requirements. More broadly, the four CJsCs should ensure they effectively apply the sustainable development principle, so they are well placed to improve the well-being of the populations they serve and can demonstrate that they have proper value for money arrangements.



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Rydym yn croesawu gohebiaeth a galwadau ffôn yn Gymraeg a Saesneg.

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SOUTH WEST WALES CORPORATE JOINT COMMITTEE

24th OCTOBER 2023

Report of the Chief Executive

Report Title: CORPORATE JOINT COMMITTEE – AUDIT WALES LETTER

Purpose of Report	To note Audit Wales' Commentary on CJC's progress letter with regards to the South West Wales Corporate Joint Committee and approve the proposed action plan
Recommendation(s)	It is recommended that the action plan is approved
Report Author	Karen Jones, Corporate Joint Committee Chief Executive
Finance Officer	Chris Moore
Legal Officer	Craig Griffiths

Introduction / Background:

Audit Wales have undertaken a review covering the four Corporate Joint Committees (CJC), which is due to be published in the coming weeks. The report is structured in two parts: the first gives a brief overview of their findings, the second is framed around key risks and opportunities. The purpose of the review was to gain early assurance about the CJC's progress as newly established bodies.

The review also aimed to identify any emerging issues that need to be addressed and provide some early feedback to help CJC's as they continue to develop. Each CJC has been provided with a commentary letter, which can be found in Appendix 1. The letter is structured around five key areas:

- Understanding of the Welsh Government's aims for the CJC's Evolving governance arrangements.
- CJC's plans to deliver the Welsh Government aims and meet their statutory obligations.
- How the CJC relates to existing partnership arrangements.
- CJC's plans to meet their requirements under the Well-Being of Future Generations Act (WFG Act), including setting their well-being objectives

Key areas identified have been included in the below action plan and will be implemented over the next six months.

Action	Timescale
Develop Child Poverty Action Plan	By March 2024

Develop a Participation Strategy	By March 2024
----------------------------------	---------------

Further work will be undertaken by Audit Wales over the next 18-24 months to assess progress.

Timescales:

Work on both of these actions will commence shortly with draft versions of both plans being presented to Members as part of the corporate planning process for 2024-25.

Financial Impacts:

The programme of audit work undertaken by Audit Wales has been delivered within the budget allocated for audit and inspection work.

Integrated Impact Assessment:

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.

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

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."*

Well-being of Future Generations (Wales) Act 2015

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

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'.

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.

Workforce Impacts:

The preparation of a child poverty strategy and participation strategy will have an impact on officer time but at this stage in the CJC's operation these are not believed to be onerous and should be able to be accommodated within the corporate planning process.

Legal Impacts:

The requirement for a child poverty strategy is referenced within statutory guidance which places a number of public sector statutory duties on CJCs on the basis that they are part of the local government family.

Likewise, the requirement to produce a participation strategy is set out in the Local Government and Elections (Wales) Act 2021 and as CJCs are part of the local government family, the new statutory duties also apply to CJCs.

Risk Management Impacts:

Failure to address the areas for improvement could attract adverse audit opinion impacting the reputation of the CJC and potentially increasing audit fees.

Consultation:

No formal consultation required for the purpose of this report.

Reasons for Proposed Decision:

To consider the recommendations made by Audit Wales and to set out a formal and positive response.

Implementation of Decision:

Following the 3 day call in period.

Appendices:

1. Audit Wales Letter

List of Background Papers:

Local Government and Elections (Wales) Act 2021 and related statutory guidance.

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South West Wales Corporate
Joint Committee

Via email

Reference: 3658A2023/AC371

Date issued: 17 July 2023

Dear Colleagues

Commentary on CJsCs' progress – South West Wales Corporate Joint Committee

Further to my recent summary report on the Corporate Joint Committees' progress in developing their arrangements, this letter sets out the findings pertinent to the South West Wales Corporate Joint Committee. The letter is structured around the following areas as per the summary report:

- understanding of the Welsh Government's aims for the CJsCs.
- evolving governance arrangements.
- CJC's plans to deliver the Welsh Government aims and meet their statutory obligations.
- How the CJC relates to existing partnership arrangements.
- CJC's plans to meet their requirements under the Well-Being of Future Generations Act (WFG Act), including setting their well-being objectives.

My team will be happy to attend a meeting of the CJC to talk through the findings.

Understanding of Welsh Government's aims for the CJsCs

- South West Wales CJC had a clear understanding of Welsh Government's aims for the CJs, although it was apparent that it wasn't entirely supportive of the need for the CJs. I appreciate this was, in part, linked to the CJC's concerns about lack of resources to support the implementation of the CJC and its functions. It proactively raised these concerns with Welsh Government.
- Nevertheless, the CJC was generally positive about the opportunities the CJs could bring for the region including beyond its core functions. Most notably, by adopting the South West Wales regional energy strategy and the regional economic delivery plan.

Governance arrangements

- **Overall, we are assured that the CJC has established its core governance arrangements and that most of its arrangements are up and running.**
- This includes its main Corporate Joint Committee, its overview and scrutiny sub-committee and its Governance and Audit Committee (GAC). The CJC has agreed the terms of reference for four thematic based sub-committees (regional transport, regional economic development, strategic development planning, and regional energy strategy). But, as of May 2023, these sub-committees had not yet met so had not begun to deliver their roles in line with their terms of reference. Dates for these meetings were agreed at the annual general meeting in June.
- The Overview and Scrutiny sub-committee has agreed its high-level work programme. We appreciate the members are primarily getting up to speed with the CJC at the moment. As the work of the CJC develops, the sub-committee needs to consider the value and impact its activity will have, beyond just noting progress with plans, to provide a mechanism to hold the CJC to account. Our [paper on scrutiny](#) may be helpful to the sub-committee.
- The CJC has taken a proportionate and pragmatic approach to its governance arrangements. It has maximised the flexibility to tailor its arrangements, for example, making use of some of its constituent bodies' arrangements and seconded statutory officers from within the constituent councils on a part-time basis.
- It is positive that the CJC has taken the opportunity to involve the National Park Authorities (NPAs) more fully in its arrangements, beyond the NPAs' statutory role around strategic development planning. As well as ensuring it considers the impact its actions have on the national park authority areas, this will also help the CJC to maximise the positive contribution that NPAs could have on the delivery of the CJs' well-being objectives and functions.
- We will be keen to see how the CJC's governance arrangements support the CJC as it continues to develop.

Progress and clarity of plans

- **We found that the CJC had set out a clear vision in its corporate plan 2023-28, which drew on its Regional Economic Development plan, regional energy strategy and national policies.**
- The CJC is progressing with its plans to meet its economic well-being duty, building on the work of the Swansea Bay City Deal. At the moment, the CJC does not intend to bring the two regional arrangements together, given the different funding streams and legal bases. Managing and overseeing two regional arrangements, which have similar and mutually beneficial objectives, will require resources. The CJC and the constituent bodies of the Swansea Bay City Deal will need to determine how it can do this efficiently and effectively. Officers are currently exploring options to minimise the administrative burden and associated costs of operating the two arrangements.
- **However, progress with delivering its strategic development planning and regional transport planning functions was more limited.** We understand the CJC feels this is largely due to concerns about availability of resources and that the Welsh Government had not yet issued final guidance. I have raised a number of points about Welsh Government preparedness in my summary report and recognise that the financial status issues in particular have impacted on the CJC's ability to progress, not wanting to incur VAT for example.
- Welsh Government has engaged with the CJCs about the strategic development and transport planning functions so the CJCs should have some understanding of expectations. For example, it shared advisory notices recommending early preparation for the strategic development plans in August 2021. There was also an event to discuss CJCs' planning functions in January 2022. So, despite the financial status issues, I consider more progress could have been made in these areas. I would expect to see greater and swifter progress from this point forward.
- Whilst the CJC has agreed a budget to support its regional transport function it also only set a very small budget for strategic development planning for 2023-24. This underlines that it's unlikely there will be much activity on this. Welsh Government have been clear to regions that they are willing to provide support to develop the plans, both directly and via Transport for Wales.
- The SDP process, in particular, is complex and lengthy and the CJC needs to get this underway. There is a risk the CJC will not be able to achieve its objectives and improvements for the region if realistic budgets are not allocated to support the delivery of its functions. It needs to determine how it can maximise its abilities as a separate legal entity to help it do this.
- The CJC has made progress working to address its public sector duties, such as its biodiversity and equalities duties, and Welsh Language requirements. Whilst the CJC recognises the requirement to produce a Child Poverty

strategy in its Corporate Plan, as of May 2023 it had not developed its child poverty action plan as required. It will need to do so as soon as possible.

Partnerships

- I have commented frequently on the complex partnership landscape in Wales so am keen to see how CJsCs are exploring how they relate to and work with existing partnerships. To make the most of existing resources and to tackle challenges more collaboratively.
- The CJC has been clear that it has wanted to build on the existing relationships in the region. It is positive to see that it has looked beyond the statutory membership of the CJC co-opting representatives from Swansea University and the University of South Wales, Hywel Dda and Swansea Bay university health boards. It is also building on the expertise of the Swansea Bay city deal. This should provide it with a significant opportunity to boost the collaborative power of the region and generate wider ownership to deliver its priorities. I will be keen to see the impact of this as the CJC progresses.

Well-Being of Future Generations Act (WFG Act)

- Like the other named bodies under the WFG Act, the CJC must set and publish well-being objectives. It must act in accordance with the sustainable development principle when setting those objectives and when taking steps to meet them.
- The CJC published its well-being objectives by 1 April 2023 as required. It incorporated these within its corporate plan as recommended within the statutory guidance.
- We have not done a detailed review of the extent to which the CJC has applied the sustainable development principle to the setting of its well-being objectives. The CJC told us it is taking a proportionate approach to meeting its duties under the Act.
- We can see that the CJC has set out in its corporate plan how it intends to embed the five ways of working. From our high-level review of the document, we can see that the corporate plan covers elements set out in the Well-Being of Future Generations Act legislation. For example, the CJC has set out how its well-being objectives will help contribute to the delivery of the national well-being goals.
- The corporate plan was subject to public consultation, including a targeted approach with key stakeholders in the region. The CJC developed an easy read version of the plan and a summary of the plan on one page to make it easier to access and understand. The CJC has identified some ways that it could strengthen its application of the sustainable development principle. For instance, by developing a participation strategy and building on approaches

being used by its constituent bodies to help it involve the full diversity of the population. It also talks about the need to work in an integrated way.

- The CJC has adopted Neath Port Talbot County Borough Council's impact assessment tool to help it demonstrate its consideration of the well-being goals and the five ways of working. I appreciate these tools can be helpful. But it needs to be more than simply having an impact assessment at the end of a report. My recent report on equalities impact assessment underlined the point about consideration of these areas earlier to help inform decisions and policies.
- The CJC has a duty to act in accordance with the sustainable development principle. More broadly, that framework has the potential to add value to how it plans and delivers its work. For example, the wider benefits of applying the sustainable development principle to meeting its transport, planning and economic development functions and powers. The CJC may find it helpful to draw on the range of resources on transport and planning available on the Future Generations Commissioner for Wales website.
- I will expect to see the CJC apply this principle in a meaningful way, across its functions. I will be undertaking examinations of the extent to which it has applied the sustainable development principle in future years, as required by the Act.
- We have developed some positive indicators which provide an illustrative set of characteristics of what good looks like when organisations act in accordance with the sustainable development principle. The constituent bodies will be familiar with these. The CJC may find it helpful to draw on these positive indicators as it delivers its well-being objectives.

The CJC should consider this letter in tandem with my summary report, which provides an assessment of the collective position of the four CJCs.

I intend to do further work over the next 18-24 months to assess the CJCs' progress.

Thank you for your support and contributions to this review.

Yours sincerely



Adrian Crompton
AUDITOR GENERAL FOR WALES

SOUTH WEST WALES CORPORATE JOINT COMMITTEE

5th December 2023

Report of the Chief Executive

Report Title: Corporate Plan Priorities 2024-2025 – Permission to Consult

Purpose of Report	To request Members' approval to consult with stakeholders on the actions/steps the Committee proposes to undertake to deliver the wellbeing objectives set for the South West Wales Corporate Joint Committee in 2024/25.
Recommendation(s)	It is recommended the Corporate Joint Committee authorises the Chief Executive to undertake formal consultation on the wellbeing objectives and the proposed actions/steps to be taken in 2024/25 to deliver the wellbeing objectives.
Report Author	Will Bramble, Corporate Joint Committee Chief Executive
Finance Officer	Chris Moore
Legal Officer	Craig Griffiths

Introduction / Background:

The Committee approved the South West Wales Corporate Joint Committee Corporate Plan 2023-2028 in October 2022. The Plan set out the following three objectives.

- 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.
- 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).
- 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.

The Plan's appendix sets out the actions/steps to be taken in 2023/24 to achieve the objectives, including timescale and measures. A number of these actions have been achieved. More detail will be provided in the 2023/24 Annual Report.

Audit Wales, in presenting their recent letter to the Committee, concluded that the Committee had met the statutory duties under the Wellbeing of Future Generations (Wales) Act 2014.

This report proposes no change to the wellbeing objectives set for the Committee but it does update the actions/steps that the Committee proposes to take in 2024/25 in pursuit of those

objectives, subject to the Committees approval after consultation. It is proposed that a similar consultation process be undertaken again this year, whereby consultation was organised through the consultation mechanisms already operated by individual councils as well as general promotion of the opportunity to comment on the proposals and direct mailing of other key stakeholders.

Subject to sufficient resources the proposed actions/steps for 2024/25 are as follows:

To collaboratively progress the implementation of the Regional Economic Delivery Plan and Regional Energy Strategy thereby improving the decarbonised economic well-being of South West Wales for our future generations Regional Economic Well-being

- Explore opportunities to support the range of activities set out in the Investment Zone prospectus;
- Further develop the skills and supply chain arrangements across the region to maximise the benefits from investments in Floating Offshore Wind and wider renewable energy developments;
- Work to clarify the successor funding arrangements for Shared Prosperity Fund and Levelling Up funding;
- Continue to develop work to improve the promotion of and access to investment opportunities across the region;
- Further develop the regional work to enhance the visitor economy;
- Continue work with Net Zero Industry Wales to develop a regional investment pack, to promote the area to potential investors;
- Test the Regional Energy Strategy to ensure its deliverability and support the completion of work to establish the Local Area Energy Plans;

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).

- Further progress the development of the Regional Transport Plan in line with the delivery agreement submitted to Welsh Government in 2023/24;
- Continue to press Welsh Government for the funding necessary to meet the statutory duty to prepare a regional transport plan.

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.

- Prepare to start the process of developing the regional Strategic Plan for south west Wales once in receipt of Welsh Government guidance;
- Investigate the options for delivering the expertise and support needed to complete the Strategic Development Plan.

The proposed steps will be refined in light of consultation responses received and a final set of proposed actions/steps will be submitted to the Committee for approval before the end of March 2024 as part of the corporate planning process. The final proposal will include timescales, resource allocations and the means of monitoring progress.

In addition to updating the actions/steps linked to the wellbeing objectives, the corporate plan will also contain a number of improvement actions linked to the governance arrangements of the South West Wales Corporate Joint Committee. This will include responses to feedback received from Audit Wales, the Welsh Language Commissioner and the Equality and Human Rights Commissioner, alongside new statutory duties such as the need to develop a Participation Strategy.

Financial Impacts:

The resources available to the Corporate Joint Committee are finite and therefore the programmes of work will need to be deliverable within the budget constraints, further representation will be made through WLGA and to Welsh Ministers regarding the resource impacts of the statutory duties placed upon CJsCs.

Integrated Impact Assessment:

There is no requirement for an Integrated Impact assessment to be completed for this report.

Well-being of Future Generations (Wales) Act 2015

The WBGFA requires the South West Wales Corporate Joint Committee to consult on any proposal to change its wellbeing objectives. It is not proposed that the wellbeing objectives should be amended but that the actions/steps to achieve the objectives are updated for the next planning period.

Legal Impacts:

There is no requirement to undertake public consultation on the updating of priorities as part of the Well-being of Future Generations (Wales) Act 2015, consultation is only required when setting or changing objectives.

Risk Management Impacts:

Failure to update the actions/steps would create a risk that the wellbeing objectives would not be achieved, adversely impacting the reputation of the South West Wales Corporate Joint Committee.

Consultation:

It is proposed that the proposed actions/steps are subject to formal consultation prior to finalising the Corporate Plan for 2024/25.

Reason for Decision:

To enable the South West Wales Corporate Joint Committee to take on the views of its stakeholders at a point where the actions/steps proposed to be taken in 2024/25 are formative.

Recommendation:

It is recommended the Corporate Joint Committee authorises the Chief Executive to undertake formal consultation on the well-being objectives and the proposed actions/steps to be taken in 2024/25 to deliver the wellbeing objectives.

Implementation of Decision:

Following the conclusion of the 3 day call in period.

List of Background Papers:

Corporate Joint Committee Corporate Plan – 2023-2028

SOUTH WEST WALES CORPORATE JOINT COMMITTEE

5th December 2023

Report of the Chief Executive

Report Title: Welsh Language Standards

Purpose of Report	To seek Members authority to respond to the consultation initiated by the Welsh Language Commissioner on the standards that she proposes is applied to the South West Wales CJC.
Recommendation(s)	It is recommended that Members authorise the Chief Executive to formally respond to the Welsh Language Commissioner before 5th January 2024 indicating the Committee's acceptance of the Welsh Language Standards it is proposed should apply to the South West Wales CJC.
Report Author	Will Bramble, Corporate Joint Committee Chief Executive
Finance Officer	Chris Moore
Legal Officer	Craig Griffiths

Introduction / Background:

A report was presented to Members on 24th October detailing contact with the Welsh Language Commissioner's Office regarding the application of Welsh Language Standards and the issuing of a compliance notice.

The Welsh Government have confirmed that CJCs are required to comply with the same Welsh Language Standards duties as local authorities - The Welsh Language Standards (No. 1) Regulations 2015 ("the No. 1 Regulations"). The No. 1 Regulations also authorise the Welsh Language Commissioner to issue compliance notices, which set out the duties that each individual body must comply with.

The Chief Executive has reviewed the proposed compliance notice with the standards which have already been voluntarily adopted by the Committee and there are no additional standards included. Therefore it is proposed that the Chief Executive is authorised to confirm to the Welsh Language Commissioner that there are no standards which the Committee considers unfavourable and/or disproportionate and that the Committee is content to proceed to the next stage of the process.

Financial Impacts:

It is considered that the cost of meeting the Welsh Language Standards can be met within the existing budget set for the CJC where provision for translation costs is already made.

Integrated Impact Assessment:

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.

Well-being of Future Generations (Wales) Act 2015

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'. Members will note that in respect of the Wellbeing of Future Generations (Wales) Act 2015 one of the seven Well-being Goals is "A Wales of vibrant culture and thriving Welsh language".

Workforce Impacts:

There are minimal workforce impacts for the CJC to be concerned with in relation to this report.

Legal Impacts:

The Compliance Notice is the means by which the Welsh Language Commissioner sets the Welsh Language Standards that will be legally applied to corporate joint committees and other relevant bodies.

Risk Management Impacts:

The Committee voluntarily adopted the standards applied to Carmarthenshire County Council at an early stage in its work – those standards being the most stringent across South West Wales. There have been no material problems in applying those standards in practice. There are very low risks anticipated from agreeing to the same standards being legally applied by the Welsh Language Commissioner.

Consultation:

No formal consultation required for the purpose of this report.

Reason for Decision:

To ensure a formal response is sent to the Welsh Language Commissioner within the required consultation deadline.

Recommendation:

It is recommended that Members authorise the Chief Executive to formally respond to the Welsh Language Commissioner before 5th January 2024 indicating the Committee's acceptance of the Welsh Language Standards it is proposed should apply to the South West Wales CJC.

Implementation of Decision:

Following the 3 day call in period.

Appendices:

Appendix 1 – Draft Compliance Notice

List of Background Papers:

[Welsh Government Statutory Guidance on CJs](#)

[Carmarthenshire County Council – Welsh Language Standards](#)

[Welsh Language Standards, Interim Policy Position, Corporate Joint Committee - 11th October 2022](#)

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DRAFT COMPLIANCE NOTICE – SECTION 47 WELSH LANGUAGE (WALES) MEASURE 2011

South West Wales Corporate Join Committee – Issue Date: 04/10/2023

Standard Number	Class of Standard	Standard	Imposition Date
1	Service Delivery	If you receive correspondence from a person in Welsh you must reply in Welsh (if an answer is required), unless the person has indicated that there is no need to reply in Welsh.	6 months
4	Service Delivery	When you send the same correspondence to several persons, you must send a Welsh language version of the correspondence at the same time as you send any English language version.	6 months
5	Service Delivery	If you don't know whether a person wishes to receive correspondence from you in Welsh, when you correspond with that person you must provide a Welsh language version of the correspondence.	6 months
6	Service Delivery	If you produce a Welsh language version and a corresponding English language version of correspondence, you must not treat the Welsh language version less favourably than the English language version (for example, if the English version is signed, or if contact details are provided on the English version, then the Welsh version must be treated in the same way).	6 months
7	Service Delivery	You must state –	6 months

		(a) in correspondence, and (b) in publications and official notices that invite persons to respond to you or to correspond with you, that you welcome receiving correspondence in Welsh, that you will respond to any correspondence in Welsh, and that corresponding in Welsh will not lead to delay.	
8	Service Delivery	When a person contacts you on your main telephone number (or numbers), or on any helpline numbers or call centre numbers, you must greet the person in Welsh.	6 months
9	Service Delivery	When a person contacts you on your main telephone number (or numbers), or on any helpline numbers or call centre numbers, you must inform the person that a Welsh language service is available.	6 months
10	Service Delivery	When a person contacts you on your main telephone number (or numbers), or on any helpline numbers or call centre numbers, you must deal with the call in Welsh in its entirety if that is the person's wish (where necessary by transferring the call to a member of staff who is able to deal with the call in Welsh).	6 months
12	Service Delivery	When you advertise telephone numbers, helpline numbers or call centre services, you must not treat the Welsh language less favourably than the English language.	6 months
13	Service Delivery	If you offer a Welsh language service on your main telephone number (or numbers), on any helpline numbers or call centre numbers, the telephone number for the Welsh language service must be the same as for the corresponding English language service.	6 months
14	Service Delivery	When you publish your main telephone number, or any helpline numbers or call centre service numbers, you must state (in Welsh) that you welcome calls in Welsh.	6 months
15	Service Delivery	If you have performance indicators for dealing with telephone calls,	6 months

		you must ensure that those performance indicators do not treat telephone calls made in Welsh any less favourably than calls made in English.	
16	Service Delivery	Your main telephone call answering service (or services) must inform persons calling, in Welsh, that they can leave a message in Welsh.	6 months
17	Service Delivery	When there is no Welsh language service available on your main telephone number (or numbers), or any helpline numbers or call centre numbers, you must inform persons calling, in Welsh (by way of an automated message or otherwise), when a Welsh language service will be available.	6 months
18	Service Delivery	If a person contacts one of your departments on a direct line telephone numbers (including on staff members' direct line numbers), and that person wishes to receive a service in Welsh, you must provide that service in Welsh in its entirety (if necessary by transferring the call to a member of staff who is able to deal with the call in Welsh).	6 months
20	Service Delivery	When a person contacts you on a direct line number (whether on a department's direct line number or on the direct line number of a member of staff), you must ensure that, when greeting the person, the Welsh language is not treated less favourably than the English language.	6 months
21	Service Delivery	When you telephone an individual ("A") for the first time you must ask A whether A wishes to receive telephone calls from you in Welsh, and if A responds to say that A wishes to receive telephone calls in Welsh you must keep a record of that wish, and conduct telephone calls made to A from then onwards in Welsh.	6 months
22	Service Delivery	Any automated telephone systems that you have must provide the complete automated service in Welsh.	6 months

24	Service Delivery	If you invite one person only ("P") to a meeting you must ask P whether P wishes to use the Welsh language at the meeting, and inform P that you will, if necessary, provide a translation service from Welsh to English for that purpose.	6 months
24A	Service Delivery	If you have invited one person only ("P") to a meeting and P has informed you that P wishes to use the Welsh language at the meeting, you must arrange for a simultaneous translation service from Welsh to English to be available at the meeting (unless you conduct the meeting in Welsh without the assistance of a translation service).	6 months
26	Service Delivery	If you invite an individual ("A") to a meeting, and the meeting relates to the well-being of A, you must ask A whether A wishes to use the Welsh language at the meeting, and inform A that you will, if necessary, provide a translation service from Welsh to English and from English to Welsh for that purpose.	6 months
26A	Service Delivery	You must arrange for a simultaneous translation service from Welsh to English and from English to Welsh to be available at a meeting - (a) if the meeting relates to the well-being of an invited individual ("A"), and (b) if A has informed you that A wishes to use the Welsh language at the meeting; unless you conduct the meeting in Welsh without the assistance of a translation service.	6 months
27	Service Delivery	If you invite more than one person to a meeting (which does not relate to the well-being of one or more of the individuals invited), you must ask each person whether they wish to use the Welsh language at the meeting.	6 months
27A	Service Delivery	If you have invited more than one person to a meeting (which does not relate to the well-being of one or more of the individuals invited),	6 months

		and at least 10% (but less than 100%) of the persons invited have informed you that they wish to use the Welsh language at the meeting, you must arrange for a simultaneous translation service from Welsh to English to be available at the meeting.	
27D	Service Delivery	If you have invited more than one person to a meeting (which does not relate to the well-being of one or more of the individuals invited), and all of the persons invited have informed you that they wish to use the Welsh language at the meeting, you must arrange for a simultaneous translation service from Welsh to English to be available at the meeting (unless you conduct the meeting in Welsh without the assistance of a translation service).	6 months
29	Service Delivery	If you invite more than one person to a meeting, and that meeting relates to the well-being of one or more of the individuals invited, you must - (a) ask that individual or each of those individuals whether he or she wishes to use the Welsh language at the meeting, and (b) inform that individual (or those individuals) that, if necessary, you will provide a translation service from Welsh to English and from English to Welsh for that purpose.	6 months
29A	Service Delivery	You must provide a simultaneous translation service from Welsh to English and from English to Welsh at a meeting - (a) if you have invited more than one person to the meeting, (b) if the meeting relates to the well-being of one or more of the individuals invited, and (c) if at least one of those individuals has informed you that he or she wishes to use the Welsh language at the meeting; unless you conduct the meeting in Welsh without the assistance of a translation service.	6 months

30	Service Delivery	If you arrange a meeting that is open to the public you must state on any material advertising it, and on any invitation to it, that anyone attending is welcome to use the Welsh language at the meeting.	6 months
31	Service Delivery	When you send invitations to a meeting that you arrange which is open to the public, you must send the invitations in Welsh.	6 months
32	Service Delivery	If you invite persons to speak at a meeting that you arrange which is open to the public you must - (a) ask each person invited to speak whether he or she wishes to use the Welsh language, and (b) if that person (or at least one of those persons) has informed you that he or she wishes to use the Welsh language at the meeting, provide a simultaneous translation service from Welsh to English for that purpose (unless you conduct the meeting in Welsh without a translation service).	6 months
33	Service Delivery	If you arrange a meeting that is open to the public, you must ensure that a simultaneous translation service from Welsh to English is available at the meeting, and you must orally inform those present in Welsh - (a) that they are welcome to use the Welsh language, and (b) that a simultaneous translation service is available.	6 months
34	Service Delivery	If you display any written material at a meeting that you arrange which is open to the public, you must ensure that that material is displayed in Welsh, and you must not treat any Welsh language text less favourably than the English language text.	6 months
35	Service Delivery	If you organise a public event, or fund at least 50% of a public event, you must ensure that, in promoting the event, the Welsh language is treated no less favourably than the English language (for example, in the way the event is advertised or publicised).	6 months

36	Service Delivery	If you organise a public event, or fund at least 50% of a public event, you must ensure that the Welsh language is treated no less favourably than the English language at the event (for example, in relation to services offered to persons attending the event, in relation to signs displayed at the event and in relation to audio announcements made at the event).	6 months
37	Service Delivery	Any publicity or advertising material that you produce must be produced in Welsh, and if you produce the advertising material in Welsh and in English, you must not treat the Welsh language version less favourably than you treat the English language version.	6 months
38	Service Delivery	Any material that you display in public must be displayed in Welsh, and you must not treat any Welsh language version of the material less favourably than the English language version.	6 months
41	Service Delivery	<p>If you produce the following documents you must produce them in Welsh -</p> <p>(a) agendas, minutes and other papers that are available to the public, which relate to management board or cabinet meetings;</p> <p>(b) agendas, minutes and other papers for meetings, conferences or seminars that are open to the public.</p> <p>You must comply with standard 41(a) in every circumstance, except:</p> <ul style="list-style-type: none"> ○ other papers that are available to the public, which relate to management board or cabinet meetings. <p>You must comply with standard 41(b) in every circumstance, except:</p> <ul style="list-style-type: none"> ○ other papers for meetings that are open to the public. 	6 months

42	Service Delivery	Any licence or certificate you produce must be produced in Welsh.	6 months
43	Service Delivery	Any brochure, leaflet, pamphlet or card that you produce in order to provide information to the public must be produced in Welsh.	6 months
44	Service Delivery	If you produce the following documents, and they are available to the public, you must produce them in Welsh - (a) policies, strategies, annual reports and corporate plans; (b) guidelines and codes of practice; (c) consultation papers.	6 months
45	Service Delivery	Any rules that you publish that apply to the public must be published in Welsh.	6 months
46	Service Delivery	When you issue any statement to the press you must issue it in Welsh and, if there is a Welsh language version and an English language version of a statement, you must issue both versions at the same time.	6 months
47	Service Delivery	If you produce a document for public use, and no other standard has required you to produce the document in Welsh, you must produce it in Welsh - (a) if the subject matter of the document suggests that it should be produced in Welsh, or (b) if the anticipated audience, and their expectations, suggests that the document should be produced in Welsh.	6 months
48	Service Delivery	If you produce a document in Welsh and in English (whether separate versions or not), you must not treat any Welsh language version less favourably than you treat the English language version.	6 months
49	Service Delivery	If you produce a Welsh language version and a separate English language version of a document, you must ensure that the English language version clearly states that the document is also available in Welsh.	6 months

50	Service Delivery	Any form that you produce for public use must be produced in Welsh.	6 months
50A	Service Delivery	If you produce a Welsh language version and a separate English language version of a form, you must ensure that the English language version clearly states that the form is also available in Welsh.	6 months
50B	Service Delivery	If you produce a form in Welsh and in English (whether separate versions or not), you must ensure that the Welsh language version is treated no less favourably than the English language version, and you must not differentiate between the Welsh and English versions in relation to any requirements that are relevant to the form (for example in relation to any deadline for submitting the form, or in relation to the time allowed to respond to the content of the form).	6 months
51	Service Delivery	If you pre-enter information on a Welsh language version of a form (for example, before sending it to a member of the public in order for him or her to check the content or to fill in the remainder of the form), you must ensure that the information that you pre-enter is in Welsh.	6 months
52	Service Delivery	You must ensure that - (a) the text of each page of your website is available in Welsh, (b) every Welsh language page on your website is fully functional, and (c) the Welsh language is not treated less favourably than the English language on your website.	6 months
55	Service Delivery	If you have a Welsh language web page that corresponds to an English language web page, you must state clearly on the English language web page that the page is also available in Welsh, and you must provide a direct link to the Welsh page on the corresponding English page.	6 months
56	Service Delivery	You must provide the interface and menus on every page of your	6 months

		website in Welsh.	
57	Service Delivery	All apps that you publish must function fully in Welsh, and the Welsh language must be treated no less favourably than the English language in relation to that app.	6 months
58	Service Delivery	When you use social media you must not treat the Welsh language less favourably than the English language.	6 months
59	Service Delivery	If a person contacts you by social media in Welsh, you must reply in Welsh (if an answer is required).	6 months
60	Service Delivery	You must ensure that any self service machines that you have function fully in Welsh, and the Welsh language must be treated no less favourably than the English language in relation to that machine.	6 months
61	Service Delivery	When you erect a new sign or renew a sign (including temporary signs), any text displayed on the sign must be displayed in Welsh (whether on the same sign as you display corresponding English language text or on a separate sign); and if the same text is displayed in Welsh and in English, you must not treat the Welsh language text less favourably than the English language text.	6 months
62	Service Delivery	When you erect a new sign or renew a sign (including temporary signs) which conveys the same information in Welsh and in English, the Welsh language text must be positioned so that it is likely to be read first.	6 months
63	Service Delivery	You must ensure that the Welsh language text on signs is accurate in terms of meaning and expression.	6 months
64	Service Delivery	Any reception service you make available in English must also be available in Welsh, and any person who requires a Welsh language reception service must not be treated less favourably than a person who requires an English language reception service.	6 months

67	Service Delivery	You must display a sign in your reception which states (in Welsh) that persons are welcome to use the Welsh language at the reception.	6 months
68	Service Delivery	You must ensure that staff at the reception who are able to provide a Welsh language reception service wear a badge to convey that.	6 months
69	Service Delivery	Any official notice that you publish or display must be published or displayed in Welsh, and you must not treat any Welsh language version of a notice less favourably than an English language version.	6 months
70	Service Delivery	When you publish or display an official notice that contains Welsh language text as well as English language text, the Welsh language text must be positioned so that it is likely to be read first.	6 months
71	Service Delivery	Any documents that you publish which relate to applications for a grant, must be published in Welsh, and you must not treat a Welsh language version of such documents less favourably than an English language version.	6 months
72	Service Delivery	When you invite applications for a grant, you must state in the invitation that applications may be submitted in Welsh and that any application submitted in Welsh will be treated no less favourably than an application submitted in English.	6 months
72A	Service Delivery	You must not treat applications for a grant submitted in Welsh less favourably than applications submitted in English (including, amongst other matters, in relation to the closing date for receiving applications and in relation to the time-scale for informing applicants of decisions).	6 months
74	Service Delivery	If you receive an application for a grant in Welsh and it is necessary to interview the applicant as part of your assessment of the application you must - (a) offer to provide a translation service from Welsh to English to enable the applicant to use the Welsh language at the interview, and (b) if the applicant wishes to use the Welsh language at the interview,	6 months

		provide a simultaneous translation service for that purpose (unless you conduct the interview in Welsh without a translation service).	
75	Service Delivery	When you inform an applicant of your decision in relation to an application for a grant, you must do so in Welsh if the application was submitted in Welsh.	6 months
76	Service Delivery	Any invitations to tender for a contract that you publish must be published in Welsh, and you must not treat a Welsh language version of any invitation less favourably than an English language version.	6 months
77	Service Delivery	When you publish invitations to tender for a contract, you must state in the invitation that tenders may be submitted in Welsh, and that a tender submitted in Welsh will be treated no less favourably than a tender submitted in English.	6 months
77A	Service Delivery	You must not treat a tender for a contract submitted in Welsh less favourably than a tender submitted in English (including, amongst other matters, in relation to the closing date for receiving tenders, and in relation to the time-scale for informing tenderers of decisions).	6 months
79	Service Delivery	If you receive a tender in Welsh and it is necessary to interview the tenderer as part of your assessment of the tender you must - (a) offer to provide a translation service from Welsh to English to enable the tenderer to use the Welsh language at the interview, and (b) if the tenderer wishes to use the Welsh language at the interview, provide a simultaneous translation service for that purpose (unless you conduct the interview in Welsh without a translation service).	6 months
80	Service Delivery	When you inform a tenderer of your decision in relation to a tender, you must do so in Welsh if the tender was submitted in Welsh.	6 months
81	Service Delivery	You must promote any Welsh language service that you provide, and advertise that service in Welsh.	6 months

82	Service Delivery	If you provide a service in Welsh that corresponds to a service you provide in English, any publicity or document that you produce, or website that you publish, which refers to the English service must also state that a corresponding service is available in Welsh.	6 months
83	Service Delivery	When you form, revise or present your corporate identity, you must not treat the Welsh language less favourably than the English language.	6 months
84	Service Delivery	If you offer an education course that is open to the public, you must offer it in Welsh. You must comply with standard 84 in every circumstance, except: <ul style="list-style-type: none"> ○ when an assessment carried out in accordance with standard 86 comes to the conclusion that there is no need for that course to be offered in Welsh. 	6 months
86	Service Delivery	If you develop an education course that is to be offered to the public, you must assess the need for that course to be offered in Welsh; and you must ensure that the assessment is published on your website.	6 months
87	Service Delivery	When you announce a message over a public address system, you must make that announcement in Welsh and, if the announcement is made in Welsh and in English, the announcement must be made in Welsh first.	6 months
88	Policy Making	When you formulate a new policy, or review or revise an existing policy, you must consider what effects, if any (whether positive or adverse), the policy decision would have on - <ul style="list-style-type: none"> (a) opportunities for persons to use the Welsh language, and (b) treating the Welsh language no less favourably than the English language. 	6 months

89	Policy Making	When you formulate a new policy, or review or revise an existing policy, you must consider how the policy could be formulated (or how an existing policy could be changed) so that the policy decision would have positive effects, or increased positive effects, on - (a) opportunities for persons to use the Welsh language, and (b) treating the Welsh language no less favourably than the English language.	6 months
90	Policy Making	When you formulate a new policy, or review or revise an existing policy, you must consider how the policy could be formulated (or how an existing policy could be changed) so that the policy decision would not have adverse effects, or so that it would have decreased adverse effects, on - (a) opportunities for persons to use the Welsh language, and (b) treating the Welsh language no less favourably than the English language.	6 months
91	Policy Making	When you publish a consultation document which relates to a policy decision, the document must consider, and seek views on, the effects (whether positive or adverse) that the policy decision under consideration would have on - (a) opportunities for persons to use the Welsh language, and (b) treating the Welsh language no less favourably than the English language.	6 months
92	Policy Making	When you publish a consultation document which relates to a policy decision the document must consider, and seek views on, how the policy under consideration could be formulated or revised so that it would have positive effects, or increased positive effects, on (a) opportunities for persons to use the Welsh language, and (b) treating the Welsh language no less favourably than the English	6 months

		language.	
93	Policy Making	<p>When you publish a consultation document which relates to a policy decision the document must consider, and seek views on, how the policy under consideration could be formulated or revised so that it would not have adverse effects, or so that it would have decreased adverse effects, on -</p> <p>(a) opportunities for persons to use the Welsh language, and</p> <p>(b) treating the Welsh language no less favourably than the English language.</p>	6 months
94	Policy Making	<p>You must produce and publish a policy on awarding grants (or, where appropriate, amend an existing policy) which requires you to take the following matters into account when you make decisions in relation to the awarding of a grant -</p> <p>(a) what effects, if any (and whether positive or negative), the awarding of a grant would have on -</p> <p>(i) opportunities for persons to use the Welsh language, and</p> <p>(ii) treating the Welsh language no less favourably than the English language;</p> <p>(b) how the decision could be taken or implemented (for example, by imposing conditions of grant) so that it would have positive effects, or increased positive effects, on -</p> <p>(i) opportunities for persons to use the Welsh language, and</p> <p>(ii) treating the Welsh language no less favourably than the English language;</p> <p>(c) how the decision could be taken or implemented (for example, by imposing conditions of grant) so that it would not have adverse effects, or so that it would have decreased adverse effects on -</p> <p>(i) opportunities for persons to use the Welsh language, and</p>	6 months

		<p>(ii) treating the Welsh language no less favourably than the English language;</p> <p>(ch) whether you need to ask the applicant for any additional information in order to assist you in assessing the effects of awarding a grant on -</p> <p>(i) opportunities for persons to use the Welsh language, and</p> <p>(ii) treating the Welsh language no less favourably than the English language.</p>	
95	Policy Making	<p>When you commission or undertake research that is intended to assist you to make a policy decision, you must ensure that the research considers what effects, if any (and whether positive or adverse), the policy decision under consideration would have on -</p> <p>(a) opportunities for persons to use the Welsh language, and</p> <p>(b) treating the Welsh language no less favourably than the English language.</p>	6 months
96	Policy Making	<p>When you commission or undertake research that is intended to assist you to make a policy decision, you must ensure that the research considers how the policy decision under consideration could be made so that it would have a positive effects, or so that it would have increased positive effects, on -</p> <p>(a) opportunities for persons to use the Welsh language, and</p> <p>(b) treating the Welsh language no less favourably than the English language.</p>	6 months
97	Policy Making	<p>When you commission or undertake research that is intended to assist you to make a policy decision, you must ensure that the research considers how the policy decision under consideration could be made so that it would not have adverse effects, or so that it would have decreased adverse effects, on -</p>	6 months

		(a) opportunities for persons to use the Welsh language, and (b) treating the Welsh language no less favourably than the English language.	
98	Operational	You must develop a policy on using Welsh internally for the purpose of promoting and facilitating the use of the language, and you must publish that policy on your intranet.	6 months
99	Operational	When you offer a new post to an individual, you must ask that individual whether he or she wishes for the contract of employment or contract for services to be provided in Welsh; and if that is the individual's wish you must provide the contract in Welsh.	6 months
100	Operational	You must - (a) ask each employee whether he or she wishes to receive any paper correspondence that relates to his or her employment, and which is addressed to him or her personally, in Welsh, and (b) if an employee so wishes, provide any such correspondence to that employee in Welsh.	6 months
101	Operational	You must ask each employee whether he or she wishes to receive any documents that outline his or her training needs or requirements in Welsh; and if that is the employee's wish you must provide any such documents to him or to her in Welsh.	6 months
102	Operational	You must ask each employee whether he or she wishes to receive any documents that outline his or her performance objectives in Welsh; and if that is the employee's wish you must provide any such documents to him or to her in Welsh.	6 months
103	Operational	You must ask each employee whether he or she wishes to receive any documents that outline or record his or her career plan in Welsh; and if that is the employee's wish you must provide any such documents to him or to her in Welsh.	6 months

104	Operational	You must ask each employee whether he or she wishes to receive any forms that record and authorise - (a) annual leave, (b) absences from work, and (c) flexible working hours, in Welsh; and if that is an employee's wish, you must provide any such forms to him or to her in Welsh.	6 months
105	Operational	If you publish a policy relating to behaviour in the workplace, you must publish it in Welsh.	6 months
106	Operational	If you publish a policy relating to health and well-being at work, you must publish it in Welsh.	6 months
107	Operational	If you publish a policy relating to salaries or workplace benefits, you must publish it in Welsh.	6 months
108	Operational	If you publish a policy relating to performance management, you must publish it in Welsh.	6 months
109	Operational	If you publish a policy about absence from work, you must publish it in Welsh.	6 months
110	Operational	If you publish a policy relating to working conditions, you must publish it in Welsh.	6 months
111	Operational	If you publish a policy regarding work patterns, you must publish it in Welsh.	6 months
112	Operational	You must allow each member of staff - (a) to make complaints to you in Welsh, and (b) to respond in Welsh to any complaint made about him or about her.	6 months
112A	Operational	You must state in any document that you have that sets out your procedures for making complaints that each member of staff may -	6 months

		(a) make a complaint to you in Welsh, and (b) respond to a complaint made about him or about her in Welsh; and you must also inform each member of staff of that right.	
114	Operational	If you receive a complaint from a member of staff or a complaint about a member of staff, and a meeting is required with that member of staff, you must - (a) ask the member of staff whether he or she wishes to use the Welsh language at the meeting; (b) explain that you will provide a translation service from Welsh to English for that purpose if it is required; and if the member of staff wishes to use the Welsh language, you must provide a simultaneous translation service from Welsh to English at the meeting (unless you conduct the meeting in Welsh without translation services).	6 months
115	Operational	When you inform a member of staff of a decision you have reached in relation to a complaint made by him or by her, or in relation to a complaint made about him or about her, you must do so in Welsh if that member of staff - (a) made the complaint in Welsh, (b) responded in Welsh to a complaint about him or about her, (c) asked for a meeting about the complaint to be conducted in Welsh, or (ch) asked to use the Welsh language at a meeting about the complaint.	6 months
116	Operational	You must allow all members of staff to respond in Welsh to allegations made against them in any internal disciplinary process.	6 months
116A	Operational	You must – (a) state in any document that you have which sets out your arrangements for disciplining staff that any member of staff may	6 months

		<p>respond in Welsh to any allegations made against him or against her, and</p> <p>(b) if you commence a disciplinary procedure in relation to a member of staff, inform that member of staff of that right.</p>	
118	Operational	<p>If you organise a meeting with a member of staff regarding a disciplinary matter that relates to his or her conduct you must -</p> <p>(a) ask the member of staff whether he or she wishes to use the Welsh language at the meeting, and</p> <p>(b) explain that you will provide a translation service for that purpose if it is required; and, if the member of staff wishes to use the Welsh language, you must provide a simultaneous translation service from Welsh to English at the meeting (unless you conduct the meeting in Welsh without a translation service).</p>	6 months
119	Operational	<p>When you inform a member of staff of a decision you have reached following a disciplinary process, you must do so in Welsh if that member of staff -</p> <p>(a) responded to allegations made against him or her in Welsh,</p> <p>(b) asked for a meeting regarding the disciplinary process to be conducted in Welsh, or</p> <p>(c) asked to use the Welsh language at a meeting regarding the disciplinary process.</p>	6 months
120	Operational	<p>You must provide staff with computer software for checking spelling and grammar in Welsh, and provide Welsh language interfaces for software (where an interface exists).</p>	6 months
121	Operational	<p>You must ensure that -</p> <p>(a) the text of each page of your intranet is available in Welsh,</p> <p>(b) every Welsh language page on your intranet is fully functional, and</p>	6 months

		(c) the Welsh language is treated no less favourably than the English language on your intranet.	
122	Operational	You must ensure that - (a) the text of the homepage of your intranet is available in Welsh, (b) any Welsh language text on your intranet's homepage (or, where relevant, your Welsh language intranet homepage) is fully functional, and (c) the Welsh language is treated no less favourably than the English language in relation to the homepage of your intranet.	6 months
123	Operational	You must ensure that each time you publish a new intranet page or amend a page - (a) the text of that page is available in Welsh, (b) any Welsh language version of that page is fully functional, And (c) the Welsh language is treated no less favourably than the English language in relation to the text of that page.	6 months
124	Operational	If you have a Welsh language page on your intranet that corresponds to an English language page, you must state clearly on the English language page that the page is also available in Welsh, and must provide a direct link to the Welsh language page on the corresponding English language page.	6 months
125	Operational	You must designate and maintain a page (or pages) on your intranet which provides services and support material to promote the Welsh language and to assist your staff to use the Welsh language.	6 months
126	Operational	You must provide the interface and menus on your intranet pages in Welsh.	6 months
127	Operational	You must assess the Welsh languages skills of your employees.	6 months
128	Operational	You must provide training in Welsh in the following areas, if you provide such training in English -	6 months

		(a) recruitment and interviewing; (b) performance management; (c) complaints and disciplinary procedures; (ch) induction; (d) dealing with the public; and (dd) health and safety.	
129	Operational	You must provide training (in Welsh) on using Welsh effectively in— (a) meetings; (b) interviews; and (c) complaints and disciplinary procedures.	6 months
130	Operational	You must provide opportunities during working hours - (a) for your employees to receive basic Welsh language lessons, and (b) for employees who manage others to receive training on using the Welsh language in their role as managers.	6 months
131	Operational	You must provide opportunities for employees who have completed basic Welsh language training to receive further training free of charge, to develop their language skills.	6 months
132	Operational	You must provide training courses so that your employees can develop - (a) awareness of the Welsh language (including awareness of its history and its role in Welsh culture); (b) an understanding of the duty to operate in accordance with the Welsh language standards; (c) an understanding of how the Welsh language can be used in the workplace.	6 months
133	Operational	When you provide information to new employees (for example by means of an induction process), you must provide information for the purpose of raising their awareness of the Welsh language.	6 months

134	Operational	You must provide text or a logo for your staff to include in e-mail signatures which will enable them to indicate whether they speak Welsh fluently or whether they are learning the language.	6 months
135	Operational	You must provide wording for your employees which will enable them to include a Welsh language version of their contact details in e-mail messages, and to provide a Welsh language version of any message which informs others that they are unavailable to respond to e-mail messages.	6 months
136	Operational	When you assess the requirements for a new or vacant post, you must assess the need for Welsh language skills, and categorise it as a post where one or more of the following apply - (a) Welsh language skills are essential; (b) Welsh language skills need to be learnt when appointed to the post; (c) Welsh language skills are desirable; or (ch) Welsh language skills are not necessary.	6 months
136A	Operational	If you have categorised a post as one where Welsh language skills are essential, desirable or need to be learnt you must - (a) specify that when advertising the post, and (b) advertise the post in Welsh.	6 months
137	Operational	When you advertise a post, you must state that applications may be submitted in Welsh, and that an application submitted in Welsh will not be treated less favourably than an application submitted in English.	6 months
137A	Operational	If you publish - (a) application forms for posts; (b) material that explains your procedure for applying for posts; (c) information about your interview process, or about other	6 months

		assessment methods when applying for posts; (ch) job descriptions; you must publish them in Welsh; and you must ensure that the Welsh language versions of the documents are treated no less favourably than any English language versions of those documents.	
137B	Operational	You must not treat an application for a post made in Welsh less favourably than you treat an application made in English (including, amongst other matters, in relation to the closing date you set for receiving applications and in relation to any time-scale for informing individuals of decisions).	6 months
139	Operational	You must ensure that your application forms for posts - (a) provide a space for individuals to indicate that they wish to use the Welsh language at an interview or at any other method of assessment, and (b) explain that you will provide a translation service from Welsh to English for that purpose if it is required; and, if the individual wishes to use the Welsh language at the interview or assessment, you must provide a simultaneous translation service at the interview or assessment (unless you conduct the interview or assessment in Welsh without that translation service).	6 months
140	Operational	When you inform an individual of your decision in relation to an application for a post, you must do so in Welsh if the application was made in Welsh.	6 months
141	Operational	When you erect a new sign or renew a sign in your workplace (including temporary signs), any text displayed on the sign must be displayed in Welsh (whether on the same sign as the corresponding English language text or on a separate sign), and if the same text is	6 months

		displayed in Welsh and in English, you must not treat the Welsh language text less favourably than the English language text.	
142	Operational	When you erect a new sign or renew a sign in your workplace (including temporary signs) which conveys the same information in Welsh and in English, the Welsh language text must be positioned so that it is likely to be read first.	6 months
143	Operational	You must ensure that the Welsh language text on signs displayed in your workplace is accurate in terms of meaning and expression.	6 months
144	Operational	When you make announcements in the workplace using audio equipment, that announcement must be made in Welsh, and if the announcement is made in Welsh and in English, the announcement must be made in Welsh first.	6 months
145	Promotion	You must produce, and publish on your website, a 5-year strategy that sets out how you propose to promote the Welsh language and to facilitate the use of the Welsh language more widely in your area; and the strategy must include (amongst other matters) - (a) a target (in terms of the percentage of speakers in your area) for increasing or maintaining the number of Welsh speakers in your area by the end of the 5 year period concerned, and (b) a statement setting out how you intend to reach that target; and you must review the strategy and publish a revised version on your website within 5 years of publishing a strategy (or of publishing a revised strategy).	12 months
146	Promotion	Five years after publishing a strategy in accordance with standard 145 you must – (a) assess to what extent you have followed that strategy and have reached the target set by it, and	12 months

		(b) publish that assessment on your website, ensuring that it contains the following information - (i) the number of Welsh speakers in your area, and the age of those speakers; (ii) a list of the activities that you have arranged or funded during the previous 5 years in order to promote the use of the Welsh language.	
147	Record Keeping	You must keep a record, in relation to each financial year, of the number of complaints you receive relating to your compliance with standards.	6 months
148	Record Keeping	You must keep a copy of any written complaint that you receive that relates to your compliance with the standards with which you are under a duty to comply.	6 months
149	Record Keeping	You must keep a copy of any written complaint that you receive that relates to the Welsh language (whether or not that complaint relates to the standards with which you are under a duty to comply).	6 months
150	Record Keeping	You must keep a record of the steps that you have taken in order to ensure compliance with the policy making standards with which you are under a duty to comply.	6 months
151	Record Keeping	You must keep a record (following assessments of your employees' Welsh language skills made in accordance with standard 127), of the number of employees who have Welsh language skills at the end of each financial year and, where you have that information, you must keep a record of the skill level of those employees.	6 months
152	Record Keeping	You must keep a record, for each financial year of - (a) the number of members of staff who attended training courses offered by you in Welsh (in accordance with standard 128), and	6 months

		(b) if a Welsh version of a course was offered by you in accordance with standard 128, the percentage of the total number of staff attending the course who attended that version.	
153	Record Keeping	You must keep a copy of every assessment that you carry out (in accordance with standard 136) in respect of the Welsh language skills that may be needed in relation to a new or vacant post..	6 months
154	Record Keeping	You must keep a record, in relation to each financial year of the number of new and vacant posts which were categorised (in accordance with standard 136) as posts where - (a) Welsh language skills are essential; (b) Welsh language skills need to be learnt when appointed to the post; (c) Welsh language skills are desirable; or (ch) Welsh language skills are not necessary.	6 months
155	Supplementary - Service Delivery	You must ensure that a document which records the service delivery standards with which you are under a duty to comply, and the extent to which you are under a duty to comply with those standards, is available - (a) on your website, and (b) in each of your offices that are open to the public.	6 months
156	Supplementary - Service Delivery	You must - (a) ensure that you have a complaints procedure that deals with the following matters - (i) how you intend to deal with complaints relating to your compliance with the service delivery standards with which you are under a duty to comply, and (ii) how you will provide training for your staff in relation to dealing with those complaints,	6 months

		<p>(b) publish a document that records that procedure on your website, and</p> <p>(c) ensure that a copy of that document is available in each of your offices that are open to the public.</p>	
157	Supplementary - Service Delivery	<p>You must -</p> <p>(a) ensure that you have arrangements for</p> <p>(i) overseeing the way you comply with the service delivery standards with which you are under a duty to comply,</p> <p>(ii) promoting the services that you offer in accordance with those standards, and</p> <p>(iii) facilitating the use of those services,</p> <p>(b) publish a document that records those arrangements on your website, and</p> <p>(c) ensure that a copy of that document is available in each of your offices that are open to the public.</p>	6 months
158	Supplementary - Service Delivery	<p>(1) You must produce a report (an "annual report"), in Welsh, in relation to each financial year, which deals with the way in which you have complied with the service delivery standards with which you were under a duty to comply during that year.</p> <p>(2) The annual report must include the number of complaints that you received during that year which related to your compliance with the service delivery standards with which you were under a duty to comply.</p> <p>(3) You must publish the annual report no later than 30 June following the financial year to which the report relates.</p> <p>(4) You must publicise the fact that you have published an annual report.</p>	6 months

		(5) You must ensure that a current copy of your annual report is available - (a) on your website, and (b) in each of your offices that are open to the public.	
159	Supplementary - Service Delivery	You must publish a document on your website which explains how you intend to comply with the service delivery standards with which you are under a duty to comply.	6 months
160	Supplementary - Service Delivery	You must provide any information requested by the Welsh Language Commissioner which relates to your compliance with the service delivery standards with which you are under a duty to comply.	6 months
161	Supplementary – Policy Making	You must ensure that a document which records the policy making standards with which you are under a duty to comply, and the extent to which you are under a duty to comply with those standards, is available - (a) on your website, and (b) in each of your offices that are open to the public.	6 months
162	Supplementary – Policy Making	You must - (a) ensure that you have a complaints procedure that deals with the following matters - (i) how you intend to deal with complaints relating to your compliance with the policy making standards with which you are under a duty to comply, and (ii) how you will provide training for your staff in relation to dealing with those complaints, (b) publish a document that records that procedure on your website, and (c) ensure that a copy of that document is available in each of your offices that are open to the public.	6 months

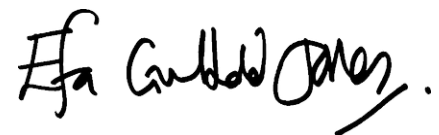
163	Supplementary – Policy Making	<p>You must –</p> <ul style="list-style-type: none"> (a) ensure that you have arrangements for overseeing the way you comply with the policy making standards with which you are under a duty to comply, (b) publish a document that records those arrangements on your website, and (c) ensure that a copy of that document is available in each of your offices that are open to the public. 	6 months
164	Supplementary – Policy Making	<ul style="list-style-type: none"> (1) You must produce a report (an "annual report"), in Welsh, in relation to each financial year, which deals with the way in which you have complied with the policy making standards with which you were under a duty to comply during that year. (2) The annual report must include the number of complaints you received during the year which related to your compliance with the policy making standards with which you were under a duty to comply. (3) You must publish the annual report no later than 30 June following the financial year to which the report relates. (4) You must publicise the fact that you have published an annual report. (5) You must ensure that a current copy of your annual report is available - <ul style="list-style-type: none"> (a) on your website, and (b) in each of your offices that are open to the public. 	6 months
165	Supplementary – Policy Making	<p>You must publish a document on your website which explains how you intend to comply with the policy making standards with which you are under a duty to comply.</p>	6 months

166	Supplementary – Policy Making	You must provide any information requested by the Welsh Language Commissioner which relates to compliance with the policy making standards with which you are under a duty to comply.	6 months
167	Supplementary – Operational	You must ensure that a document which records the operational standards with which you are under a duty to comply, and the extent to which you are under a duty to comply with those standards, is available - (a) on your website, and (b) in each of your offices that are open to the public.	6 months
168	Supplementary – Operational	You must - (a) ensure that you have a complaints procedure that deals with the following matters - (i) how you intend to deal with complaints relating to your compliance with the operational standards with which you are under a duty to comply, and (ii) how you will provide training for your staff in relation to dealing with those complaints, and (b) publish a document that records that procedure on your intranet.	6 months
169	Supplementary – Operational	You must - (a) ensure that you have arrangements for (i) overseeing the way you comply with the operational standards with which you are under a duty to comply, (ii) promoting the services that you offer in accordance with those standards, and (iii) facilitate the use of those services, and (b) publish document that records that procedure on your intranet.	6 months
170	Supplementary – Operational	(1) You must produce a report (an "annual report"), in Welsh, in relation to each financial year, which deals with the way in which you	6 months

		<p>have complied with the operational standards with which you were under a duty to comply during that year.</p> <p>(2) The annual report must include the following information (where relevant, to the extent you are under a duty to comply with the standards referred to) -</p> <p>(a) the number of employees who have Welsh language skills at the end of the year in question (on the basis of the records you kept in accordance with standard 151);</p> <p>(b) the number of members of staff who attended training courses you offered in Welsh during the year (on the basis of the records you kept in accordance with standard 152);</p> <p>(c) if a Welsh version of a course was offered by you during that year, the percentage of the total number of staff attending the course who attended the Welsh version (on the basis of the records you kept in accordance with standard 152);</p> <p>(ch) the number of new and vacant posts that you advertised during the year which were categorised as posts where -</p> <p>(i) Welsh language skills were essential,</p> <p>(ii) Welsh language skills needed to be learnt when appointed to the post,</p> <p>(iii) Welsh language skills were desirable, or</p> <p>(iv) Welsh language skills were not necessary, (on the basis of the records you kept in accordance with standard 154);</p> <p>(d) the number of complaints that you received during that year which related to your compliance with the operational standards with which you were under a duty to comply.</p> <p>(3) You must publish the annual report no later than 30 June following the financial year to which the report relates.</p>	
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171	Supplementary – Operational	You must publish a document on your website which explains how you intend to comply with the operational standards with which you are under a duty to comply.	6 months
172	Supplementary – Operational	You must provide any information requested by the Welsh Language Commissioner which relates to compliance with which you are under a duty to comply.	6 months
173	Supplementary – Promotion	You must ensure that a document which records the promotion standards with which you are under a duty to comply, and the extent to which you are under a duty to comply with those standards, is available -	6 months
		<p>(a) on your website, and</p> <p>(b) in each of your offices that are open to the public.</p>	
174	Supplementary – Promotion	You must provide any information requested by the Welsh Language Commissioner which relates to compliance with the promotion standards with which you are under a duty to comply.	6 months
175	Supplementary - Record Keeping	You must ensure that a document which records the record keeping standards with which you are under a duty to comply, and the extent to which you are under a duty to comply with those standards, is available -	6 months
		<p>(a) on your website, and</p> <p>(b) in each of your offices that are open to the public.</p>	

176	Supplementary - Record Keeping	You must provide any records you kept in accordance with the record keeping standards with which you are under a duty to comply to the Welsh Language Commissioner, if the Commissioner asks for those records.	6 months
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Efa Gruffudd Jones
Welsh Language Commissioner

Date: 04 October 2023