



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

10.30 AM TUESDAY, 11 OCTOBER 2022

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. Minutes of Previous Meetings (*Pages 3 - 22*)
 - 25 January 2022
 - 15 March 2022
 - 26 July 2022
4. Forward Work Programme (*Pages 23 - 28*)
5. Presentation on Investment in Health Estate - Hywel Dda University Health Board (*Pages 29 - 52*)
6. Appointment of Advisers (*Pages 53 - 60*)
7. Terms of Reference for Sub-Committees (*Pages 61 - 78*)
8. Information Governance / Data Protection Policies (*Pages 79 -*

168)

9. Welsh Language Standards - Interim Policy Position (*Pages 169 - 208*)
10. Formulation of South West Wales Corporate Joint Committee Corporate Plan (*Pages 209 - 222*)
11. Endorsement of South West Wales Corporate Joint Committee Equality Impact Assessment Toolkit (*Pages 223 - 268*)
12. Publication of Freeports Prospectus for Wales (*Pages 269 - 274*)
13. Audit Wales - Approach to Auditing Corporate Joint Committees and Understanding their Evolving Arrangements (*Pages 275 - 282*)
14. Urgent Items

K.Jones
Chief Executive

Civic Centre
Port Talbot

Wednesday, 5 October 2022

Committee Membership:

Chairperson: Councillor R.Stewart

**Vice
Chairperson: Councillor D.Price**

Councillors: D.Simpson and S.K.Hunt

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

South West Wales Corporate Joint Committee

(Via Microsoft Teams)

Members Present:

25 January 2022

Carmarthenshire: Cllr E Dole

Swansea: Cllr R Stewart

Neath Port Talbot: Cllr EV Latham

Pembrokeshire: Cllr D Simpson

Brecon Beacons National Park: A Edwards

Pembrokeshire National Park: Cllr P Harries

Officers: W Walters, P Roberts, K Jones, W Bramble, C O'Brien, T. Jones, S.Curran, C.Griffiths, G. Jones, C.Moore, R.Arnold and M.Ronan.

1. **Minutes of Previous Meeting held on January 13th 2022**

The attendance to be amended for Pembrokeshire Coast National Park to state Tegwyn Jones Chief Executive and Cllr Paul Harries.

Cllr Aled Evans be amended to Aled Edwards.

RESOLVED: with the inclusion of the above amendments, that the minutes of the meeting held on 13th January 2022 be approved.

2. **Budget for Financial Year 2022/23**

The committee were presented with the proposed budget for the South West Wales Corporate Joint Committee for financial year 2022/23 and an amended Appendix A as contained within the circulated report and reminded that they were formally required to set a budget by 31st January 2022.

In its meeting on 13th January 2022 members of the committee had made key decisions in line with legislation and a draft budget was agreed. The levy apportionment on population was confirmed, which allowed the draft budget to be amended and members were asked to note that the proposed budget had dropped from £715,000 to £575,000 and certain elements had been moved around slightly. Members' attention was drawn to the nominal budget amount allocated for sub-committees at this stage as without knowing the exact work programme for the year it was difficult to allocate a precise figure.

The committee was asked to note the assumptions around calculations as detailed on page 13 of the report. In addition, it was noted that it would be inappropriate to put a levy on National Parks this year as the value is de minimus in terms of a charge.

The committee noted that the budget included provision for administrative support as well as building in a reserve.

It was queried if the original grant had been utilised to cover all expenditure and if there was any remaining. It was confirmed that there were elements of the grant still available and that it was administered by Swansea Council as it had been arranged before s.151 responsibility had been discharged to Carmarthenshire and that it will remain vested with Swansea for administration purposes.

RESOLVED:

- That the budget set out in the amended appendix A as circulated be approved
- That the budget requirement for the South West Wales Corporate Joint Committee as £575,411 be approved.
- That the Levy Charge based on population as contained within the report be approved.

CHAIRPERSON

South West Wales Corporate Joint Committee

(Via Microsoft Teams)

Members Present:

15 March 2022

Swansea: Cllr R Stewart

Carmarthenshire: Cllr E Dole

Neath Port Talbot: Cllr E V Latham

Pembrokeshire: Cllr D Simpson

Brecon Beacons National Park: A. Edwards

Pembrokeshire National Park: Cllr P.Harries

Officers: W.Bramble, C.Moore, C.Griffiths, S.Curran, S. Jones, K.Jones, M.Ronan, M.Nicolls, P.Holmes, R.Arnold, T.Jones, G. Jones, H. Lucocq, W.Walters.

1. **Minutes of Previous Meeting held on January 25th 2022**

It was noted that on page 3 item 1, the spelling of Tegwyn was incorrect and should be changed to Tegryn.

RESOLVED: with the inclusion of the above alteration, the minutes of the meeting held on January 25th be approved.

2. **Governance and Administrative Matters - Update**

Karen Jones (Lead Chief Executive of the CJC) introduced some further governance and administrative matters pertaining to the CJC as detailed in the circulated report. She referred to the recent guidance on a range of statutory duties that Welsh Government have issued in relation to the CJC's. The committee heard about section 6 specifically which relates to policy and planning issues that must be considered by the CJC including- the equality duty, the biodiversity duty, the duty to comply with Wellbeing of Future Generations duties among others. It was stated that a Forward Work Programme will be

developed for the committee ensuring all required topics are built into their work for the year.

Karen Jones went on to explain that arrangements were being made for the CJC to have its own 'corporate identity' and Swansea Council have been tasked with creating some initial designs.

Members were also asked to consider an initial media protocol, which detailed how the work of the CJC would be communicated initially.

Members were asked to note that the protocol would develop to include the national parks as they become more substantively involved.

RESOLVED:

1. That members of the South West Wales Corporate Joint Committee (CJC) note the 'other statutory duties' set out in the 'Corporate Joint Committees: Statutory Guidance' issued by Welsh Government.
2. That members of the CJC note and endorse the Chief Executive's proposal to build the work required to meet these other statutory requirements into the Committee's Forward Work Programme.
3. That members of the CJC authorise the Chief Executive to progress the development of a corporate identity for the CJC to a conclusion in consultation with the members of the CJC.
4. That members of the CJC approve the media protocol at Appendix 1 as an initial basis for governing media activities related to the activities of the CJC.

3. **Adoption of additional documents to be included within the Constitution of the South West Wales Corporate Joint Committee**

Members considered additional documents to be included within the Constitution of the CJC as contained within the circulated report.

RESOLVED:

That the CJC adopt and include in their constitution:

1. Protocol regarding correspondence from MP and MS (contained at Appendix 1.)
2. Local Resolution Procedure (contained at Appendix 2)
3. Members Gifts and Hospitality (contained at Appendix 3)
4. Nonattendance at meetings policy (contained at Appendix 4)
5. Petition Scheme (contained at Appendix 5).
6. Public Speaking Protocol (contained at Appendix 6)
7. Protocol on Member and Officer Relationships (contained at Appendix 7)

8. That Members note the future documentation that will be brought forward to the CJC for approval as set out in paragraphs 5 and 6 of the circulated report.

4. **South West Wales Regional Economic Delivery Plan (REDP)**

The committee were asked to consider the adoption of the South West Wales Regional Economic Delivery Plan as contained within the circulated report and to note that the REDP will become the regional strategy for economic wellbeing going forward. It was noted that due to events such as Brexit, the Covid-19 pandemic, and the climate emergency the strategy has been re-focussed over last 12 months. The renewed plan has built on the existing evidence base and action planning and has undergone consultation. The committee were asked to note current performance, which includes adding circa 20,000 jobs to the economy since 2013 and a closing productivity and economic activity gap more to do although members noted there is still more that needs to be achieved.

The committee noted the planned wider approach to realise incremental improvement with a wider stock of business and to focus on strengths (including collaborations, culture and environmental assets.) Members were also pleased to note the synergies of the REDP with the WG policy position on the Regional Economic Framework.

The committee were pleased to hear details surrounding the 'ambitions' of the plan and the 'missions' that will underpin them. Alongside the overall plan there is a live pipeline of 45 projects with some £3bn associated spend which will add direction and substance to the strategy.

It was noted that the REDP has been approved by the four Local Authorities, and if adopted at the CJC the focus will then move to delivery. It was noted further that there will be a resource implication but for the first year it is envisaged that existing resources such as the EARth project will be utilised.

Members queried how the strategy can adopt to a continually changing environment and used the recent Ukrainian refugee crisis as an example. They were pleased to note that the flexible project pipeline could flex in response to changing circumstances, opportunities and threats.

It was queried what degree of engagement had taken place during the consultation period with a particular focus on the involvement of national park authorities.

It was explained that due to the Covid-19 pandemic, events had been curtailed but virtual events had been successful and no feedback had been received. Moving forward the specific projects will deserve partner engagement and members were pleased to note that future consultation plans will include national parks as appropriate.

RESOLVED:

That the South West Wales Regional Economic Delivery Plan (REDP) be adopted as the regional strategy for the economic wellbeing strand of the CJC's work programme.

5. **South West Wales Regional Energy Plan**

Members considered the South West Wales Energy Plan as contained within the circulated report.

The plan is intended to be the framework for the CJC's work programme and members heard how it has been developed over the last 12-18 months via extensive work with the four Local Authorities and their 'Core Regional Directors Energy Group' and supported by the Welsh Government's Energy Service. There has also been a wide range of input from advisory groups and stakeholder sessions.

It was noted that it is intended to be a strategy for the region and focusses on the leadership role of the CJC particularly around the ambitious target to achieve net zero energy consumption by 2050.

Members were advised that work-streams have been set up on:

- Industrial/commercial
- Transport
- Domestic
- Renewable energy

Members were pleased to note that consolidated energy and economic modelling and action plans will accompany the work-streams and the three key steps for driving the strategy forward, which include;

- developing governance structure,
- socialise the strategy (increase visibility and levels of awareness) -
- and develop the action plan.

Member's attention was drawn to the caveat that the plan does not take into account major industrial users and emitters in South Wales but it is accepted that they will have their own strategies and net zero action plans.

RESOLVED:

That the South West Wales Regional Energy Strategy be adopted as the framework for the CJC's work programme with further reports to be brought forward in due course identifying how it is proposed that the strategic intent will be delivered.

6. **Shared Prosperity Fund**

Members considered the Shared Prosperity Fund as contained within the circulated report.

It was explained that the UK Government has now published its 'Levelling Up' white paper as well as pre-launch guidance on the UK Shared Prosperity Fund and the Wales team are engaging with Local Authorities in advance of issuing final guidance.

There is expected to be a pivotal role for Local Authorities to lead bids in their areas but collaboration is expected on local investment plans to allow the funding to be drawn down.

It was explained that the CJC does not have status in respect of VAT under s.33 so it is not deemed an appropriate vehicle for drawing

money down and until this is established the Local Authorities will be the main vehicle for this.

Concern was raised that money may be given in an adhoc manner without strategic due regard to overall aims and it was encouraged that this feedback be provided directly to responsible team.

RESOLVED:

That the CJC note the UK Government's White Paper 'Levelling Up' and associated pre-launch guidance for the UK Shared Prosperity Fund.

That the CJC note the consultation and engagement being undertaken by the UK Government with partners including local authorities to develop arrangements that maximise UK Shared Prosperity Fund in each nation. UK Government would support delivery on a regional footprint in Wales – based on the four economic regions/City and Growth Deal regions.

That the CJC note work underway to assess the role the CJC might have in delivering the UK Shared Prosperity Fund which is a central pillar of the UK Government's Levelling Up agenda.

CHAIRPERSON

South West Wales Corporate Joint Committee

(Via Microsoft Teams)

Members Present:

26 July 2022

Councillors: R.Stewart (Chairperson), A.Lenny, P.Miller,
S.K.Hunt

**National Park
Representatives :** A.Edwards, T.Jones and D.Clements

Officers: M.Nicholls, W.Bramble, M.Ronan, C.Griffiths,
C.Moore, R.Arnold, Jones, O.Enoch,
D.Thomas, N.Pearce, S.Pilliner, D.Griffiths and
C.Plowman

1. **Welcome**

The Monitoring Officer for the South West Wales Corporate Joint Committee, welcomed everyone to the meeting.

2. **Appointment of Chair and Vice Chair**

RESOLVED:

That Councillor Rob Stewart (Swansea County Council) be appointed Chairperson, and that Councillor Darren Price (Carmarthenshire County Council) be appointed Vice Chairperson of the South West Wales Corporate Joint Committee.

3. **Declarations of Interests**

There were no Declarations of Interest received.

4. **Constitution of Corporate Joint Committee**

The South West Wales Corporate Joint Committee were provided with an overview of the circulated report, in which the following points were highlighted:

- The desire to establish four separate sub committees to the South West Wales Corporate Joint Committee (the details of which were included in the circulated report). It was noted that dates for these sub committees had yet to be determined, and that they will be organised as and when required;
- The requirement to constitute a Governance and Audit Sub Committee. Following recent discussions with regional partners, it was confirmed that the membership of this meeting had been established;
- The requirement to establish a Standards Committee. It was determined previously that one Constituent Council's Standards Committee will assume the responsibility of overseeing standards for the South West Wales Corporate Joint Committee. It was proposed that Neath Port Talbot Council would be responsible for this function, subject to Members approval.
- The requirement to establish an Overview and Scrutiny Sub Committee. Members were informed that the first meeting was scheduled for September 2022, and a regular programme of meetings will continue from thereafter.
- The proposed South West Wales Corporate Joint Committee meeting timetable had been developed, and a Forward Work Programme will also be developed to inform Members of the items for consideration at each meeting.

It was highlighted that the circulated report was specific in regards to the fact that a lead Chief Executive would be appointed to the Sub Committees, and it was suggested it would be advantageous to change this to a lead Officer from each Constituted Council. The South West Wales Corporate Joint Committee was informed that this change could be incorporated into the documentation.

During a previous meeting of the South West Wales Corporate Joint Committee, it was indicated that a meeting would be arranged with Welsh Government in order to discuss matters relating to the National Park Authorities, and clarify their involvement in the Corporate Joint Committees throughout Wales. Officers were asked if there were any updates on this. It was confirmed that Officers of the South West Wales Corporate Joint Committee attended a meeting with the Welsh Local Government Association (WLGA), to try and obtain clarity

relating to National Park Authorities. Following this meeting, correspondence was issued which provided an overview of the statutory provisions in respect of the National Parks; however, further and more detailed discussions will be taking place in the upcoming months. Officers explained that the outcomes of any meetings will be brought to the attention of the South West Wales Corporate Joint Committee.

RESOLVED:

That Members approve the creation of the sub-committees identified at paragraph 8 of the circulated report, and the proposed representatives appointed to the sub-committee set out at paragraph 9 of the circulated report;

That Members approve the establishment of the Governance and Audit Sub-Committee Committee for the South West Wales Corporate Joint Committee as set out in paragraphs 12-17 of the circulated report;

That Members approve the designation of the Neath Port Talbot County Borough Council Standards Committee as the Standards Committee of the South West Wales Corporate Joint Committee;

That Members approve the establishment of an Overview and Scrutiny Sub-Committee Committee for the South West Wales Corporate Joint Committee as set out in paragraphs 21-26 of the circulated report;

That Members approve the timetable for future meetings for the South West Wales Corporate Joint Committee as set out in paragraph 27 of the circulated report.

5. **Co-optees of the Corporate Joint Committee**

The Committee was presented with a report relating to the appointment of co-opted members on the South West Wales Corporate Joint Committee; this was built into the constitution in order to obtain, and take into account, the experiences and knowledge of various organisations. Officers were recommending that Members consider co-opted representatives from two local health boards that serve the area, along with the two universities. The four individuals had been identified and were listed in the circulated report.

It was explained that the co-opted Members would be joining the meetings as observers and contributors; they would not have voting rights, nor would they be able to participate in agreeing priorities, as this would remain with the constituent council members of the South West Wales Corporate Joint Committee (and National Park Authorities for strategic planning functions). Subject to approval of the recommendations, members were informed that the Lead Monitoring Officer will be issuing co-option agreements, with the aim that the co-opted members will be able to take their place on the South West Wales Corporate Joint Committee from September onwards.

RESOLVED:

That Members agree that following receipt of a signed co-option agreement, and on the terms identified in paragraph 8 of the circulated report, the following representatives be co-opted to the CJC:

- (a) Mr Steven Wilks, Provost of Swansea University
- (b) Mr Medwin Hughes, Vice Chancellor of University of Wales, Trinity St David
- (c) Ms Maria Battle, Chair of Hywel Dda University Health Board
- (d) Ms Emma Woolett, Chair of Swansea Bay University Health Board

6. Presentation by Transport Officers

Members received a presentation from Transport Officers on the Transport and Infrastructure Development, which set out their current position, in particular transport planning across the region.

The presentation captured the following key areas:

- The policy drivers that will shape the Regional Transport Plan (RTP)
- Information regarding the history of transport planning
- The governance arrangements and structure currently in place
- The enablers around the RTP guidance and the timescale to deliver the plan
- The work that has been ongoing in terms of preparing for the future
- The ambition going forward
- Project delivery, including the work that was ongoing across the region to support the movement of goods and people

- The structure, governance and delivery resource required to deliver the RTP

Policy Drivers

In regards to policy drivers, it was explained that Future Wales: The National Plan, set out the priorities for land use planning for the future and development of this will shape the movement of goods and people going forward.

Officers stated that last autumn, Welsh Government published the Wales Transport Strategy which set out the vision for transport. The vision was to provide an accessible, sustainable and efficient transport system, focusing the priorities around people and climate change. It was highlighted that the strategy's ambition was to have fewer cars on the road, and have people moving more by public transport. In addition, the strategy detailed priorities of bringing services closer to people in order to reduce the need to travel, allowing people and goods to move easily from door to door; it also concentrated on developing public transport, and walking and cycling, through the active travel priorities.

It was added that public transport, and the ambition around this, will likely require changes to bus legislation in the future. It was highlighted that the bus reform work being carried out by Welsh Government and Transport for Wales was still ongoing; and the road review was also still being developed.

History

Prior to 2006, it was explained that transport planning and delivery was a Local Authority responsibility. Officers continued that the Transport (Wales) Act was then amended to shift the responsibility to regional and from 2006 to 2013 a formally constituted body 'SWITCH' was formed, in which the four Local Authorities worked together to produce a regional transport plan.

It was noted that the Transport (Wales) Act was amended further in 2014, and from there on the responsibility was again with the Local Authorities; however, the region worked collaboratively to deliver the joint local transport plan for West Wales.

Officers mentioned that the region was very diverse, with predominantly rural communities to the West, and urban communities to the East; these differences will need to be a focus when developing the plan going forward.

Governance and Structure

Members were informed that collaborative working had been continuing and officers were meeting on a monthly basis, and Cabinet Members for transport were meeting on a quarterly basis, through the regional transport forum. It was mentioned that this forum was not a formally constituted arrangement, and decisions around transport, up until this point, had been made by individual Local Authorities.

Officers highlighted that there were various officer groups in place under this forum to take forward the collaborative work around transport planning, program delivery, responding to consultations and input into the metro development with Welsh Government and Transport for Wales.

In regards to the public transport element of the workstreams, it was noted that the bus services support grant was being administered jointly between Carmarthenshire and Swansea across the region.

In addition to the above, there were also various ad hoc groups focusing on active travel, road safety and parking.

It was also explained that there were procurement contracts in place for the region, dealing with professional design services for infrastructure development and construction, as well as collaboration around fleet procurement.

RTP Guidance and Timescales

A discussion took place regarding the key enablers that needed to be in place in order for the South West Wales Corporate Joint Committee to take forward the RTP. The regional transport planning guidance was critical in this, and will shape the nature of the work that would be required in order to develop the RTP for Members consideration. Officers mentioned that Welsh Government were due to issue the guidance in the autumn period. Reference was also made to the statement of funds that will be available in terms of the delivery of the RTP, as well as mention of the National Transport Plan, which will determine the national transport priorities.

It was highlighted that officers had started to create policy objectives for consideration and a detailed report pertaining to policy context was scheduled to be brought to the September meeting of the South West Wales Corporate Joint Committee. The various objectives were detailed in the circulated presentation; most of which had a clear

focus on economic development, as well as moving sustainably both across the region and into the region.

Officers explained that the RTP will also need to take into consideration the regional interdependencies; these were the other strategies that determined the nature of movement across the region:

- Economic Development Plan
- Strategic Development Plan
- Energy Plan
- Digital Strategy
- City Deal

Preparing for the Future

The South West Wales Corporate Joint Committee was informed that Welsh Government had aspirations to deliver metro transport systems; there were three across Wales including North Wales, South East Wales and South West Wales. It was mentioned that any bids for funding of transport schemes had to consider Welsh transport appraisal guidance.

Officers referenced the following projects, which were underway:

- Transport Modelling – working with Transport for Wales to understand the nature of movement and the impact of movement on the infrastructure
- Transport Hubs Business Case – preparing for investment into the transport hubs
- Bus Business Case – this work will shape the public transport system for the future
- Active Travel Infrastructure – development around the hubs and stations in order for people to travel sustainably and connect into the infrastructure
- The Ultra Low Emission Vehicle Strategy – this work will be linked to the Energy Strategy

Ambition

The circulated presentation detailed the transport responsibilities in Wales. It was stated that there were various tiers of Government that had different responsibilities, some which were devolved; the table included in the presentation, displayed who was accountable for certain responsibilities.

A further discussion took place in relation to these responsibilities, in particular the leads on each area and the delivery of the transport service.

Officers mentioned the various studies that have been underway by Welsh Government and Transport for Wales; including studies around rail frequency enhancements and bus corridor enhancements. It was stated that there had been work ongoing which focused on looking at the strategic connectivity into the region on the rail network, specifically on the South Wales main line; this was important due to congestion on the rail network to the East.

In addition to the above, work was ongoing into what happens within the region in terms of the service frequency and connectivity; journey time was a critical factor, particularly journeys to the West. It was explained that rail journeys were not competitive with car journeys in this particular direction and accordingly might suffer as a consequence.

It was noted that more recently, work had been undertaken to develop the work around an urban metro and bus corridor in order to support an integrated transport system and there were more emerging priorities around the urban network and the potential for an urban metro.

A brief discussion took place in relation to the longer term projects; for example looking into the use of rail between Ammanford and Gwaun-Cae-Gurwen, as well as links from Swansea to Neath, and from Neath to Onllwyn and Cwmgwrach.

The South West Wales Corporate Joint Committee was informed of some of the exciting work that was ongoing in terms of transport and decarbonisation, working in partnership with Welsh Government and Transport for Wales. Officers discussed the plans to use electric buses on the route between Aberystwyth to Carmarthen from early next year, as well as the plan for the potential use of hydrogen buses around the urban areas. It was mentioned that the hydrogen buses were at an early concept stage, and Officers were looking into the feasibility of this.

Officers stated that it was important to note that the transport sector was in a state of transition in terms of considering the right power source for the future; there had been a prevalence of electric in the light vehicle sector, however the emergence of hydrogen was being seen more frequently.

In terms of the strategic bus corridor, it was noted that work would be going looking at decarbonising the network as the hydrogen project progresses.

Given the ambition around bus transport, it was explained that there were a lot of interdependencies. There were various aspects that will need investment in order to shape the bus network accordingly. Members were informed that the legislative reform was an important part of that. Once the RTP determined the policy priorities and the investment required, this will then inform the bus corridor infrastructure and investment. Reference was made to the bus decarbonisation strategy and the need to make information available in real time for customers, as well as considering the passenger information standards and ticketing integration.

Current Project Delivery

The circulated presentation detailed the various projects and work streams that were currently being delivered under the areas of transport. The following key points were highlighted:

- **Highway Infrastructure**
 - Cymmer Carriageway Realignment
 - Cross Hands Link Road Investment
 - Safe Routes in Communities (SRIC) funding and the Local Road Safety Grant (LRSG) - these were investments in infrastructure that was designed to encourage people to travel sustainably and safely, particularly around walking routes
 - Resilient Roads Storm Repairs – as a consequence of climate change, and the storms that had occurred, certain highways had become damaged; Officers had received funding to be able to repair some of that infrastructure.

- **Electrical Vehicle (EV) Infrastructure**
 - Strategic Charging Hubs in Cross Hands and Swansea Central
 - Public Charging Stations – this was being carried out across all Authorities
 - Electric Taxi – a pilot was being undertaken in Pembrokeshire

- **Public Transport Infrastructure**
 - Bus Hubs/Interchanges – various being looked into and/or delivered across the region in each of the Authorities
 - Demand Responsive Transport (DRT) Schemes – this was

being carried out in various rural areas including Pembrokeshire and Carmarthenshire

- **Active Travel Infrastructure**
 - A number of work streams were being carried out around active travel; priority shifting in Welsh Government has effected the level of investment
- **Rail Infrastructure**
 - St Clears Railway Station – this will be the first new station, which was funded by UK Government

Structure, Governance and Delivery Resource

Members were informed that there were some key considerations in regards to having the resource in place to deliver the work that was required to take the regional transport planning forward.

It was highlighted that work programmes would not be able to be delivered based on the existing level of resource. This was also confirmed by other regions across Wales, who were in a similar position.

A discussion took place in regards to the detail around the resource level requirements. The various resources and budget to deliver the work was detailed in the presentation, including a Regional Transport Plan Development and Programme Lead Officer to be in place for the last quarter of this financial year, as well as a Graduate Trainee to support elements of the work.

It was added that based on the guidance coming forward from Welsh Government, and previous experience with the former regional transport plans means there was likely to be a requirement for specialist studies.

Based on discussions surrounding resources and budget, it was highlighted that the South West Wales Corporate Joint Committee need to lobby UK and Welsh Governments to ensure that they were prioritising and funding the necessary works in the region. The Chair agreed to write a letter to Ministers, in order to raise funding requested and to make a case for the work programme to proceed as quickly as possible.

Members were mindful of the need for all communities across the region to be connected and benefit from this network; however,

appreciated that this work stream was still in the early development stages. It was stated that the end result should reflect a reliable and affordable service that reaches communities, with the best possible network.

A query was raised in regards to how each of the Local Authorities priorities would feed into the work being undertaken and what the region had collectively agreed would need to be prioritised. In addition, Members asked what accountability mechanisms had been set up in regards to governance; and what structures were in place to secure delivery against the necessary timescales.

It was stated that there was an opportunity through the regional transport planning process to shape what transport looks like in the future. Officers clarified that the RTP will set the policies for the region, and the infrastructure and investment will follow those policies; this will come forward once the regional transport planning guidance was issued from Welsh Government.

Following on from the above, it was noted that currently work was ongoing with the Local Transport Plan and this will soon be replaced by the regional transport planning guidance. Officers expressed the importance of the current studies that were being undertaken, as they provided an evidence base to inform what goes forward in terms of those priorities.

Another important element was noted to be the level of investment that was going to be available for the region. It was highlighted that in order to invest in the improvements that had been discussed in terms of the infrastructure; this will come through the statement of funds.

Officers had previously mentioned the creation of the Sub Committees, which will form part of the South West Wales Corporate Joint Committee. It was highlighted that one of the Sub Committees will have a focus on transport; this will be further formalised in September, as the South West Wales Corporate Joint Committee will need to consider the transport objectives for that Sub Committee to progress.

It was stated that the guidance that will be produced from Welsh Government in autumn, was critical and should reflect what was in the Wales Transport Strategy; as well as reflecting some of the work that was ongoing in terms of the metro development.

The Chair added that transport priorities was being discussed wider across the region, for example in Swansea Bay City Region Joint

Scrutiny Committees; priorities were being developed through this forum, and will likely link in with priorities that Members may discuss in future meetings.

Members raised that at some point in the future, a further discussion would need to take place regarding the agreed priorities and the ranking order in which they will be delivered. Members asked for further information on when this would need to happen and who would be involved in these discussions.

It was confirmed that these types of discussions would form part of the next phase. It was stated that the outcome of these discussions would need to fit in with UK and Welsh Governments plans in terms of their investment portfolios and priorities, as they would be providing the funding for the works. Members were informed that a session was being arranged in the city region around some of the major projects that were underway; the metro and transport infrastructures would form part of these sessions. It was added that there will be an opportunity for Members to explore some of the political in terms of some of the major projects.

RESOLVED:

The Chair of the South West Wales Corporate Joint Committee to formalise a letter, addressed to Welsh Ministers, regarding funding requests and to make a case for the transport work programme to have the appropriate support in place.

7. **Urgent Items**

There were no Urgent Items received.

CHAIRPERSON

**SOUTH WEST WALES CORPORATE JOINT
COMMITTEE**

FORWARD WORK PROGRAMME

2022 - 2023

Meeting Date 2022	Agenda Item	Type	Contact Officer
11 October 2022	Appointment of Advisers		Craig Griffiths
	Terms of Reference for Sub-Committees		Craig Griffiths
	Information Governance/Data Protection Policies		Craig Griffiths
	Presentation by Health Boards – economic benefits of planned investment programmes		Hywel Dda HB
	Interim Policy Position – Welsh language Standards		Owain Enoch
	Formulation of CJC Corporate Plan incorporating public sector duties		Owain Enoch
	Endorsement of CJC Equality Impact Assessment Toolkit		Owain Enoch
	Publication of Freeports Prospectus for Wales		Owain Enoch

Meeting Date 2022	Agenda Item	Type	Contact Officer
1 December 2022	Section 6 - 3 Year Biodiversity Progress Report		Owain Enoch
	Budget Considerations		Chris Moore
	Draft Corporate Plan		Owain Enoch
	Strategic Development Plan – including Strategic Development Plan Manual		Steven Jones (Pembrokeshire)

Meeting Date 2023	Agenda Item	Type	Contact Officer
24 January 2023	Budget 2023-24		Chris Moore

Page
26

Meeting Date 2023	Agenda Item	Type	Contact Officer
7 March 2023	Corporate Plan – final version for approval		Owain Enoch

Meeting Date 2023	Agenda Item	Type	Contact Officer
6 June 2023 Page 27			

Meeting Date 2023	Agenda Item	Type	Contact Officer
5 September 2023			

Canolbarth a Gorllewin Cymru Iachach

11 Hydref 2022

A Healthier Mid and West Wales

1 October 2022

Page 29



Agenda Item 5

Cefndir

Background

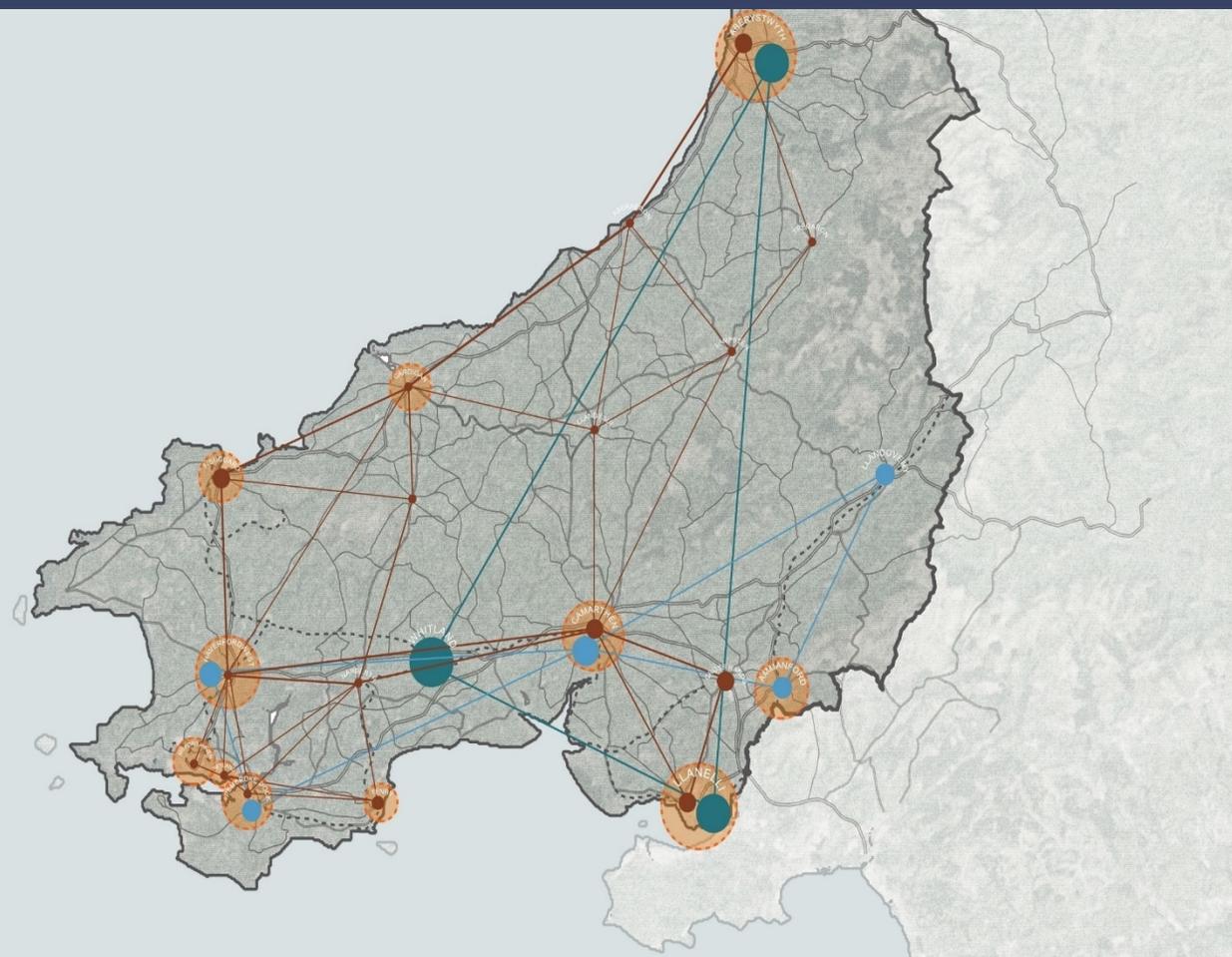
Page 30



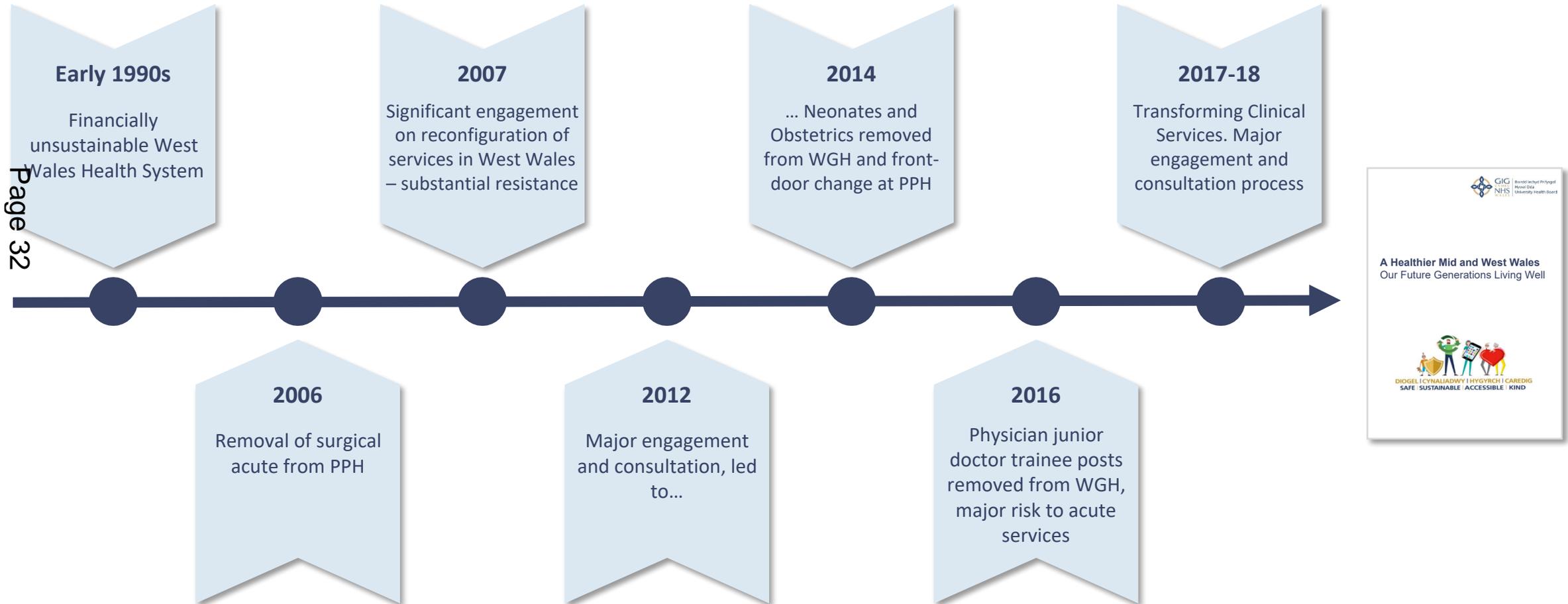
Hywel Dda – Key Facts

- Serve a population of 385,000 in 3 counties of Carmarthenshire, Ceredigion and Pembrokeshire
- Cover 25% of the landmass of Wales
- 2nd most sparsely populated Health Board in Wales
- 4 main conurbations have following population
 - Llanelli @46,000
 - Carmarthen @13,000
 - Haverfordwest @15,000
 - Aberystwyth @12,000
 - Compares with the population of Riverside in Cardiff @14,000
- Travel times for the
 - @70 miles north to south is over 2 hours
 - @60 miles west to east is about 1.5 hours

Page 31



Health and Care Strategy - Background



Glangwili General Hospital - Today

Page 33



Ward Roof



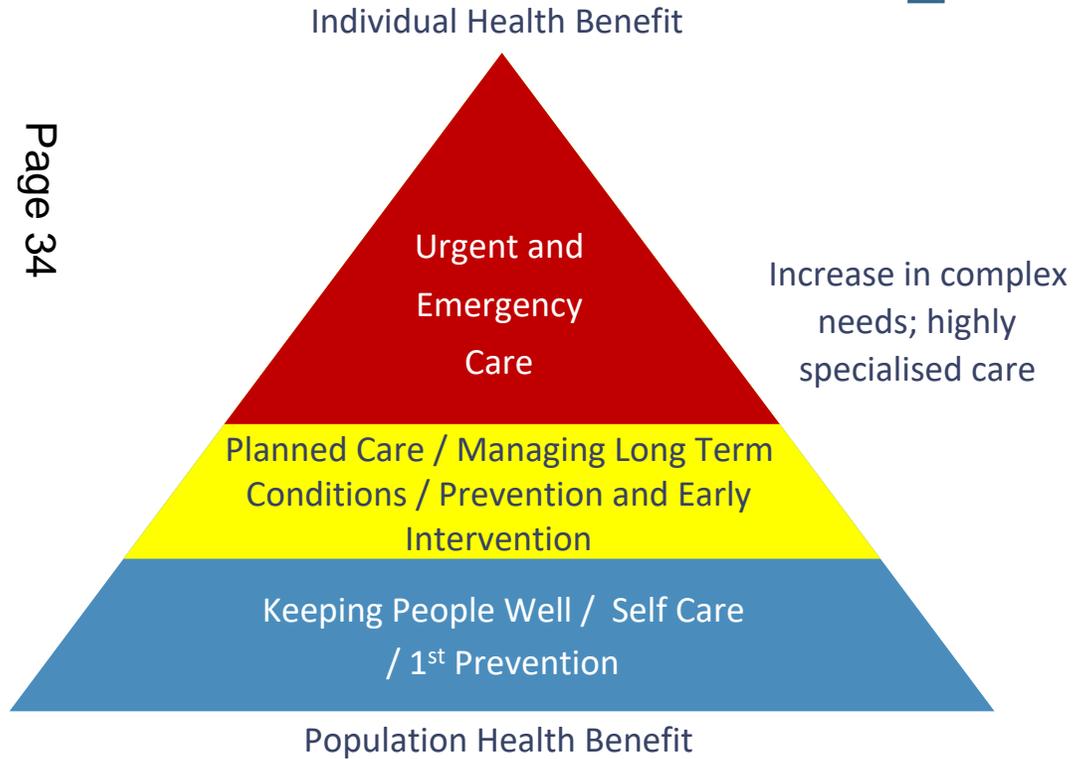
Core Block



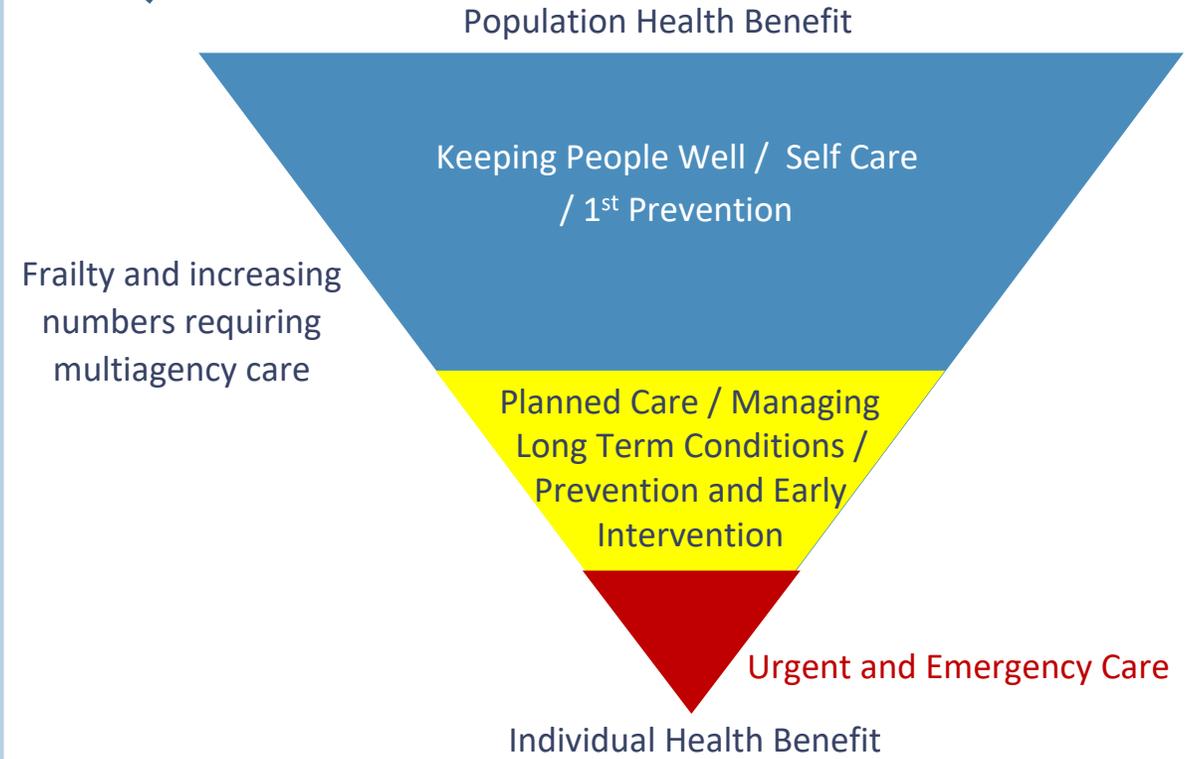
Outpatients / Path Lab

Shifting the Curve

Where we are...



Where we need to be...



Page 34

Health and Care Strategy – Infrastructure implications

- The development of a **network of Community Facilities**, working with local communities.
- A new urgent and planned care hospital in the South of the Health Board area; between Narberth and St Clears.
- A repurposed **Glangwili General Hospital and Withybush General Hospital** offering a range of community hospital services to support a social model for health and well-being, designed with local people to meet their needs.
- Acute medicine and low risk day case surgery continues at **Prince Philip General Hospital**
- **Bronglais Hospital** services to continue the range of DGH services. Bronglais strategy subsequently agreed to ensure longer term sustainability.

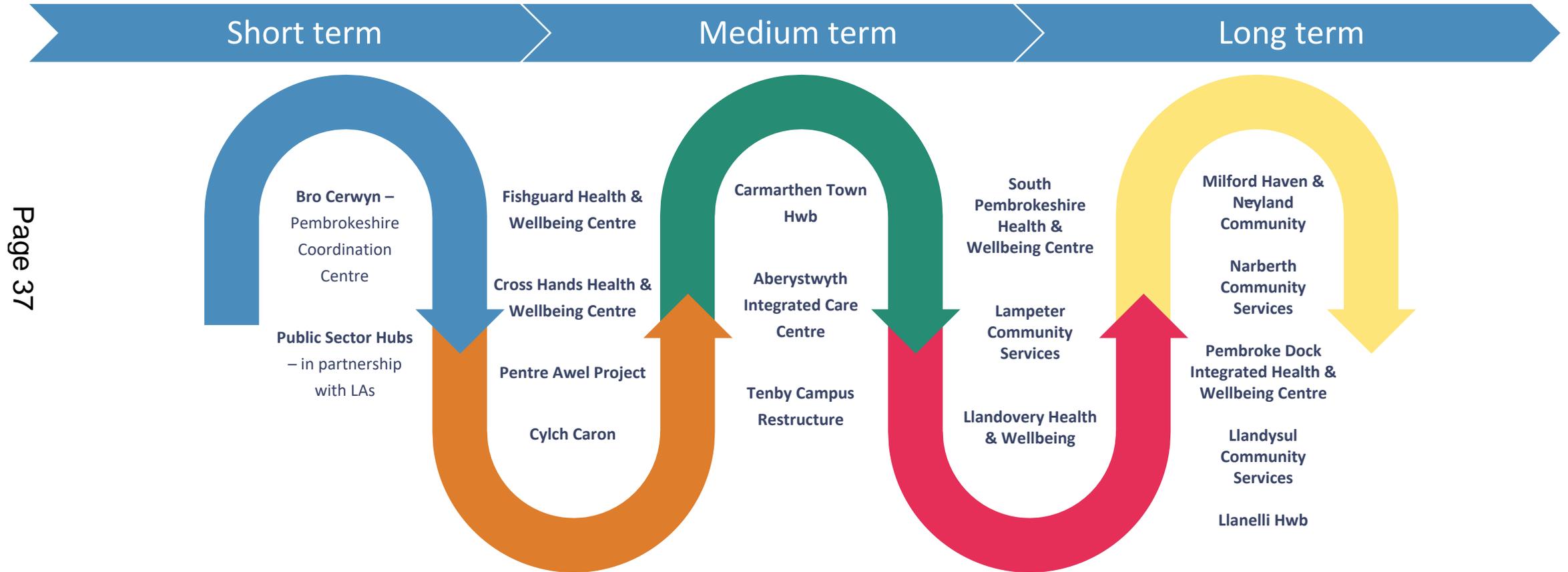
Y model yn y dyfodol

The future model

Page 36

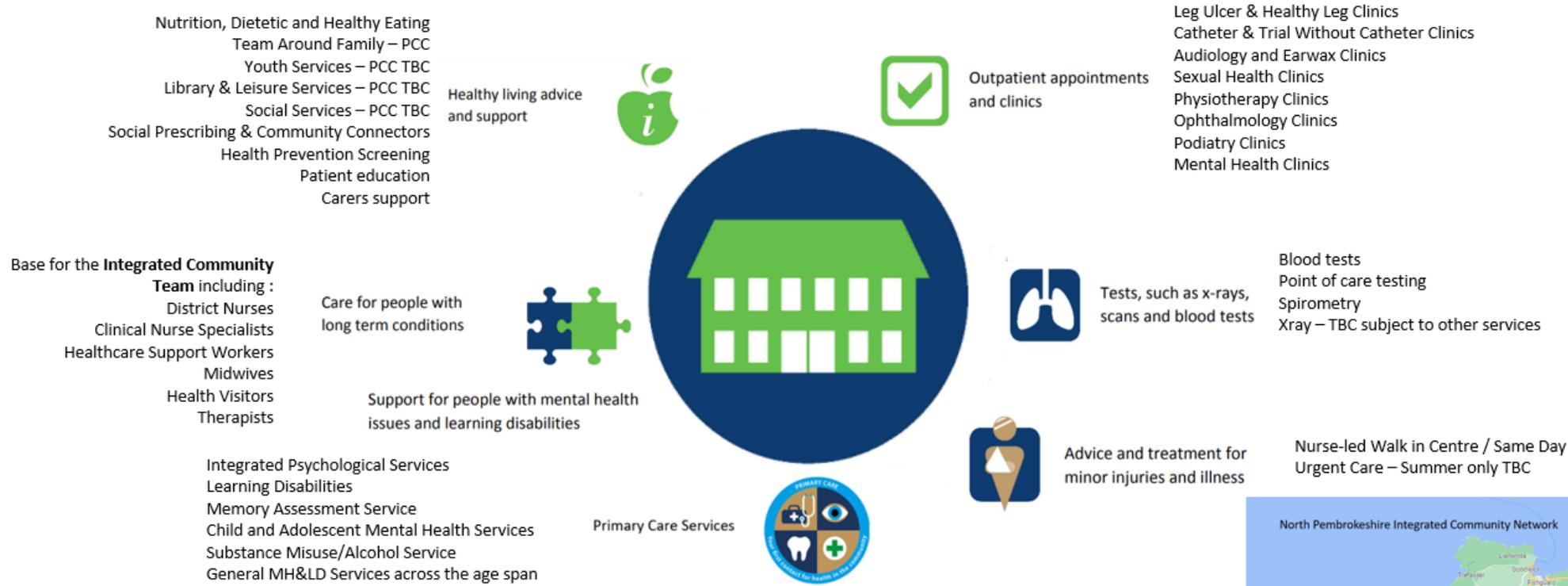


Community Infrastructure Development



Fishguard Health and Well-being Centre
 This is the local health & well-being centre for the North Pembrokeshire Integrated
 Community Network in Pembrokeshire.
DRAFT FOR DISCUSSION

Page 38



Fishguard GP Practice including enhanced services :
 TBC

Community Pharmacy – Common Ailments, Sore Throat Tests, Emergency Supply, Methadone, Needle Exchange, Care Home Support, Emergency Contraception, Smoking Cessation, Just in Case Medication, Patient Sharps Collection, Triage & Treat, Flu Vaccinations, UTI service, Discharge Medication Review



Manteision ehangach i'n cymuned

Wider societal benefits

Page 39



Societal and Community Benefits

Page 40



Training and Employment

- Permanent employment
- Apprenticeships
- Work Experience

Education

- Work placements
- Work with local college on qualifications, careers events
- School visits
- Volunteering days

Labour Force

- Use of local/Welsh workforce

Supply Chain

- Use of local sub-contractors
- % spent in Wales on Project

Environmental

- More energy efficient buildings
- Waste diverted from landfill
- Biophilic design

Community Initiatives

- Work with local youth and other community groups
- Community newsletter

Economic

- Anchor institute
- Accelerating economic development

Town Centres

- Community hubs
- Hybrid working and non-clinical accommodation in town centres

Ysbyty Gofal Brys a Gofal wedi'i Gynllunio

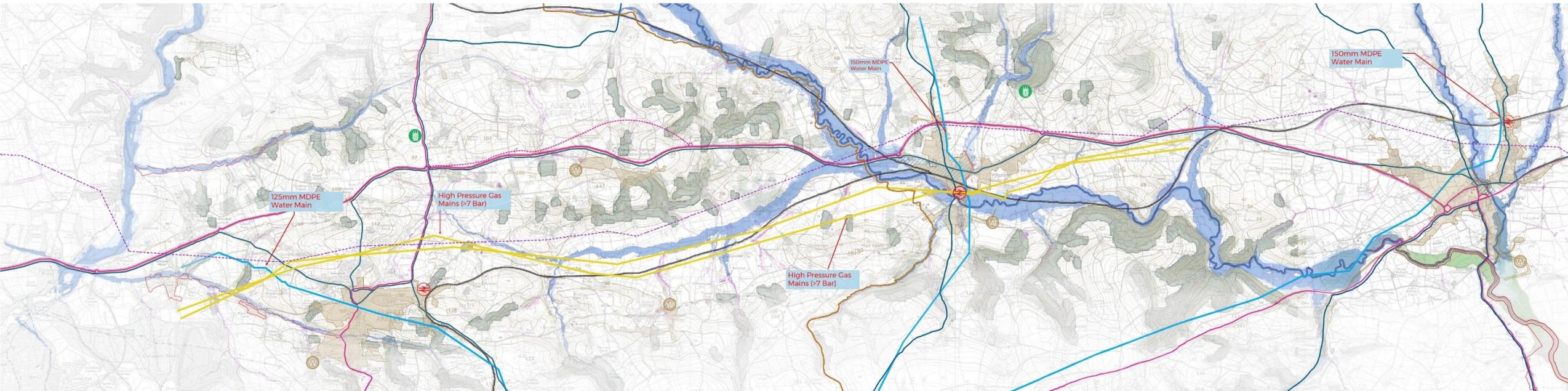
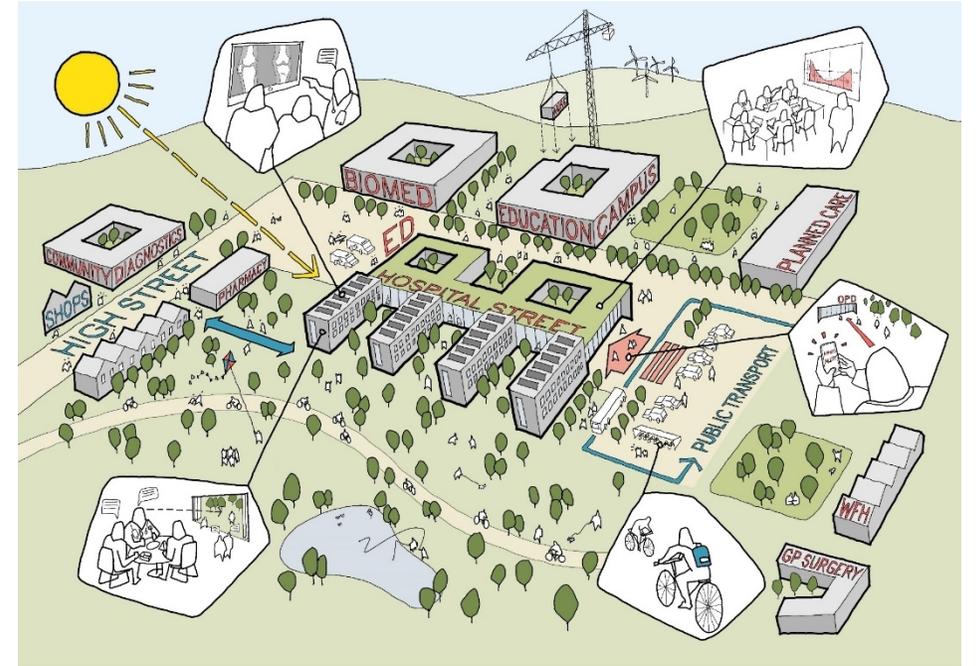
The new Urgent and Planned Care Hospital

Page 41



New Urgent & Planned Care Hospital (campus)

- Land identification process - ongoing
- Circa 70,000sqm clinical building
- 506 beds (including assessment and day case)
- 18 operating theatres, X-Ray, CT, MR, GC, Ultrasound
- Support services
- Standalone mental health unit – 98 beds
- Standalone admin/education building
- Separation between urgent and planned care



Biophilia

The principles of biophilic design are used to create natural, enriching, multi-sensory internal environments for the benefit of building users health & wellbeing.

- Environmental features
 - Natural characteristics in design
- Natural patterns & processes:
 - Multisensory, diverse and dynamic
- Place based solutions
 - Consideration of historic, social and cultural context
- Natural shapes & forms
- Light & space
- Relationship between humans and nature



Programme timeline for the new urgent and planned care hospital

Milestone	Urgent and Planned Care Hospital
PBC Submission	End January 2022
PBC Endorsed (for purposes of progression)	March-May 2022
OBC team selected (BfW framework)	May – July 2022
Preferred site confirmed (potentially subject to consultation and heads of terms)	By July 2022
Option to purchase	July/August 2022
Outline Planning Application	Dec 2023
OBC Submission	End January 2024
Outline Planning Approval	End May 2024
OBC Approval (WG)	Mid July 2024
FBC Submission	Mid-March 2026
FBC Approval (WG)	Early June 2026
Purchase Site completion	Mid July 2026
Start on site	August 2026
Construction Completion	End May 2029
Commissioning	June – October 2029
Opening	End October 2029

Tir

Land

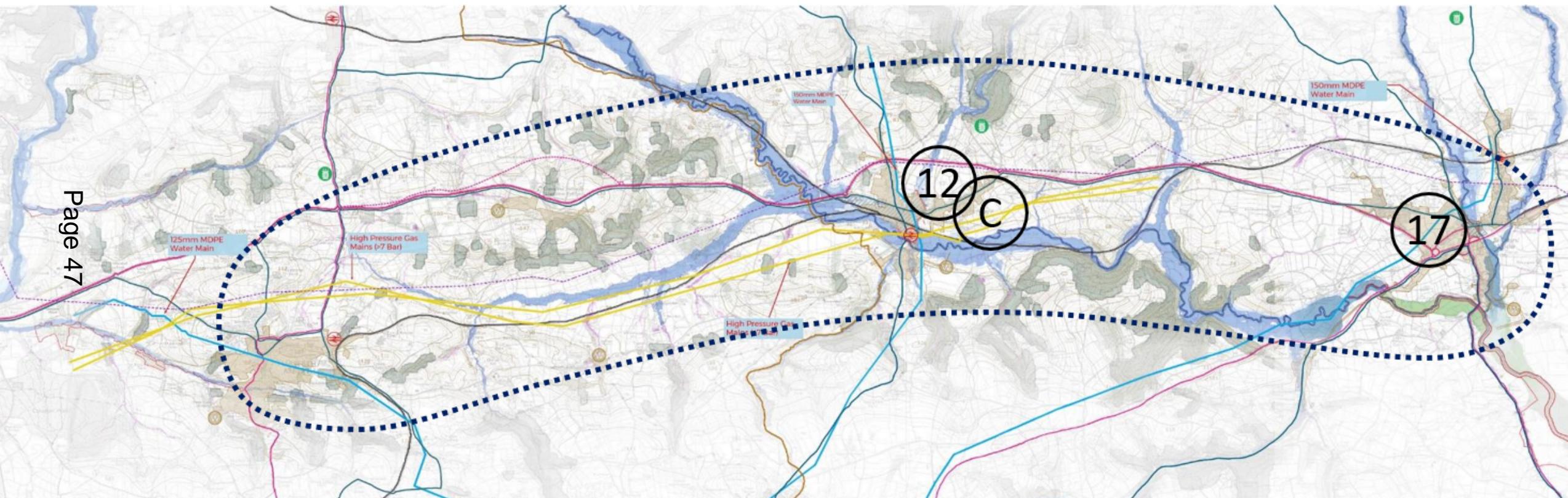
Page 45



Land

- Summer 2021: public asked to nominate potential sites. 11 identified in total.
- October 2021: ‘Longlist to Shortlist’ workshop held, a Shortlist of 5 sites recommended
- February 2022: Longlist to Shortlist workshop reconvened following further site investigations to confirm the Shortlist of sites for technical appraisal
- March 2022: 5 site shortlist endorsed by Board: 1 Narberth, 2 Whitland and 2 St Clears
- Mar-Aug 2022: 4 appraisal workstreams evaluated the 5 shortlisted sites and reported to Board in Aug
- August 2022: Board selected three sites to take to the next stage, 2 in Whitland and 1 in St Clears, and agreed to a public consultation on these three sites.

The "Zone" and shortlisted sites



Page 47

Narberth

Whitland

St Clears

Transport

- “The transport case” – fundamental to the new operating model and the functionality of the new Urgent and Planned Care Hospital
- Significant levels of scrutiny in process to date
- Transport analysis / annexe – baseline and future scenarios for WAST and other transport modes
- Significant policy context
- Opportunities for “Hywel Dda Transport & Accessibility” Strategy development
 - Masterplanning
 - Planning policy / application
 - Investment priorities for the region
 - Behaviour change / cultural attitudes to modal shifts
 - Etc...etc
- Appointment of Transport Development Manager
- **Opportunities to influence & support regional transport planning via CJC’s**



Walking and Cycling



Public Transport



Ultra-Low
Emissions Vehicles



Other Private
Motor Vehicles

Y camau nesaf

Next steps

Page 49



Next Steps

- Programme Business Case – The formal response from WG at this stage is to jointly commission a review of the clinical model prior to PBC endorsement. WG has also requested completion of a Strategic Outline Case. The scope for both pieces of work are to be discussed in meetings with WG during October.
- Land - In parallel, to continue with the requisite activities to develop heads of terms, options to purchase etc to secure the land. This will involve identifying further technical information associated with the sites, and the development of information to support any planning activities.
- Land Appraisal – public consultation in New Year
- Continue to develop plans and business cases for community facilities

Concluding remarks

- At its heart, A Healthier Mid and West Wales, is about changing the model to one that is more sustainable with a greater emphasis on improved health and wellbeing, prevention and integrated community care
- It was built upon large-scale public and staff engagement, creating a ‘window of opportunity’ to address longstanding issues
- The size, rurality and population distribution for mid and west Wales are particularly challenging for public service provision
- 10 years ago, when the UK secondary care system was redesigned around District General Hospitals, four acute sites for this area would have been typical
- The experience of the last 20 years has demonstrated this configuration is increasingly unsuitable and unsustainable for modern healthcare
- The Health Board has ageing, poor quality and inefficient estate with 40% over 50 years old. Significant investment will be required even if the status quo was to remain
- **Finally, we see this as an opportunity to invest in the communities of mid and west wales - not just the health service - with long-term benefits for jobs, the economy, education and training, our towns and the environment**

Diolch yn fawr!

Thank you!

**Sesiwn holi ac
ateb**

Questions & discussion

Page 52



SOUTH WEST WALES CORPORATE JOINT COMMITTEE

7th October 2022

Report of the Chief Executive

Report Title: Private Sector Advisers to the South West Wales Corporate Joint Committee

Purpose of Report	To agree the mechanism for involving private sector advisors to the South West Wales Corporate Joint Committee
Recommendation	It is recommended that (a) Members agree the appointment of private sector representatives to an Advisory Board of the South West Wales Corporate Joint Committee subject to completion of an advisor agreement (b) Members agree the Terms of Reference of the Advisory Board enclosed at Appendix 1 of this report (c) Members grant delegated authority to the Chief Executive to undertake a recruitment exercise to appoint additional members of the Advisory Board in respect of the statutory functions of the CJC (d) Members approve the granting of co-opted status to the chair of the advisory board on a non-voting basis subject to receipt of a signed co-option agreement
Report Author	Craig Griffiths
Finance Officer	N/A
Legal Officer	Craig Griffiths

Background:

1. Part 5 of the Local Government and Elections (Wales) Act 2021 (“the Act”) provides for the establishment, through regulations, of Corporate Joint Committees (CJCs) This can be achieved through two potential routes: at the instigation of two or more principal councils; and at the instigation of Welsh Ministers, but only in relation to certain functions or functional areas which are specified on the face of the Act.
2. The CJC can also choose to include additional parties which are described as Co-opted partners and/or advisors.

3. In accordance with Regulation 9(4) of the South West Wales Corporate Joint Committee Regulations 2021 (the 2021 SWWCJC Regulations) the co-opted members are appointed by the CJC and their responsibilities/voting rights will be specified in a written notice, which will again be agreed by the CJC.
4. A report was brought to the CJC on the 26th July 2022 approving the appointment of co-opted members in a non-voting capacity and accordingly the purpose of this report is to address private sector representatives

Swansea Bay City Deal

5. The Joint Working Agreement for the Swansea Bay City Deal required the establishment of an Economic Strategy Board (ESB), membership of which had to be agreed by both the UK and Welsh Governments. The terms of Reference for the ESB state that 'members shall be appointed through an open recruitment and nomination process. Members including co-opted members of the Joint Committee shall submit proposals to the Joint Committee for the recruitment and nomination process. Those proposals shall be subject to unanimous agreement by members of the Joint Committee.
6. The Terms of Reference clearly set out the purpose of the group, its membership, the role of the Chair and voting arrangements amongst other things. The purpose of the ESB is as follows:

“To provide strategic direction for the Swansea Bay City Deal and provide strategic advice to the Joint Committee on matters relating to the Swansea Bay City Region. Specifically, the role shall:

 - i. Submit strategic objectives for the Swansea Bay City Region.*
 - ii. Monitor progress with regard to the delivery of the Swansea Bay City Deal in accordance with diagram B in Schedule 8.*
 - iii. Oversight of business case production.*
 - iv. Consideration of regional added value and identifying opportunities for investment.*
 - v. Make recommendations to the Joint Committee.*
 - vi. Produce a summary report of issues considered by the Economic Strategy Board to be annexed to the submission of any business cases”*
7. The ESB has been supporting the Joint Committee, chief officers of the constituent councils and the Programme Management Office since the inception of the Deal. It has also acted as a critical friend to each of the projects as they have developed, providing constructive criticism to the business cases which have in turn added value from a private sector view point. Some representatives have also worked with colleagues

across the region to provide independent advice to those projects as part of the delivery phase.

8. The recruitment process for the Chair of the ESB commenced in November 2017, following which the following representatives were formally agreed:

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

CJC Involvement

9. The ESB has worked well to date and relationships have been forged with many of the ESB members and as such a group of Chief Executives and regional Directors from the South West region met the ESB some months ago to gauge their appetite for extending their remit beyond the city deal to encompass a role within the CJC.
10. It is understood that the current ESB members would be interested in wider involvement in the CJC activities. In addition given the larger remit of the CJC compared to the current terms of Reference for the ESB, it was confirmed that private sector representation would also need to be expanded to cover these additional topic areas.
11. Discussions have taken place with the ESB members which outlines the role they consider they could deliver going forward.
12. The ESB members indicate that their involvement is centred on the provision of business advisory support which will be focused around the following prioritised themes of strategic development planning, transport planning and economic well-being and energy by establishing a mechanism to provide strategic advice, support and advocacy. In doing so its terms of reference would comprise of:
- a. Maintaining a close advisory partnership with the South West Wales economic region, the political leadership within the CJC and the Executives of all organisations involved in the Corporate Joint Committee that supports the regions strategic development planning, transport planning, economic well-being and energy work.

- b. Provide market insight and specific knowledge on key topics and initiatives, and intelligence, to support the South West Wales CJC and alignment to national, regional and local strategy.
 - c. Form strategic tasks groups when required to provide focussed advice, particularly around stimulus funding opportunities such as Innovate UK or a Regional Strategic Fund.
 - d. Provide market, network, investment and funding introductions.
 - e. Ensure collaborations add value and maximise potential with involvement and linkages amongst key stakeholders.
 - f. Engage with existing and potential stakeholders and partners to identify market opportunities and risks.
 - g. Ensure clear and transparent communications with the governance arrangements and external bodies.
 - h. Act as regional ambassadors for the Corporate Joint Committee to raise and promote the profile of the region at a national level and within the business community.
 - i. Provide advice and guidance throughout the development of regional strategy and key investment initiatives.
 - j. Provide thought leadership, insight and intelligence across the region and in relation to external markets and political policy environments.
13. Given the the strict appointment process associated with the supporting the City Deal projects and the interest shown by existing ESB members in supporting the developing CJC arrangements, it would make sense to invite the existing ESB members to form the core of an advisory board for the CJC but also expand representation to reflect the additional topic areas.
14. Private sector representatives would advise the CJC and its statutory officers via an Advisory Board chaired by one of the private sector representatives (to be determined by them). They would also (at the request of the Chief Executive) attend and advise any sub-committees that are called to ensure private sector views can be considered at those sub-committees or meet with officers supporting the work of the CJC.
15. The Chair of this Advisory Board will be granted co-opted status to the overarching CJC to ensure that the CJC members can hear direct the views of the private sector representatives. A draft form of Terms of Reference are enclosed at Appendix 1 of this report for members of the CJC to note.
16. Measures will be needed to ensure that any conflict of interests that might arise from their advisory role is properly managed and administered. Accordingly, all private sector representatives will be asked to sign an Advisor Agreement obliging them to comply with the basic principles of the Members Code of Conduct that co-opted members must agree to.
17. It is clear that the existing representatives of the ESB cover a range of specialisms within the Economic Wellbeing topic including car manufacturing, small businesses and finance, distilleries and health care. However they are not able to sufficiently cover the topics of Transport, Planning & Land Use and to a certain extent Energy. It may also be necessary to identify additional specialists to cover additional areas, including but not limited to construction, digital, creative and tourism sectors.

18. It is therefore recommended that additional private sector representatives are invited to take up an advisory role to fill the gaps within the topic areas of transport and land use immediately.
19. Whilst there is no formal process required to appoint advisors to the CJC, it is proposed that a process of advertisement and recruitment should be followed for new advisors to enable maximum visibility and transparency.
20. It is further proposed that the need for any additional advisors is considered in advance of the next AGM by which time the immediate focus of the CJC's work programme will have been more fully developed.

Financial Impacts:

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

Integrated Impact Assessment:

22. 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.
23. 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:

24. There are no impacts associated with the workforce.

Legal Impacts:

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

Risk Management Impacts:

26. Failure to ensure a diverse and representative group of advisers would mean the CJC will not be able to consider the range of views such organisations could bring to the functions the CJC are required to undertake.

Consultation:

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

Reasons for Proposed Decision:

28. To ensure the CJC can actively involve others in their work programme.

Implementation of Decision:

29. This decision is to be implemented immediately

Appendices:

30. Appendix 1 – Terms of Reference for Advisory Board

List of Background Papers:

31. None

Appendix 1

Advisory Board **Terms of Reference**

Attendees

The following shall attend the Advisory Board:

- Private Sector representatives
- Chief Executive of the Corporate Joint Committee (Chair) or their nominated representative
- Regional Directors of Constituent Councils with responsibility for CJC areas (in order to provide advice/guidance to the Chief Executive of the CJC)
- Officer representative of National Park Authorities where matters under discussion relate to strategic planning
- Any invitees of the Chief Executive
- Minute Taker (Business and Portfolio Manager of South West Wales Corporate Joint Committee)

In the event that an individual is unable to attend notification should be provided to the Chief Executive (via the Democratic Services section) at the first opportunity.

Chair

The Chair of the Advisory Board shall be agreed by the Advisory Board and shall be approved on an annual basis by the Advisory Board

The Chair of the Advisory Board shall be co-opted to the Corporate Joint Committee in a non-voting capacity on an annual basis, with such term of appointment to last for one year and subject to renewal at the discretion of the Corporate Joint Committee.

Frequency of Meetings

The Advisory Board shall meet every quarter subject to any additional meetings that shall be called to address specific matters.

Where a special meeting is required, this will be convened by the Chief Executive of the Corporate Joint Committee.

Unless notified to the contrary, all meetings shall take place remotely via Microsoft TEAMS

Purpose of Advisory Board

The purpose of the Advisory Board is:

- a) To maintain a close advisory partnership with the Swansea Bay City Region and the Executives of all organisations involved in the Corporate Joint Committee that supports the regions strategic development planning, transport planning, economic well-being and energy.

- b) To provide external market insight and specific knowledge on key topics and initiatives, and intelligence, to support the Corporate Joint Committee and alignment to national, regional and local strategy.
- c) To form strategic tasks groups when required to provide focussed advice, particularly around stimulus funding opportunities such as Innovate UK or a Regional Strategic Fund.
- d) To provide market, network, investment and funding introductions.
- e) To ensure collaborations add value and maximise potential with involvement and linkages amongst key stakeholders.
- f) To engage with existing and potential stakeholders and partners to identify market opportunities and risks.
- g) To ensure clear and transparent communications with the governance arrangements and external bodies.
- h) To act as regional ambassadors for the Corporate Joint Committee to raise and promote the profile of the region at a national level and within the business community.
- i) To provide advice and guidance throughout the development of regional strategy and key investment initiatives.
- j) To provide thought, leadership, insight and intelligence across the region and in relation to external markets and political policy environments.

Private Sector Representatives shall be entitled to attend any sub-committee of the Corporate Joint Committee to contribute (in a non-voting capacity) at the request of the Chief Executive of the Corporate Joint Committee.

Conflict of Interest

All private sector representatives shall sign an Advisors Agreement. This is to ensure that the advisory role does not result in undue influence from the private sector advisors over the strategic direction of travel for the region, which could in turn provide an advantage to organisations associated with the private sector advisors.

For the avoidance of doubt where there is a conflict between these terms of reference and any legislative provision or guidance issued by the UK or Welsh Governments, those legislative provisions and guidance shall take precedence.

Minutes

The minute taker will minute the meeting and a copy of the minutes will be forwarded to all members of the Corporate Joint Committee and the Chief Executive of the authorities comprising the Corporate Joint Committee and formally noted at future meetings of the Corporate Joint Committee.

Minutes will be retained in accordance with the relevant requirements that apply to record retention.

Minutes will be an overview of the items discussed and any action arising accordingly.

SOUTH WEST WALES CORPORATE JOINT COMMITTEE

7th October 2022

REPORT OF THE MONITORING OFFICER

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

Purpose of Report	To approve terms of reference for the CJC Sub-Committees.
Recommendation	It is recommended that members approve the terms of reference for the CJC Sub-Committees incorporated at Appendix 1
Report Author	Craig Griffiths
Finance Officer	N/A
Legal Officer	Craig Griffiths

Background:

1. The Local Government and Elections (Wales) Act 2021 (“the LGE Act”) created the framework for a consistent mechanism for regional collaboration between local government, namely Corporate Joint Committees (CJCs). The LGE Act provides for the establishment of CJCs through Regulations (CJC Establishment Regulations).
2. The CJC will exercise functions relating to strategic development planning and regional transport planning. They will also be able to do things to promote the economic well-being of their areas. In contrast to other joint committee arrangements, CJCs are separate corporate bodies which can employ staff, hold assets and budgets, and undertake functions.
3. The South West Wales CJC will comprise Carmarthenshire County Council, the City and County of Swansea Council, Pembrokeshire County Council and Neath Port Talbot County Borough Council (“the Constituent Councils”). In respect of some functions, both Pembrokeshire National Park and Brecon Beacons National Park will also be members (as set out below).
4. In order to implement the legislative requirements, it will be proposed that the CJC will have four Sub Committees, with the chair of each Sub-Committee being drawn from the Leaders of the Constituent Councils (or their nominated deputies) and shared between the four authorities. It is proposed that the following sub-committees be established,

Sub Committee	Lead Chief Executive	Political Lead
Regional Transport Planning	Swansea	Neath Port Talbot

Economic Well Being – regional economic development	Carmarthenshire	Swansea
Strategic Development Planning	Pembrokeshire	Carmarthen
Economic Well Being- regional energy strategy	Neath Port Talbot	Pembrokeshire

5. It is proposed that the additional representatives to each Sub Committee be comprised of the relevant Cabinet members of the four Constituent Councils (and the Chairpersons of the relevant National Parks authorities in respect of Strategic Development Planning).
6. It is proposed that the Sub-Committee is then chaired by the Leader from the Constituent Council identified and supported by a chief executive from the authorities mentioned above.
7. Attached at Appendix 1 of this Report are the terms of reference for each sub-committee for adoption by the CJC.
8. It should be noted that no member of a CJC shall be entitled to any additional remuneration as a result of membership of the CJC.

Financial Impacts:

9. No impacts

Integrated Impact Assessment:

10. 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.
11. 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'.

12. There is no requirement for an Integrated Impact Assessment for this report as the setting up of the CJC is underpinned by legislation and that this report is to establish governance arrangements in accordance with legislation. This will be kept under review with any future reports considering whether impacts require consideration.

Workforce Impacts:

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

Legal Impacts:

14. 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:

15. 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:

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

Reasons for Proposed Decision:

17. 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:

18. This decision is proposed for immediate implementation

Appendices:

19. Appendix 1 – Terms of Reference

List of Background Papers:

20. None

Strategic Planning Sub-Committee **Terms of Reference**

Overarching Aim of Sub-Committee

To oversee the resourcing, management and implementation of the statutory Strategic Development Plan (SDP) for South West Wales

An SDP must express a vision and a strategy to deliver the vision for the region as a whole. In addition, it should also express sub regional strategies for either an individual Local Planning Authority or combinations of Local Planning Authorities

This means that an SDP must expressly state:

- A clear and deliverable vision for the SDP area and for each Constituent Council
- A coherent, overarching strategy with clearly defined roles for places both on a regional and sub-regional basis;
- A clearly expressed settlement hierarchy based around the role and function of places, focussed on those places key to delivering the plan
- Sustainable development and Placemaking embedded as the over-arching principles
- An overall housing provision and requirement for the SDP and for each Constituent Council set out in dwellings
- An overall employment provision for the SDP and for each Constituent Council
- Spatial areas to accommodate growth above a set threshold.
- The establishment of Gypsy and Traveller need for the SDP and each Constituent Council on a consistent methodology, with coordination between LA's and their duties under the Housing Act
- A regional retail hierarchy
- A broad delivery trajectory for homes and jobs aligned to the implementation of infrastructure to support change
- Infrastructure capacity pinch points and headroom alongside future requirements necessary to support growth
- Broad areas of affordable housing need and links to viability to demonstrate delivery
- The capacity of public and private transport infrastructure and opportunities to increase a modal shift away from the private car
- A coordinated approach to environmental designations, including green belts, ecological assets and biodiversity
- A coordinated approach to energy, minerals and waste designations

Functions

The Sub-Committee shall

- Have a coordinating role on the various work streams necessary to prepare an SDP. The role would not be to determine the precise content of the plan but rather to explore various options, identify key issues, present alternatives and implications/interrelationships between different aspects of what could constitute a plan
- Make recommendations to the Corporate Joint Committee to determine plan content.

- Monitor and review the delivery programme for the SDP (once approved) to include performance, financial and risk management and make recommendations to the Corporate Joint Committee on the development and delivery of the SDP consistent with the objectives of the Sub Committee;
- Work with Welsh Government, user groups, industry and other regulatory stakeholders to coordinate strategic planning duties across the region;
- Make recommendations to the Corporate Joint Committee on strategic planning for the South West Wales Region aligned to delivering the SDP;
- Where appropriate develop a regional response to Wales Government strategic planning consultation documents for approval by the Corporate Joint Committee for submission to Welsh Government; and
- Provide advice and observations relating to strategic planning submitted to the Corporate Joint Committee by other bodies, both inside and outside the South West Wales region;

Attendees

The following shall attend the Sub-Committee

- The Executive Leader of the Constituent Council identified as the political lead for Strategic Planning
- The Lead Officer of the Constituent Council identified as the officer/constituent council lead for Strategic Planning for the purposes of providing professional advice to the Sub-Committee on behalf of the Chief Executive of the Corporate Joint Committee
- The Executive Member from Carmarthenshire County Borough Council for Strategic Planning
- The Executive Member from the City and County of Swansea Council for Strategic Planning
- The Executive Member from Neath Port Talbot County Borough Council for Strategic Planning
- The Executive Member from Pembrokeshire County Borough Council for Strategic Planning
- The representative from the Brecon Beacons National Park Authority with responsibility for Strategic Planning
- The representative from the Pembrokeshire Coast National Park with responsibility for Strategic Planning
- Private Sector Representations for Regional Strategic Planning as a non-voting representative. However, where there is a conflict between these terms of reference and any legislative provision or guidance issued by the UK or Welsh Governments which prohibits involvement from private sector representatives, those legislative provisions and guidance shall take precedence for those particular agenda items.
- Officers of constituent councils and national park authorities with management responsibility for Strategic Planning (or their nominated representatives) for the purposes of presenting reports and answering any technical questions raised by the Sub-Committee
- Minute Taker (Democratic Services of Neath Port Talbot Council)

The following shall be entitled to attend any Sub-Committee Meeting:

- Chief Executive of the Corporate Joint Committee (Chair) or their nominated representative

- Regional Directors of Constituent Councils with responsibility for Corporate Joint Committee areas
- Private Sector representatives
- Monitoring Officer of the Corporate Joint Committee or their nominated representative
- S151 Officer of the Corporate Joint Committee or their nominated representative
- Any invitees of the Chief Executive of the Corporate Joint Committee

Frequency of Meetings

The Sub-Committee shall meet every six (6) months subject to any additional meetings that shall be called to address specific matters or if unanimously agreed by the Sub-Committee.

Where a special meeting is required, this will be convened by the Chief Executive of the Corporate Joint Committee.

Unless notified to the contrary, all meetings shall take place remotely via Microsoft TEAMS

Chair

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 Executive Member as determined by the Executive Members present.

Decision Making

The Sub Committee shall have no decision making powers unless expressly granted by the Corporate Joint Committee

Each constituent council member (excluding the Chair) has one vote and the Chair will not have a casting vote

Substitutions

The Executive Members of each Constituent Council shall be entitled to appoint a representative to attend in their absence subject to notification being provided to the Chief Executive of the Corporate Joint Committee

Quorum

A quorum for the meeting shall be an elected representative from each of the Constituent Councils that comprise the Corporate Joint Committee (excluding the Chair).

Constitution and Procedure Rules

The constitution of the Corporate Joint Committee shall apply to any meetings of the Sub-Committee that take place.

Energy Sub-Committee Terms of Reference

Overarching Aim of Sub-Committee

The Regional Energy Plan (“REP”) approved by the South West Wales Corporate Joint Committee on the 15th May 2022 has the overall objective to develop a strategic pathway identifying key interventions to deliver on the region’s ambitions for decarbonising its energy system. An Energy Vision scenario has been modelled to set out a potential decarbonisation route that will put the region on track to achieve a net zero energy system by 2050.

The vision for the South West Wales region is *“harnessing the region’s low carbon energy potential across its on and offshore locations, to deliver a prosperous and equitable net zero carbon economy which enhances the well-being of future generations and the region’s ecosystems, at a pace which delivers against regional and national emissions reduction targets by 2035 and 2050.”*

The priorities for achieving this vision are:

- Energy Efficiency
- Electricity Generation
- Smart and Flexible Systems
- Decarbonise Heat
- Decarbonise Transport
- Regional Coordination

The overarching aim of the Sub-Committee is to oversee the delivery of the REP, highlighting any amendments that may be necessary for the Corporate Joint Committee to then to consider.

Functions

The Sub Committee shall

- Monitor and review the delivery programme for the REP to include performance, financial and risk management and make recommendations to the Corporate Joint Committee on the development and delivery of the REP consistent with the objectives of the Sub Committee;
- Work with Welsh Government, user groups, industry and other regulatory stakeholders to coordinate energy related opportunities across the region;
- Make recommendations to the Corporate Joint Committee on regional Energy for the South West Wales Region aligned to delivering the REP;
- Where appropriate develop a regional response to Wales Government energy consultation documents for approval by the Corporate Joint Committee for submission to Welsh Government;
- Provide advice and observations relating to energy related issues submitted to the Corporate Joint Committee by other bodies, both inside and outside the South West Wales region; and

Attendees

The following shall attend the Sub-Committee

- The Executive Leader of the Constituent Council identified as the political lead for Energy
- The Lead Officer of the Constituent Council identified as the officer/constituent council lead for Energy for the purposes of providing professional advice to the Sub-Committee on behalf of the Chief Executive of the Corporate Joint Committee
- The Executive Member from Carmarthenshire County Borough Council for Energy
- The Executive Member from the City and County of Swansea Council for Energy
- The Executive Member from Neath Port Talbot County Borough Council for Energy
- The Executive Member from Pembrokeshire County Borough Council for Energy
- Private Sector Representations for Energy as a non-voting representative
- Officers of constituent councils with management responsibility for Energy (or their nominated representatives) for the purposes of presenting reports and answering any technical questions raised by the Sub-Committee
- Minute Taker (Democratic Services of Neath Port Talbot Council)

The following shall be entitled to attend any Sub-Committee Meeting:

- Chief Executive of the Corporate Joint Committee (Chair) or their nominated representative
- Private Sector representatives
- Monitoring Officer of the Corporate Joint Committee or their nominated representative
- S151 Officer of the Corporate Joint Committee or their nominated representative
- Any invitees of the Chief Executive of the Corporate Joint Committee

Frequency of Meetings

The Sub-Committee shall meet every six (6) months subject to any additional meetings that shall be called to address specific matters or if unanimously agreed by the Sub-Committee.

Where a special meeting is required, this will be convened by the Chief Executive of the Corporate Joint Committee.

Unless notified to the contrary, all meetings shall take place remotely via Microsoft TEAMS

Chair

The meeting shall be chaired by the Executive Leader of the Constituent Council identified as the political lead for Regional Energy.

In their absence, the meeting shall be chaired by an alternative Leader from a Constituent Council as agreed by the collective Constituent Council leaders Executive Member as determined by the Executive Members present.

Decision Making

The Sub Committee shall have no decision making powers unless expressly granted by the Corporate Joint Committee

Each constituent council member (excluding the Chair) has one vote and the Chair will not have a casting vote

Substitutions

The Executive Members of each Constituent Council shall be entitled to appoint a representative to attend in their absence subject to notification being provided to the Chief Executive of the Corporate Joint Committee

Quorum

A quorum for the meeting shall be an elected representative from each of the Constituent Councils that comprise the Corporate Joint Committee (excluding the Chair).

Constitution and Procedure Rules

The constitution of the Corporate Joint Committee shall apply to any meetings of the Sub-Committee that take place.

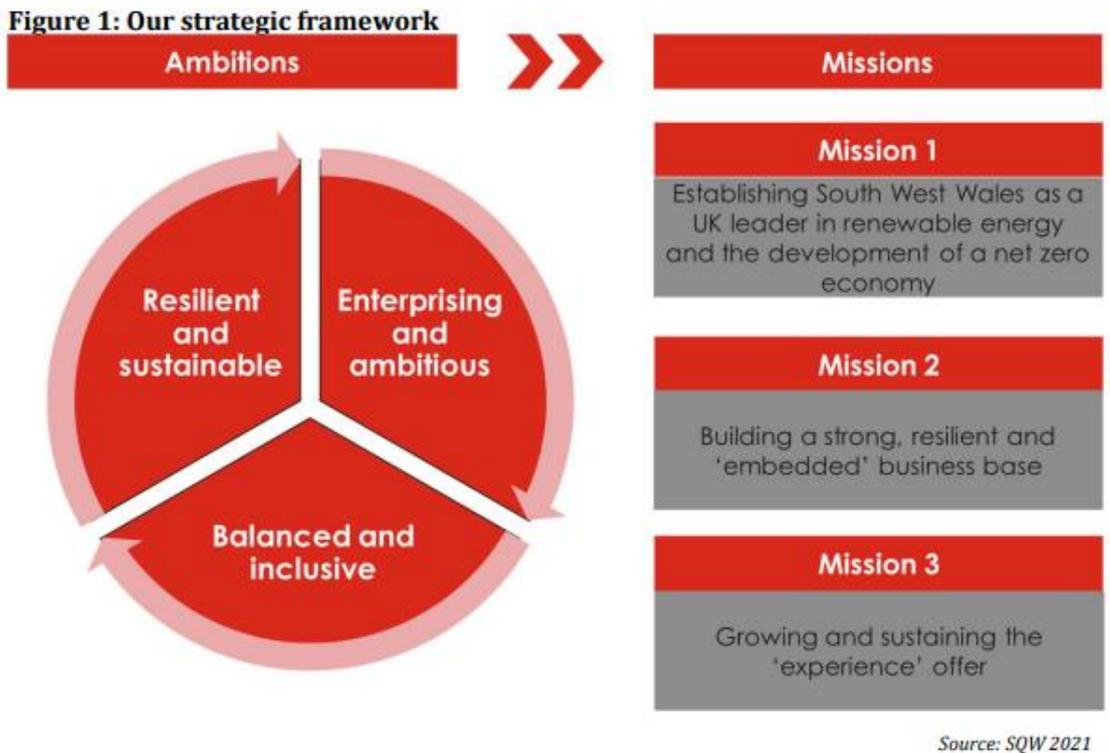
Economic Well Being and Regional Economic Development Sub-Committee
Terms of Reference

Overarching Aim of Sub-Committee

The Regional Economic Delivery Plan (“REDP”) approved by the South West Wales Corporate Joint Committee on the 15th May 2022 complements the new Welsh Government Regional Economic Framework (REF) and provides a further layer of detail below the REF, outlining the objectives and actions that will deliver against the high level vision in the REF.

The REDP sets out an ambitious ‘route map’ for the development of the region’s economy over the next ten years, identifying priorities for intervention and setting out how business, government, education, voluntary/ community organisations, social enterprises and other partners can work together to bring them forward.

Three ambitions have been identified:



The overarching aim of the Sub-Committee is to oversee the delivery of the REDP, highlighting any amendments that may be necessary for the Corporate Joint Committee to then to consider.

Functions

The Sub Committee shall

- Monitor and review the delivery programme for the REDP to include performance, financial and risk management and make recommendations to the Corporate Joint Committee on the development and delivery of the REDP consistent with the objectives of the Sub Committee;
- Work with Welsh Government, user groups, industry and other regulatory stakeholders to coordinate regional economic development opportunities across the region;
- Make recommendations to the Corporate Joint Committee on regional economic development for the South West Wales Region aligned to delivering the REDP;
- Where appropriate develop a regional response to Wales Government economic development consultation documents for approval by the Corporate Joint Committee for submission to Welsh Government; and
- Provide advice and observations relating to regional economic delivery submitted to the Corporate Joint Committee by other bodies, both inside and outside the South West Wales region;

Attendees

The following shall attend the Sub-Committee

- The Executive Leader of the Constituent Council identified as the political lead for Economic Development
- The Lead Officer of the Constituent Council identified as the officer/constituent council lead for Economic Development for the purposes of providing professional advice to the Sub-Committee on behalf of the Chief Executive of the Corporate Joint Committee.
- The Executive Member from Carmarthenshire County Borough Council for Economic Development
- The Executive Member from the City and County of Swansea Council for Economic Development
- The Executive Member from Neath Port Talbot County Borough Council for Economic Development
- The Executive Member from Pembrokeshire County Borough Council for Economic Development
- Private Sector Representations for Regional Economic Development as a non-voting representative
- Officers of constituent councils with management responsibility for Economic Development (or their nominated representatives) for the purposes of presenting reports and answering any technical questions raised by the Sub-Committee
- Minute Taker (Democratic Services of Neath Port Talbot Council)

The following shall be entitled to attend any Sub-Committee Meeting:

- Chief Executive of the Corporate Joint Committee (Chair) or their nominated representative
- Regional Directors of Constituent Councils with responsibility for Corporate Joint Committee areas
- Private Sector representatives
- Monitoring Officer of the Corporate Joint Committee or their nominated representative
- S151 Officer of the Corporate Joint Committee or their nominated representative
- Any invitees of the Chief Executive of the Corporate Joint Committee

Frequency of Meetings

The Sub-Committee shall meet every six (6) months subject to any additional meetings that shall be called to address specific matters or if unanimously agreed by the Sub-Committee.

Where a special meeting is required, this will be convened by the Chief Executive of the Corporate Joint Committee.

Unless notified to the contrary, all meetings shall take place remotely via Microsoft TEAMS

Chair

The meeting shall be chaired by the Executive Leader of the Constituent Council identified as the political lead for Regional Economic Development.

In their absence, the meeting shall be chaired by an alternative Leader from a Constituent Council as agreed by the collective Constituent Council leaders Executive Member as determined by the Executive Members present.

Decision Making

The Sub Committee shall have no decision making powers unless expressly granted by the Corporate Joint Committee

Each constituent council member (excluding the Chair) has one vote and the Chair will not have a casting vote

Substitutions

The Executive Members of each Constituent Council shall be entitled to appoint a representative to attend in their absence subject to notification being provided to the Chief Executive of the Corporate Joint Committee

Quorum

A quorum for the meeting shall be an elected representative from each of the Constituent Councils that comprise the Corporate Joint Committee (excluding the Chair).

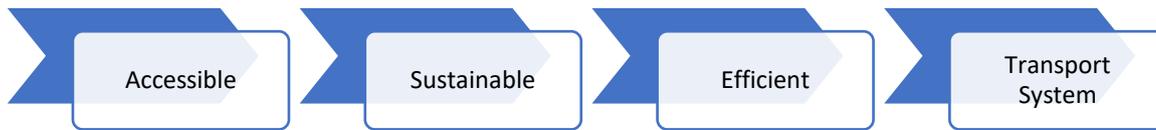
Constitution and Procedure Rules

The constitution of the Corporate Joint Committee shall apply to any meetings of the Sub-Committee that take place.

Regional Transport Sub-Committee Terms of Reference

Overarching Aim of Sub-Committee

The Regional Transport Plan will support the strategic economic and spatial aspirations of the Swansea Bay and South West Wales Region (SBSWWR) and help deliver the vision of the Welsh Transport Strategy, Llwybr Newydd, for a transport system that is accessible, sustainable and efficient.



‘Accessible’

A system that meets the relevant policy and regulatory standards on equality, access, human rights and the Welsh language, and aims to remove the physical, attitudinal, environmental, systemic, linguistic and economic barriers that prevent people from using sustainable transport services and infrastructure.

‘Sustainable’

A transport system that meets the needs of the present whilst protecting the ability of future generations to meet their own needs.

‘Efficient’

A transport system that gets people where they want to go, when they want to go there, making best use of resources.

- Bring services to people to reduce the need to travel.
- Allow people and goods to move easily from door to door by accessible, sustainable and efficient transport services and infrastructure.
- Encourage people to make the change to more sustainable transport.

Objectives

The Specific objectives for the Sub Committee are to oversee the development of:

- The improvement of transport and access within the South West Wales region to facilitate decarbonisation, economic regeneration, equality and integration and contributing to work that may impact on other regions to ensure a benefit to the South West Wales region;
- The Development of transport policies and programmes that ensure that safety, sustainability, social inclusion, health and the environment, meet the requirements of the Well-being of Future Generations Act 2015;

- The promotion of the essential role of transport in economic and land use planning, and to influence land development to make the necessary provision for transport across the South West Wales region; and
- The improvement of connectivity, sustainability, the efficiency and reliability of the movement of people and goods within and beyond Swansea Bay and South West Wales on the local and regional networks to support economic growth across the South West Wales region.

Functions

The Sub Committee shall

- Make recommendations to the Corporate Joint Committee on the development and delivery of the Regional Transport Plan, Transport Policy and Regional Transport Plan Delivery Programme consistent with the objectives of the Sub Committee;
- Oversee the development and delivery of the Swansea Bay and South West Wales Metro to ensure benefits to the South West Wales Region;
- Work with Welsh Government, Transport for Wales, user groups, industry and other regulatory stakeholders to coordinate transport planning and operations across the region;
- Make recommendations to the Corporate Joint Committee on Transport Policy, Strategy and investment priorities for the Swansea Bay and South West Wales Region aligned to delivering the transport objectives;
- Where appropriate develop a regional response to Wales Government transport policy and strategy consultation documents for approval by the Corporate Joint Committee for submission to Welsh Government;
- Provide advice and observations relating to transport schemes submitted to the Corporate Joint Committee by other bodies, both inside and outside the South West Wales region; and
- Monitor and review the delivery programme for the Regional Transport Plan to include performance, financial and risk management

Attendees

The following shall attend the Sub-Committee

- The Executive Leader of the Constituent Council identified as the political lead for Regional Transport Planning
- The Lead Officer of the Constituent Council identified as the officer/Constituent Council lead for Regional Transport Planning for the purposes of providing professional advice to the Sub-Committee on behalf of the Chief Executive of the Corporate Joint Committee.
- The Executive Member from Carmarthenshire County Borough Council for Transport
- The Executive Member from the City and County of Swansea Council for Transport
- The Executive Member from Neath Port Talbot County Borough Council for Transport
- The Executive Member from Pembrokeshire County Borough Council for Transport
- Private Sector Representatives for Regional Transport Planning as a non-voting representative
- Officers of Constituent Councils with management responsibility for regional transport planning (or their nominated representatives) for the purposes of presenting reports and answering any technical questions raised by the Sub-Committee

- Minute Taker (Democratic Services of Neath Port Talbot Council)

The following shall be entitled to attend any Sub-Committee Meeting:

- Chief Executive of the Corporate Joint Committee (Chair) or their nominated representative
- Regional Directors of Constituent Councils with responsibility for Corporate Joint Committee areas
- Private Sector representatives
- Monitoring Officer of the Corporate Joint Committee or their nominated representative
- S151 Officer of the Corporate Joint Committee or their nominated representative
- Any invitees of the Chief Executive of the Corporate Joint Committee

Frequency of Meetings

The Sub-Committee shall meet every quarter subject to any additional meetings that shall be called to address specific matters or if unanimously agreed by the Sub-Committee.

Where a special meeting is required, this will be convened by the Chief Executive of the Corporate Joint Committee.

Unless notified to the contrary, all meetings shall take place remotely via Microsoft TEAMS

Chair

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 Executive Member as determined by the Executive Members present.

Decision Making

The Sub Committee shall have no decision making powers unless expressly granted by the Corporate Joint Committee

Each constituent council member (excluding the Chair) has one vote and the Chair will not have a casting vote

Substitutions

The Executive Members of each Constituent Council shall be entitled to appoint a representative to attend in their absence subject to notification being provided to the Chief Executive of the Corporate Joint Committee

Quorum

A quorum for the meeting shall be an elected representative from each of the Constituent Councils that comprise the Corporate Joint Committee (excluding the Chair)

Constitution and Procedure Rules

The constitution of the Corporate Joint Committee shall apply to any meetings of the Sub-Committee that take place.

SOUTH WEST WALES CORPORATE JOINT COMMITTEE

7th October 2022

Report of the Monitoring Officer

Report Title: Adoption of Data Protection and Information Security Policies for the South West Wales Corporate Joint Committee

Purpose of Report	To adopt Data Protection and Information Security Polices
Recommendation	<p>It is recommended that:</p> <p>(a)Members designate the Monitoring Officer as the Statutory Data Protection Officer pursuant to the Data Protection Act 2018;</p> <p>(b)Members adopt the Privacy Statement included at Appendix 1</p> <p>(c)Members adopt the following policies for usage by the South West Wales Corporate Joint Committee included at Appendix 2:</p> <ul style="list-style-type: none">• Data Protection Policy• Acceptable Use Policy• Incident Reporting Policy• Information Security Policy• Information Security Breach Policy

	<ul style="list-style-type: none"> • IT Security Policy • Mobile Device Security Policy • Removable Media Policy
Report Author	Craig Griffiths
Finance Officer	N/A
Legal Officer	Craig Griffiths

Background:

The purpose of this report is to agree the designation of a Data Protection Officer for the CJC and also to adopt a suite of policies and protocols in respect of data protection and information governance.

Data Protection Officer.

The UK GDPR introduces a duty on public bodies such as the CJC to appoint a data protection officer (DPO) if it carries out certain types of processing activities such as the hold of personal information. DPOs assist organisations to monitor internal compliance, inform and advise on your data protection obligations, provide advice regarding Data Protection Impact Assessments (DPIAs) and act as a contact point for data subjects and the Information Commissioner’s Office (ICO). The DPO must be independent, an expert in data protection, adequately resourced, and report to the highest management level. A DPO can be an existing employee or externally appointed. DPOs can help to demonstrate compliance and are part of the enhanced focus on accountability.

IT would be proposed to meet this requirement that the Monitoring Officer of the CJC also be designated the DPO of the CJC.

Policies

In order to meet legal requirements in respect of data protection and to provide the appropriate assurances to individuals whose data the CJC may be processing, it would be a requirement for the CJC to have a number of policies in place.

Appendix 1 includes a proposed privacy notice which will be held by the Monitoring Officer and available to the public in the event they are required to provide personal data to the CJC. This demonstrates the legal basis of

processing the data and includes information as to how the CJC will protect such data.

Appendix 2 includes a number of policies which the CJC will be required to adopt:

- Data Protection Policy – This is a policy required by the Data Protection Act 2018 which explains principles which we will apply to our processing of personal data so that we not only safeguard one of our most valuable assets, but also process personal data in accordance with the law.
- Acceptable Use Policy – This sets out the requirements that members/officers and other associated individuals with the CJC must take when accessing any computer equipment provided by the CJC (if any)
- Incident Reporting Policy – This is a policy that must be followed where individuals identify an incident may have occurred which could see the unauthorised release of personal data.
- Information Security Policy – This is a policy that sets out the various different forms of security that the CJC will have in place to prevent the unauthorised release of personal data.
- Information Security Breach Policy - This is a policy that must be followed where individuals identify an incident may have occurred which could see the unauthorised release of personal data and the steps that will be taken by the officers of the CJC to investigate and deal with.
- IT Security Policy - This is a policy required by the Data Protection Act 2018 which explains principles which we will apply to any IT process we undertake so that we not only safeguard one of our most valuable assets, but also process personal data in accordance with the law.
- Mobile Device Security Policy – This is a policy which stipulates that steps must be taken to ensure any equipment provided the CJC is kept safe and secure.
- Removable Media Policy – This is a policy which prevents the use of removable media such as USB Sticks or Compact Discs being used without prior approval.

Financial Impacts:

There are no impacts associated with these policies.

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:

No impacts.

Legal Impacts:

All policies have been prepared in accordance with statutory requirements and will ensure the CJC can meet its legislative obligations

Risk Management Impacts:

Failure to ensure suitable data protection and information security policies in place can render the CJC open to legal challenge, with the financial and reputational issues that such action can bring. Ensuring that suitable policies are in place allows the CJC to discharge its legislative obligations.

Consultation:

There is no requirement for external consultation on these policies

Reasons for Proposed Decision:

To meet legal requirements in respect of data protection and information security.

Implementation of Decision:

To be implemented immediately

Appendices:

Appendix 1 – Privacy Statement

Appendix 2 – Suite of Data Protection/Information Security Policies

List of Background Papers:

None

This page is intentionally left blank

PRIVACY STATEMENT

The South West Wales Corporate Joint Committee (“CJC”) have a Data Protection regime in place to oversee the effective and secure processing of your personal data: in accordance with the requirements of the General Data Protection Regulation 2016 (GDPR) and the Data Protection Act 2018 (DPA).

In providing your personal information to the CJC (you acknowledge that CJC is the data controller for personal information provided to us.

Why we need it?

Your information will be used by the CJC for one or more of the following purposes:-

- The processing is necessary for the performance of a contract with yourself or in order to take steps at your request prior to entering into such a contract;
- The processing is necessary for the CJC to comply with a legal obligation to which it is subject;
- The processing is necessary for the performance of a task carried out in the public interest by the CJC or in the exercise of official authority vested in the CJC;
- The processing is necessary for the purposes of the legitimate interests pursued by the CJC or by a third party.

The CJC will not process your personal information for any other purposes, other than those set out above.

Please note that each of the service applications on this website is designed to collect personal data from you with the intention of providing you with a service (or services) or to enable the CJC to carry out its legitimate public and/or business functions. Accordingly, each of the website applications provides details of the purpose (or purposes) that your information will be used for. Each service application also provides details of the relevant GDPR legal basis being relied upon by the CJC (in order to lawfully process your personal data), in the form of a specific Privacy Notice for each particular application.

What we do with it?

All the personal data we process is processed by our staff in the United Kingdom. For the purposes of IT hosting and maintenance this information is located on servers within the European Union and it will not be transferred outside of the European Union.

The CJC will not use your personal data for the purposes of automated decision making.

Your information may be shared within CJC departments to the extent permitted by law and we will not share your data with third parties unless we are required or permitted to do so by law (e.g. under GDPR, DPA or any other legislation).

We will share your personal data securely with service providers who are exercising responsibilities on the part of the CJC, but we will ensure that such information is protected by way of GDPR compliant Data Processing Agreements.

How long we keep it for?

The information will be held by the CJC in accordance with requirements set out in legislation and generally (subject to any legal requirements to the contrary) for a minimum period of six years. Though where you have provided information for marketing purposes this will be kept by us, until you notify us that you no longer wish to receive this information.

For more information on our retention periods please refer to the specific Privacy Notice relating to the specific service application which you are using on our website.

What are your rights?

Under GDPR you are entitled to the following rights in respect of your personal data:

- A right of access to your personal data held by the CJC;
- A right to have any inaccuracies in your personal data corrected;
- A right to have personal data held by the CJC erased (in certain circumstances);
- A right to restrict the processing of your personal data (in certain circumstances);

- A right to object to the CJC using your personal data for direct marketing purposes;
- A right to data portability (in certain circumstances).

Further information on the above rights may be obtained from the Information Commissioner's Office; information is also available on the Information Commissioner's website (www.ico.org.uk).

In the event that you wish to object to the CJC's use of this information or amend any information, you may notify the CJC at any time who will consider any request - but please note that this may have an impact on the nature of the services that the CJC will be able to provide to you.

Also please be aware that there is certain personal information which the CJC must hold in respect of you by virtue of our legal requirements and any failure to give this information or to provide accurate information, could render you liable to legal proceedings.

If at any point you believe that the personal information we process about you is incorrect, you may request to see this information and have it corrected or deleted. If you wish to raise a complaint on how we have handled your personal data, you can contact our Data Protection Officer who will investigate the matter.

Our Data Protection Officer is the Monitoring Officer of the CJC who is the Head of Legal and Democratic Services of Neath Port Talbot County Borough Council, who can be contacted at NPTCBC Civic Centre, Port Talbot, SA13 1PJ (monitoring.officer@npt.gov.uk)

If having made a request and/or complaint to the CJC, you are not satisfied with our response or believe that we are processing your personal data in a manner which is not in accordance with the law, you may complain directly to the Information Commissioner's Office (ICO).

The ICO's contact details may be found on the ICO's website: (www.ico.org.uk).

This page is intentionally left blank

DATA PROTECTION POLICY

1. South West Wales Corporate Joint Committee [hereinafter referred to as “the CJC”] is committed to ensuring its compliance with the requirements of the General Data Protection Regulation 2016 (“GDPR”) and the Data Protection Act 2018 (“DPA”) (‘the Legislation’). We recognise the importance of personal data to our organisation and the importance of respecting the privacy rights of individuals. This Data Protection Policy (‘the Policy’) sets out the principles which we will apply to our processing of personal data so that we not only safeguard one of our most valuable assets, but also process personal data in accordance with the law.
2. It is the responsibility of members, co-optees, advisors, officers and appointees to assist the CJC to comply with this Policy. In order to help comply, we have produced a Data Protection Policy Guidance Note (‘the Guidance’) which explains in more detail the requirements of the Legislation.
3. In addition, a failure to comply with this Policy could expose the CJC to enforcement action by the Information Commissioner (which could result in restrictions being imposed on our use of personal data) or to complaints or claims for compensation from affected individuals. There may also be negative publicity as a result of any breach that is made public.
4. For the purpose of this policy:

Data	<p>means information which –</p> <p>(a) is being processed by means of equipment operating automatically in response to instructions given for that purpose,</p> <p>(b) is recorded with the intention that it should be processed by means of such equipment,</p> <p>(c) is recorded as part of a relevant filing system or with the intention that it should form part of a relevant filing system,</p> <p>(d) is recorded information held by a public CJC which falls outside (a) to (c) above</p>
-------------	--

Data Controller	means the natural or legal person, public authority, CJC, agency or other body which, alone or jointly with others, determines the purposes and means of the processing of personal data
Data Processor	means a natural or legal person, public authority, CJC, agency or other body which processes personal data on behalf of the data controller
Data Subject	means an identified or identifiable natural person
Inaccurate Data	means information or data that is incorrect or misleading as to any matter of fact
Personal Data	<p>means any information relating to an identified or identifiable natural person (data subject)</p> <p>An identifiable natural person is one who can be identified, directly or indirectly, in particular by reference to an identifier such as a name, an identification number, location data, an on-line identifier or to one or more factors specific to the physical, physiological, genetic, mental, economic, cultural or social identity of that natural person.</p>
Processing	<p>means any operation or set of operations which is performed on personal data or on sets of personal data, whether or not by automated means, such as;</p> <ul style="list-style-type: none"> • Collection • Recording • Organisation • Structuring • Storage • Adaptation or alteration

	<ul style="list-style-type: none"> • Retrieval • Consultation • Use • Disclosure • Restriction • Erasure • Destruction <p>of personal data</p>
Recipient	<p>in relation to personal data, means any person to whom the data is disclosed whether a third party or not, including any person (such as an employee or agent of the data controller, a data processor or an employee or agent of a data processor) to whom they are disclosed in the course of processing the data for the data controller, but does not include any person to whom disclosure is or may be made as a result of, or with a view to, a particular inquiry by or on behalf of that person made in the exercise of any power conferred by law</p>
Special Categories of Personal Data	<p>means personal data consisting of information as to -</p> <p>(a) the racial or ethnic origin of the data subject,</p> <p>(b) his/her political opinions,</p> <p>(c) his/her religious beliefs or philosophical beliefs,</p> <p>(d) whether he/she is a member of a trade union,</p> <p>(e) his/her physical or mental health,</p> <p>(f) his/her sexual life, or sexual orientation,</p> <p>(g) genetic data, or</p>

	(h) biometric data (for the purposes of uniquely identifying a natural person)
Third Party	means any person other than – (a) the data subject, (b) the data controller, or (c) any data processor or other person authorised to process data for the data controller or processor
Criminal Convictions and Offences Personal Data	means the commission or alleged commission of any offence, or any proceedings for any offence committed or alleged to have been committed by the data subject, the disposal of criminal proceedings or the sentence of any Court in such proceedings

Data Protection Principles

5. The CJC will comply with the following principles in respect of any personal data which it processes as a data controller. Personal data shall be:-
 - 5.1 processed lawfully, fairly and in a transparent manner in relation to the data subject (Lawfulness, Fairness and Transparency);
 - 5.2 collected for specified, explicit and legitimate purposes and not further processed in a manner that is incompatible with those purposes; further processing for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes shall not be considered to be incompatible with the initial purposes (Purpose Limitation);
 - 5.3 adequate, relevant and limited to what is necessary in relation to the purposes for which they are processed (Data Minimisation);

- 5.4 accurate and, where necessary, kept up to date; every reasonable step must be taken to ensure that personal data that are inaccurate, having regard to the purposes for which they are processed, are erased or rectified without delay (Accuracy);
- 5.5 kept in a form which permits identification of data subjects for no longer than is necessary for the purposes for which the personal data is processed; personal data may be stored for longer periods insofar as the personal data will be processed solely for achieving purposes in the public interest, scientific or historical research purposes or statistical purposes subject to implementation of the appropriate technical and organisational measures required by the GDPR in order to safeguard the rights and freedoms of the data subject (Storage Limitation); and
- 5.6 processed in a manner that ensures appropriate security of the personal data, including protection against unauthorised or unlawful processing and against accidental loss, destruction or damage, using appropriate technical or organisational measures (Integrity and Confidentiality).”

Basis of Processing

- 6. The lawful bases for processing are set out in Article 6 of the GDPR. At least one of these must apply whenever the CJC processes personal data:
 - 6.1 **Consent:** the individual has given clear consent for the CJC to process their personal data for one or more specific purposes.
 - 6.2 **Contract:** the processing is necessary for the performance of a contract the CJC have with the individual, or because they have asked the CJC to take specific steps before entering into a contract.
 - 6.3 **Legal obligation:** the processing is necessary for the CJC to comply with the law (not including contractual obligations).
 - 6.4 **Vital interests:** the processing is necessary to protect someone’s life.
 - 6.5 **Public task:** the processing is necessary for the CJC to perform a task carried out in the public interest or in the exercise of official CJC vested in the Council and the task or function has a clear basis in law.
 - 6.6 **Legitimate interests:** the processing is necessary for the CJC’s legitimate interests or the legitimate interests of a third party unless there is a good reason to protect the individual’s personal data which overrides

those legitimate interests. (This condition cannot be relied upon if the CJC is a public CJC processing data to perform the CJC's official tasks.)

Accountability

7. The CJC must:
 - 7.1 implement appropriate technical and organisational measures that ensure and demonstrate that we comply with both GDPR and the DPA. This may include internal data protection policies such as staff training, internal audits of processing activities, and reviews of internal HR policies;
 - 7.2 maintain relevant documentation on processing activities;
 - 7.3 appoint a data protection officer;
 - 7.4 implement measures that meet the principles of data protection by design and data protection by default. Measures could include data minimisation, pseudonymisation or transparency;
 - 7.5 allowing individuals to monitor processing;
 - 7.6 create and improve security features on an ongoing basis, and
 - 7.7 use data protection impact assessments where appropriate.

External Arrangements

8. The CJC must:
 - 8.1 where the CJC passes personal data to any external organisation to process it on the CJC's behalf officers must ensure a Data Processing Agreement is in place. A suitable Data Processing Agreement can be obtained from the Monitoring Officer;
 - 8.2 in addition, any external contracts with our service providers/contractors must set out the subject matter and duration of the processing, the nature and purpose of the processing, the type of personal data and categories of data subject, and the obligations and rights of the CJC. Specific terms must also be included and advice should be sought from the Legal Services Section in this regard;
 - 8.3 where the CJC shares personal data it holds with third parties on a regular basis, it should endeavor to enter into a Data Sharing Agreement

with those third parties (e.g. Welsh Government; Health Authorities, Police and other Local Government Authorities).

Information Asset Register

9. One of the requirements of GDPR is to maintain a record of all the data processing activities that take place within the CJC. For this, we need to identify:
 - 9.1 what personal data we process and why we process it;
 - 9.2 what is the lawful basis for processing;
 - 9.3 how we store and keep the data secure;
 - 9.4 who has access to it;
 - 9.5 who we share the data with and what sharing agreements are in place;
 - 9.6 how long we keep it for.
10. The CJC has a dedicated Information Asset Register which must be completed for all information that is held within each of the CJC's Directorates. This should be updated whenever changes are made to the matters in 9.1 to 9.6 above.

Data Protection Officer

11. The CJC has appointed the Monitoring Officer as the Data Protection Officer for the CJC.
12. The Data Protection Officer and his officers will work in conjunction with the constituent councils and authorities to ensure compliance with the Legislation
13. The role of the Data Protection Officer includes:
 - 13.1 informing and advising officers of the CJC of their data protection obligations under GDPR and DPA;
 - 13.2 monitoring compliance of policies and procedures. This includes monitoring responsibility and training of staff involved in data processing;
 - 13.3 ensuring the Information Asset Register is an active registry that identifies all systems that hold personal data (i.e. it is kept up to date);

- 13.4 advising on the necessity of carrying out Data Protection Impact Assessments, the manner of their implementation and data breach reporting;
- 13.5 serve as contact point for individuals on privacy matters, including subject access requests;
- 13.6 to serve as the contact point for dealings with the Information Commissioners Office.

Additional Requirements

14. Appropriate technical and organisational measures must be taken against unauthorised or unlawful processing of personal data and against accidental loss or destruction of, or damage to, personal data.
15. Personal data must not be transferred to a country or territory outside the European Union unless that country or territory ensures an adequate level of protection for the rights and freedoms of data subjects in relation to the processing of personal data. It is the responsibility of officers to ensure that if they are engaging processors to carry out work on behalf of the CJC that such processing is carried out in a European Union state: unless a specific exemption has been granted by the European Union to permit processing to be carried out in a county outside of the European Union.
16. This Policy may be amended from time to time to reflect any changes in legislation.

This page is intentionally left blank

Acceptable Use of ICT Policy

SOUTH WEST WALES CORPORATE JOINT COMMITTEE

1. INTRODUCTION

- 1.1. This Policy relates to the use and monitoring of all of the CJC's IT and communication systems, including telephones, mobile telephones, facsimile machines, computers (including laptops, iPads, smart phones and personal organisers), email, the internet and the intranet.
- 1.2. The CJC provides IT and communication systems for business purposes and the use of these systems at all times is subject to this policy. Breach of this Policy will be considered a disciplinary matter.
- 1.3. This Policy applies to all employees of the CJC, elected members, contractors, agency staff and any others with access to CJC information assets or who use the CJC's IT and communication systems

2. EMAIL

- 2.1 CJC email accounts are provided for work purposes only. Personal email is not to be sent.
- 2.2 All emails sent and received from NPT email addresses are monitored by the CJC and may be read as part of any service review and /or investigation carried out.
- 2.3
- 2.4 Email correspondence cannot be considered private. Emails can be easily intercepted, copied, forwarded and stored without the original sender's knowledge. You must take into account the fact that any email sent may be read by a person other than the intended recipient.
- 2.5 Any attachments sent to external email addresses which contain personal or sensitive material should be encrypted or password protected unless a secure e-mail system i.e. Criminal Justice Secure eMail (CJSM) is used. Advice on encryption can be obtained from the Monitoring Officer.
- 2.6 All messages and files are automatically scanned for viruses before being introduced into the network, but this does not provide a complete guarantee of protection. All employees have an obligation to be cautious when opening emails and attachments from unknown sources.

- 2.7 Contracts can be entered into by email in the same way as they can by letter or on the telephone. You must at all times take care to ensure that you do not inadvertently enter into contracts by email which bind the CJC, and you should be aware that contracts must only be entered into in accordance with normal contract procedures.
- 2.8 You must not under any circumstances send messages or attachments whether within the CJC or outside the CJC which are:
- Abusive, including the use of foul language
 - Malicious
 - Discriminatory in any sense (e.g. sex, sexual orientation, age, race, religion, gender or disability)
 - Defamatory about any other person or organization
 - Bullying or intimidating in content
- 2.9 If you receive any such message from outside the CJC, you must delete it and must not forward it within or outside the CJC. Sending email of the type described above is likely to be treated as a disciplinary offence.
- 2.10 You should only send sensitive or confidential information when the security of the data is ensured i.e. the recipient address is a known, secure address or the email is protected.
- 2.11 Personal email accounts should not be used to send CJC information. This includes forwarding email from CJC email accounts to personal email accounts. Where there is a requirement for access to CJC emails or information away from the office this must only be via approved methods.

3. **INTERNET**

- 3.1 The CJC has put technical measures in place to prevent access to internet web sites which contain explicit, illegal or otherwise inappropriate materials. If you need to access a blocked site for the purposes of your job you must obtain express authorisation from your line manager who will, if appropriate, contact the IT Division.
- 3.2 Personal use of the CJC's Internet facilities is permitted as long as the usage is during your own time i.e. when you are clocked out and involves acceptable browsing i.e. not inappropriate websites.

3.3 It should be noted that much of the information that appears on the internet is protected by copyright. Unauthorised copying or modifying of copyright protected material, including software, breaches copyright law. Therefore, downloading software or copyright protected information is not permitted, as it may make you and/or the CJC liable to legal action.

4. **CONFIDENTIALITY**

4.1 You must not use the CJC's IT and communications systems whether alone or in conjunction with any other person to make an unauthorised disclosure or copy of sensitive, personal or business information belonging to the CJC.

4.2 The unauthorised disclosure or copying of information belonging to the CJC is likely to be treated as a disciplinary offence.

5. **MONITORING AND DATA PROTECTION**

5.1 In order to protect the interests of the CJC and to maintain the effectiveness, integrity and security of the CJC's network, the CJC has various tools in place to monitor usage of ICT systems. You should not expect that your use of the CJC's IT and communication systems is private.

5.2 The holding, processing and disclosure of personal data in electronic form is regulated by the provisions of Data Protection legislation. Personal information relating to a living individual who can be identified from that information should not be sent outside the CJC unless proper checks have been made to ensure that this will not involve any breach of that or any other legislation.

6. **SECURITY**

6.1 The login credential supplied to you to undertake your duties must never be shared with another member of staff or other person(s)

6.2 If you are provided with a portable computer, iPad, mobile phone, Blackberry, personal organiser and/or any related or similar equipment, you must ensure its security at all times. You must in particular:

- Never leave computer equipment including CDs, DVDs, flash drives, blackberry, key fob, etc. in an unattended vehicle unless the equipment is locked in the boot. If you have to leave the vehicle for any reason, this must be for the least time possible. It should be noted that often the data on the computer equipment is more valuable than the computer equipment itself.

- Never leave equipment unattended in public or unlocked where its screen can be viewed
- Always lock mobile equipment when not in use so that it cannot be used without entering your log-on details
- Keep your passwords confidential (IT systems will force you to change them regularly) and never, in any circumstances, attach the password to the device

6.3 If your computer equipment is lost or stolen you must report the incident immediately to the Monitoring Officer

6.4 You must not attempt to access any service or function of the network unless you have been granted permission.

7. **EQUIPMENT NOT PROVIDED BY THE CJC**

7.1 You must not connect, or attempt to connect, any device to the network without express CJC from the IT Division. You should be aware that the CJC may have measures in place to detect this activity.

7.2 In particular you should not attempt to connect any of the following devices to the CJC's network:

- A file/information storage device not issued by the CJC
- A mobile phone not issued by the CJC
- An MP3 Player or similar device not issued by the CJC
- A gaming device not issued by the CJC

7.3 A breach of the prohibition on connecting devices to the CJC's network is likely to be treated as a disciplinary offence.

8. **PERSONAL USE**

8.1 Personal use of the CJC's Internet/Intranet facility is permitted subject to the following rules:

- Personal Internet usage is in your own time i.e. when clocked out
- Personal Intranet usage e.g. to the classifieds section is in your own time i.e. when clocked out
- You may not subscribe to any non-job related Internet service e.g. BBC tickertape.

- You may not use the CJC's systems to transfer, store or download information and files for your personal use including (but not limited to) MP3, AVI, WMV, MPEG, etc.
- 8.2 If your personal use exceeds an acceptable level in the reasonable opinion of the CJC or you do not comply with these rules your access may be curtailed and you may be subject to disciplinary action in line with the Disciplinary Policy and procedure and which could result in dismissal for gross misconduct.
- 8.3 Personal use of CJC equipment exclusive of Internet access is not permitted unless sanctioned by the Chief Executive
- 8.4 Unauthorised individuals must not install software on CJC devices or machines.
- 8.5 CJC person identifiable or sensitive information or business data must not be stored on a device which is not owned by the CJC unless specifically authorised is granted.

9. GENERAL QUERIES

- 9.1 Any questions regarding this policy or computer security in general should be addressed to the Monitoring Officer.

ICT Incident Reporting Policy

NEATH PORT TALBOT COUNTY BOROUGH COUNCIL

INCIDENT REPORTING POLICY

1. INTRODUCTION

- 1.1 This document details how the CJC will deal with breaches of Information security and describes the responsibilities and actions which must be taken by staff and employees with an investigating role.
- 1.2 The security event could involve employees, elected members or persons with access to CJC information assets, data, computer systems or telephony but could also involve external persons who have no apparent link to the CJC.

2. INFORMATION SECURITY INCIDENTS

- 2.1 An Information Security Incident can be defined as any event that involves a breach of the principles or procedures laid down in the Information Security Policy, IT Security Policy or supporting policies and guidelines.
- 2.2 A breach will fall under one or more of the following categories:
 - Breach due to negligence
 - Breach caused by an accident
 - Breach due to an intentional act

The cause of the breach will have a bearing on how the incident is treated.

3. STAFF RESPONSIBILITIES

- 4.1 Officers, elected members and agents of the CJC are required to report any and all information security breaches to the Monitoring Officer as soon as possible after becoming aware of an information security breach.

4.2 Examples of Information Security breaches include:

- Breaches of physical security e.g. unauthorised persons accessing a secure area
- Pieces of paper identifying an individual being found in a public area
- Access control violations e.g. person attempting or gaining access to systems or facilities to which they should not have access, staff sharing passwords, etc.
- Non-adherence to IT Security Policy or associated policies and guidelines
- IT equipment theft or loss
- Loss of information assets e.g. maliciously deleted data
- Disclosure of sensitive data e.g. loss of removable media or poor disposal of confidential waste
- Virus infection

4. INITIAL ACTION

6.1 In the event of an incident the following procedure should be followed:

- The individual must notify the Monitoring Officer of a suspected security breach.
- If there is the possibility of an ongoing threat, for example, virus contamination or unauthorised system access, the Monitoring Officer should be contacted immediately for advice and support.
- If the event is linked to a specific computer or user account then, to retain vital evidence, the machine or user account should not be used until such time as a decision is made on whether or not an investigation is warranted.
- All supporting evidence should be retained for examination by the investigating officer.

5. INVESTIGATION

7.1 The following steps will be taken:

- All incidents and allegations will be subject to an initial inquiry. This must be initiated by the Monitoring Officer
- It will be necessary to establish, as early as possible, whether there is evidence that a breach has occurred.

- If there is evidence of a breach by an individual that could be the subject of a criminal prosecution access to certain evidence should be restricted e.g. in certain circumstances computer evidence should not be examined.
- If there is evidence of a breach by an individual that could be the subject of disciplinary action the matter should be fully investigated in accordance with the CJC's disciplinary procedures and the policy or policies relevant to the breach.
- All personal information connected with investigations and subsequent reports will be treated confidentially.

6. REPORTING

- 8.1 Upon completion of the investigation, a report for management will be completed by the Monitoring Officer
- 8.2 An Incident Report Form will also be produced.
- 8.3 Where relevant information on the incident will be reported to the local WARP (Warning, Advice and Reporting Point) and/or GovCertUK to enable member organisations to learn from (or put in place measures to avoid) the incident.

7. CORRECTIVE ACTION

- 9.1 The Monitoring Officer will consider any new controls or enhancements that need to be implemented to counter security threats identified by incidents.

8. GENERAL QUERIES

- 10.1 Any questions regarding this policy or computer security in general should be addressed to the Monitoring Officer.

Information Security Policy

SOUTH WEST WALES CORPORATE JOINT COMMITTEE

INFORMATION SECURITY POLICY

1 INTRODUCTION

- 1.1 Information, whether printed or written on paper, stored electronically or sent by post or electronic means, is an asset which, like other important business assets, has value and consequently needs to be suitably protected. Information security protects information from a wide range of threats in order to ensure business continuity and reduce the possibility of business damage.
- 1.2 Whatever form the information takes, or means by which it is shared or stored, it should always be appropriately protected. Information security is characterised here as the preservation of :-
- a) **Confidentiality**: ensuring that information is accessible only by those authorised to have access
 - b) **Integrity**: safeguarding the accuracy and completeness of information and processing methods
 - c) **Availability**: ensuring that authorised users have access to information and associated assets when and where required.
- 1.3 Information security is achieved by implementing a suitable set of controls, which could be policies, practices, procedures, organisational structures and/or software functions. These controls need to be established to ensure that the specific security objectives of the CJC are met and maintained.
- 1.4 The key aspects of Information Security include:
- Information Assets – identification of CJC assets and owners and ensuring that required security measures are in place (including asset classification and security marking of documents)

- Personnel security – performing staff security vetting, ensuring staff awareness of and compliance with security responsibilities
- Physical Security – protection of physical assets
- IT security – ensuring CJC systems and processes are secure so that information held electronically is protected
- Business continuity – measures are in place to ensure accidents, fire, flood, theft, etc. do not compromise CJC business so that the CJC can maintain services.

2 SCOPE OF THE POLICY

- 2.1 This Information Security Policy applies to all information assets and information systems owned or administered by the CJC.
- 2.2 The policy applies to all those who are responsible for initiating, implementing or maintaining security in the CJC as well as all users of information systems, including:
- All officers or employees of the CJC and elected members
 - All employees and agents associated with organisations who directly or indirectly support or use the CJC’s ICT services and resources
 - All temporary staff directly or indirectly employed by the CJC
 - All users of CJC ICT systems, networks and resources
- 2.3 All future information systems must comply with this policy. Systems already installed at the time of issue will be reviewed for compliance, and appropriate action taken.
- 2.4 It is the responsibility of all users of CJC ICT systems, networks and resources to comply with this policy. Each user must, therefore, ensure that they are familiar with and understand its content.

3 POLICY OBJECTIVE AND BASIC PRINCIPLES

- 3.1 The main objective of this policy is to provide management direction and support for information security within the CJC in accordance with business requirements and relevant laws and legislation by setting a clear policy direction and demonstrating management support for, and commitment to, information security across the CJC through the issue and maintenance of this information security policy.

- 3.2 This policy is owned by the Chief Executive. It is the high-level statement of security objectives, processes and evaluation of the effectiveness of security measures. There will be a number of detailed Security Policies and other security guidance documents for staff. These more detailed security documents will be fully consistent with this policy.
- 3.3 It is important that people working in and for the CJC understand the importance of sustaining a security regime and that their comments about the impact of security measures on their working practices are communicated to and responded to by management. One of the main success factors for the CJC security regime is that individuals are committed to applying and adhering to the necessary security measures disseminated through the various security documents. Contractors providing development, support and maintenance for information systems are to be fully committed to the CJC security regime.

4 ROLES AND RESPONSIBILITIES

4.1 Statutory Officers

4.1.1 Statutory Officers will ensure:

- 4.1.1.1 Compliance with this policy and with all relevant practices and procedures.
- 4.1.1.2 All staff understand their obligations via training and awareness programmes.
- 4.1.1.3 Security incidents are reported to the Monitoring Officer as soon as practicable.

4.2 System Owners

4.2.1 System owners are responsible for all security issues including access permissions, back-ups and security of information.

4.3 Members/Agents/Contractors/Employees

4.3.1 These individuals are responsible for:

- 4.3.1.1 Ensuring awareness of and compliance with this and associated security policies.

- 4.3.1.2 Assisting in the security and protection of CJC paper-based and electronic information, systems, equipment, documents, etc by complying with security requirements and guidelines contained in this and associated policies, etc.
- 4.3.1.3 Following ICT security incident reporting procedures when a suspected breach of security occurs.
- 4.3.1.4 Ensuring that appropriate security measures are employed to protect systems, data files and equipment.
- 4.3.1.5 Ensuring that confidential or sensitive information is protected from unauthorised disclosure.
- 4.3.1.6 Ensuring that they do not attempt to bypass security mechanisms which have been employed to protect CJC information assets.
- 4.3.1.7 Ensuring that they do not install unauthorised programs/applications, store unauthorised files or play games on CJC ICT equipment.
- 4.3.1.8 Adhering to CJC policy in connection with the use of Internet and e-mail usage.
- 4.3.1.9 Ensuring that only ICT equipment which is purchased by and for the CJC is connected to CJC equipment, network, etc. This would include, but is not limited to, USB flash drives/memory sticks, mp3/mp4 players, mobile telephones, memory cards, etc.
- 4.3.1.10 Ensuring that CJC equipment is not connected to unauthorised machines or networks.
- 4.3.1.11 Not using CJC equipment for improper or unauthorised uses.
- 4.3.1.12 Ensuring that business critical data is not stored on a machine's local drive i.e. c: drive. All business critical data should be saved to a server.
- 4.3.1.13 Ensuring adherence to password guidelines i.e.:
- Not disclosing, sharing or writing down passwords,
 - Ensuring passwords are sufficiently difficult to guess,
 - Are at least 7 characters, capital and lower case (with at least one number),
 - Are changed regularly and
 - Are not reused for a minimum of 20 password changes

4.3.1.14 Ensuring that virus procedures are adhered to in the event of a contamination or possible infection i.e. do not disable any anti-virus product, do not transfer files from home (or any other external source) without confirming they are virus free and, if an infection is suspected, call the helpdesk immediately and do not use the machine until instructed to by IT support personnel.

5 POLICY

5.1 The majority of areas covered in this section are contained in specific corporate policies in more detail but are briefly touched upon here due to their relevance to Information Security.

5.2 Physical and Environmental Security

5.2.1 Clear Screen/Clear Desk

5.2.1.1 The CJC is working towards a clear screen and clear desk policy. Staff should, where possible, ensure that sensitive data is not accessible or viewable by unauthorised persons.

5.2.2 Equipment Security

5.2.2.1 All ICT hardware must be based in secure areas and be protected from damage, interference or screens being viewed by unauthorised persons.

5.2.2.2 Computers should be “locked” when left unattended and password protected screen savers should be utilised which are set to run after 5 minutes inactivity.

5.2.2.3 Portable devices must have appropriate security employed, for example, laptops should be stored in secure drawers or cabinets when not in use.

5.2.2.4 Digital media e.g. camera cards, DVD/CD, etc. must be stored securely.

5.2.2.5 Computer output should be held securely and not be viewable by unauthorised persons.

5.3 Communications & Operations Management

5.3.1 Operational Procedures

5.3.1.1 All regular operating procedures should be documented and access should be restricted.

5.3.1.2 Backups of critical data must be taken and tested to ensure that essential information can be recovered following a disaster or media failure.

5.3.2 Change Control

5.3.2.1 Any change to system programs and data, should be undertaken in a controlled manner. All changes should be documented and tested prior to implementation.

5.3.2.2 A separate 'test' environment should be set up for all systems. All new programs/systems should be acceptance tested and signed off by users before being implemented in a “live” environment.

5.3.3 Segregation of Duties

5.3.3.1 Line management must ensure that segregation of duties is in place wherever possible. This will minimise the risk of negligent or deliberate misuse of information systems.

5.3.4 3rd Party Service Delivery

5.3.4.1 Services being delivered by third parties should include agreed security arrangements, service definitions and service delivery agreements.

5.3.5 Information Exchange

5.3.5.1 Any exchanges of information between the CJC and other organisations must be based on a formal exchange agreement and be compliant with relevant legislation and the Wales Accord on the Sharing of Personal Information (WASPI).

5.4 Access Control

5.4.1 Users will be given access rights commensurate with the duties they will be asked to perform. User rights will be kept to a minimum at all times.

5.5 System Development, Acquisition and Maintenance

5.5.1 Security requirements should be agreed prior to the development or implementation of information systems to safeguard the confidentiality, integrity and availability of the data.

- 5.5.2 Security requirements (including how Person Identifiable Information (PII) is to be protected) should be included in specifications being drafted in connection with the acquisition of Information systems and the purchase must follow the conditions of the ICT Procurement Policy.
- 5.5.3 All ICT System development and acquisition should involve ICT staff at least in a consultancy role. Please contact the IT Helpdesk for advice and support.

6 SECURE DISPOSAL OF INFORMATION

- 6.1 To prevent disclosure of personal, sensitive or business orientated data to unauthorised persons all electronic hardware must undergo data eradication prior to disposal. This can be carried out within the CJC or by an CJC approved contracted third party.
- 6.2 Digital media which is to be disposed of must be physically destroyed. Digital Media Disposal Cabinets have been obtained from the company contracted for confidential waste. Location of the cabinets can be obtained from the Facilities Management Section/Information Governance Team.
- 6.3 Non-electronic data must be disposed of confidentially and/or shredded.

7 AUDIT LOGGING

- 7.1 Audit logging is the process of recording various operational or security related events. Audit logs recording user activities, exceptions and information security events should be produced and retained for a minimum of six months to assist in future investigations and access control monitoring.
- 7.2 The audit log must hold sufficient detail to allow the transaction events to be reconstructed and should include:
- The date and time of the event
 - The users logon identification and IP or MAC address of the machine
 - Event type and success or failure of the event
 - Identification of the resource accessed
 - Before and after the event information (if applicable)

8 BREACH OF THIS POLICY

- 8.1 Any breach of this Policy will be considered a serious disciplinary matter and will be dealt with in line with the disciplinary policy and procedures. A breach of this policy includes, but is not limited to, any act that:
- Exposes the CJC to actual or potential financial loss through the circumventing of IT security
 - Involves the disclosure of confidential or sensitive information to unauthorised persons or the unauthorised use of corporate data
 - Exposes the CJC to actual or potential legal action through the circumventing of IT security

- Involves the use of CJC data, which causes, for example, the law to be broken.

9 POLICY REVIEW

9.1 The policy will be reviewed on an annual basis or as required.

10 GENERAL QUERIES

10.1 Any questions regarding this policy or computer security in general should be addressed to the Monitoring Officer

Information Security Breach Policy

SOUTH WEST WALES CORPORATE JOINT COMMITTEE

INFORMATION SECURITY BREACH POLICY

1 INTRODUCTION

- 1.1 The CJC maintains a large portfolio of information, a significant proportion of which is deemed private, and care must be taken to protect these assets and to avoid an information security breach.
- 1.2 The General Data Protection Regulations and the Data Protection Act 2018 (“the Legislation”) makes provision for the processing of information relating to individuals, including the obtaining, holding, use and disclosure of this information. Principle 6 of the GDPR and Legislation states that organisations need ensure data processing is in “manner that ensures appropriate security of the personal data including protection against unauthorised or unlawful processing and against accidental loss, destruction or damage, using appropriate technical and organisational measures”
- 1.3 The Information Commissioner’s Office (ICO) has produced Information Security Breach Guidance Notes which are available [here](#).
- 1.4 In the event of data being lost or shared inappropriately, this Information Security Breach Policy is to be enacted as soon as possible to minimise any associated risk.
- 1.5 This document outlines the CJC’s policy in relation to the loss of ICT equipment and/or documents and endeavours to:
 - Protect the CJC’s information assets against unauthorised access
 - Protect the CJC from reputational damage
 - Minimise the possibility of a financial penalty being imposed by the Information Commissioner’s Office.

2 SCOPE

- 2.1 This policy applies to all information assets held by CJC regardless of format. A risk-based proportionate approach to handling information security breaches is encouraged. All information security breaches should be evaluated on an individual, case-by-case basis and decisions should be made according to the risk assessment in each particular circumstance.
- 2.2 This policy applies to all staff who have access to corporately held information and is intended to alert staff of their responsibilities regarding the security of information assets; whether that information is electronic or paper-based.

3 WHEN A BREACH OCCURS

- 3.1 As soon as an information security breach is identified or suspected the [Incident Reporting Policy](#) needs to be followed and the Monitoring Officer must be informed **straight away**. Dependent upon the information supplied, a decision will be made on the next course of action. This decision will be informed as to whether or not the breach has been contained.

4 TYPES OF INFORMATION SECURITY BREACH

- 4.1 Information security breaches include:

- Loss of computer equipment e.g. lost or stolen laptop, removable media, mobile device, hard drive
- Loss of paper documents
- Records being released to the wrong person
- Unauthorised access to systems

- 4.2 It should be noted that for an incident to be classified as a security breach under the LEGISLATION the loss must include person identifiable information (PII).

5 CONTAINED BREACH

- 5.1 If an information security breach is contained the data will normally not have left the CJC.
- 5.2 If the Monitoring Officer is satisfied that the information security breach has been contained, he will immediately instigate an investigation into the incident. A full report will be issued to the Chief Executive. The report will detail:

- The breach
- How the breach occurred
- Mitigation steps to limit the possibility of reoccurrence

6 NON-CONTAINED BREACH

- 6.1 A non-contained breach is an information security breach where the information has leaked outside the CJC. This type of breach puts the CJC at risk of reputational damage as well as the possibility of a financial penalty being imposed by the ICO.
- 6.2 In this situation a meeting of the Monitoring Officer, S151 Officer and Chief Executive must be arranged as soon as possible and within 24 hours of the breach being reported.
- 6.3 The purpose of the meeting is to establish the current position and consider the following:
- If the information can be retrieved
 - If the ICO needs to be informed
 - If the data subjects need to be informed
 - If specialist Legal advice is required
 - If the media are aware of the incident
 - How can the CJC be assured that no further breach can occur in the same manner
- 6.4 Following the initial meeting of the Monitoring Officer will initiate a full investigation into the incident. A complete record of the breach and all mitigating actions will be retained.
- 6.5 It will be necessary for the group to meet regularly during the course of the incident although the frequency will depend upon the incident. A record of all meetings will be maintained by the Monitoring Officer

7 INFORMING THIRD PARTIES

- 7.1 Once the incident has been investigated and a position established, if third party information is involved a decision needs to be taken to on whether or not to inform the third parties. This decision must be taken by the ISIG.

- 7.2 When the Chief Executive/Monitoring Officer and S151 Officer are considering this decision, the guidance offered by the ICO should be followed. Where the decision made is to notify third parties that their information has been disclosed the responsibility for making contact will rest with the service manager unless the ISIG deem it inappropriate.
- 7.3 Where the decision is NOT to inform third parties of a data breach the reasons for this decision must be recorded
- 7.4 A decision also needs to be taken as to whether or not the CJC needs to self-report the breach to the ICO.

8 INCIDENT CLOSURE

- 8.1 The incident will not be deemed to be closed until the Monitoring Officer determines that a conclusion has been reached.

9 POLICY REVIEW

- 9.1 This policy will be reviewed as required.

This page is intentionally left blank

IT Security Policy

SOUTH WEST WALES CORPORATE JOINT COMMITTEE

IT SECURITY POLICY

1 INTRODUCTION

- 1.1 In view of the CJC's reliance on information systems, the confidentiality, availability and integrity of data are of enormous importance. In order to help maintain equipment, systems and data in a sensibly controlled and secure environment, there are a number of requirements which must be observed by all staff.
- 1.2 This document outlines the CJC's security policy relating to the use of ICT equipment, networks and all related devices and software and is intended to:
- Protect the CJC's information assets, hardware and software against unauthorised access/usage, loss, theft, virus infection or hacking
 - Protect the CJC from prosecution against the use of unlicensed/illicit software
 - Ensure that control exists regarding the purchase and disposal of hardware and software
 - Ensure that all installations/amendments are carried out by authorised IT support personnel
 - Protect authorised users from unintentional abuse of facilities by providing a formal document with which they should comply.
- 1.3 This policy applies to all users of the CJC's equipment (including members) and is intended to alert authorised users to their responsibilities for the security of data and contains advice on how some of those responsibilities can be met.
- 1.4 External staff (3rd party developers, external auditors, consultants, engineers, etc) requiring access to the CJC's IT equipment should do so only once authorised and must be made aware of this policy.

2 CORPORATE DIRECTORS' RESPONSIBILITIES

- 2.1 The Chief Executive is responsible for the security and proper use of the CJC's information assets and equipment, for ensuring that staff receive appropriate training and to ensure that:

- a) Computer programs and data developed or purchased for the CJC, are solely for carrying out its lawful activities as authorised by it. Unauthorised access to, copying, alteration, destruction or interference with computer programs or data is expressly forbidden.
- b) Computer hardware/software is only to be used for purposes directly concerned with the CJC's activities and must not be taken off site without prior authorisation. Authorisation for home use to undertake official duties must be strictly controlled, and be given only in circumstances which reflect the duties and responsibilities of the individual officer concerned. Only authorised software is to be installed on the CJC's hardware.
- c) Procedures designed for the security of data, programs or equipment must be followed.
- d) Computer rooms and other offices which house computer equipment must be adequately protected, and staff must play their part in following and monitoring the security procedures.
- e) Computer manuals, media and related documentation must be properly stored.
- f) Computer hardware and software must be obtained in accordance with the CJC's ICT Procurement Policy and must be assembled and tested by authorised IT personnel before use.
- g) Disposal of ICT equipment must be carried out by authorised staff with regard to the Waste Electrical & Electronic Equipment (WEEE) directive.
- h) Waste computer-printed output must be disposed of with due regard to its sensitivity. Confidential output must be shredded and/or destroyed by other appropriate, authorised means. Individual directorates of the CJC are responsible for ensuring that the established disposal arrangements are adhered to.
- i) All ICT equipment must be adequately insured. Please contact the Insurance Manager for further details.

3 HARDWARE SECURITY

- 3.1 Where possible, desktop equipment should be protected by only being placed in secure areas i.e. areas which are not accessible by members of the public. In

offices that are more accessible to the public (e.g. ground floor offices) windows and blinds should be shut outside office hours and/or screens positioned so that the screen contents cannot be viewed.

- 3.2 Desktop equipment must only be moved by authorised individuals
- 3.3 All software installation disks, licences, etc must be logged and held by Chief Executive
- 3.4 Where laptops or other portable/mobile devices are used, additional security is required to avoid obvious risks to the data. Laptops and other portable mobile devices should, for example, be locked away when not in use and should not be left unattended in vehicles or public places. Data which is to be held on laptops or other portable devices should be risk assessed and appropriate security employed. **Only CJC-owned, authorised, portable/mobile devices are to be used.**
- 3.5 Removable storage media i.e. USB memory sticks, CDs/DVDs, digital cameras, MP3/MP4 players, memory cards, mobile telephones, Bluetooth/Infra-red devices, PDAs, Blackberries, etc. should only be used with due regard to:
 - Maintaining the integrity of the data
 - Maintaining standards of care by ensuring the privacy of privileged, personal/sensitive/confidential or third party data
 - Avoidance of contravention of any legislation, policies or good practice requirements
 - Preventing contamination of CJC networks
 - Avoiding unauthorised distribution of data
- 3.6 Users of removable storage media must appreciate the high security risk they represent and must limit usage to those times when no other method of storage or transportation of data is available. All such media used with CJC equipment must be purchased by and for the CJC. Only data that is authorised and necessary to be transferred should be saved on to the removable media. Staff using removable storage media to transfer data must ensure that:
 - It is the most appropriate transfer method
 - They have considered the most appropriate way to transport the media
 - They are able to demonstrate that reasonable care to avoid damage or loss of the media is taken.
 - **No personal removable storage media should be used to transfer data to/from CJC equipment or to connect to CJC equipment.**

- 3.7 Keys should be kept by authorised personnel only, and either removed from the premises when unattended or placed in a locked safe.

4 SECURE AREAS

- 4.1 Unauthorised persons are only allowed in secure areas, such as computer rooms, when accompanied by an authorised person and signed into the visitor access book.
- 4.2 The transfer of keys, identity cards, access cards, codes, key fobs or passwords to unauthorised persons is forbidden.
- 4.3 Any loss of access device, and breaches or attempted breaches of security must be reported to I.T. staff as soon as possible.

5 DATA SECURITY

- 5.1 Where possible, data should not be stored locally. In instances where a valid business case exists for holding data locally, security of the data is the responsibility of the user. Each user must ensure that important files and documents which are stored on their machines are backed up regularly with the backup media stored safely. Where data is considered critical it should not be only held locally.
- 5.2 Good housekeeping procedures should be utilised whenever possible, for example, control over email retention, managing the number and relevance of stored documents, etc.

6 EXTERNAL ACCESS TO THE NETWORK

- 6.1 External access to the network, for example, to send or read email from a CJC email account, must be facilitated by the Chief Executive.
- 6.2 External access to systems from non-CJC staff must be facilitated by the Chief Executive.

7 AUTHORISED FILES AND PROGRAMS

- 7.1 In order to ensure that all software programs and files in use throughout the CJC are legitimate copies, covered by appropriate licences, no software should be

installed on any computer except by authorised IT staff. This includes screensavers, shareware, freeware, demonstration products, etc.

- 7.2 Under no circumstances should staff install any unauthorised games on CJC IT equipment.
- 7.3 Users with unauthorised files or programs installed on their PC must immediately remove them or report the matter to the Chief Executive to have the programs/files removed
- 7.4 The copying of software is strictly controlled under the software licensing agreement and by the *Computer Misuse Act 1990*. Under no circumstances should software be copied except by IT Staff who will undertake this function to ensure licence agreements are adhered to and necessary security copies of the product exist.

8 MAINTENANCE AND SUPPORT

- 8.1 In order to enable effective support to be provided, individual users must not change the standard set-up of their PCs unless directed to by IT staff.
- 8.2 When reporting IT Security incidents, users will be asked to give some indication of the impact of the request so that the request priority can be allocated.

9 DATA PROTECTION

- 9.1 The storing and use of personal data maintained on any computer system is regulated under the *Data Protection Act 2018*. Full details of employees' responsibilities in relation to the *Data Protection Act 2018* are available in the [Data Protection Policy](#) which can be found on the CJC's Intranet Site and all users should make themselves familiar with this policy.

10 PRIVATE USE

- 10.1 Private use of any of the CJC's ICT equipment is prohibited except where permission has been granted by the Chief Executive. This usage should be on an occasional basis and outside work time. Consumables should not be made available for private use. Full details of the time, purpose and nature of the private use should be recorded.

11 ACCESS CONTROL

- 11.1 Users will only be given access rights commensurate with the duties they will be asked to perform. User rights will be kept to a minimum at all times.
- 11.2 Generic user accounts will only be created to direct and distribute service mail.
- 11.3 Where possible no one person will have full rights to any system. The system administrator will be responsible for maintaining the integrity of the data and for allocating/determining user access rights.
- 11.4 Intruder detection will be implemented where possible. A user account will, where possible, be locked after 5 incorrect log-on attempts.
- 11.5 Access to data is initially achieved through a local PC, monitor, etc. Once access to the machine is achieved the data available through the machine becomes accessible. In order to reduce the risk of unauthorised access to information the PC should be password protected at log-on and have a password protected screen saver which activates after 5 minutes.
- 11.6 PCs, Printers and other computing devices will only be connected to the network by authorised officers
- 11.7 PCs must not be left unattended when logged in, as a minimum they should be locked prior to being left.

12 PASSWORD ADVICE

- 12.1 PCs/networks require a Login id/Password entry as a first line of protection. This gateway is secure and cannot be breached unless someone obtains or guesses the password. The guidelines below will not remove the possibility that this may happen, but they will minimise it and make your system more secure.
- 12.2 Passwords must be changed on a regular basis (every 80 days as a minimum) and under no circumstances should individuals divulge their passwords to anyone.
- 12.3 Passwords must be 7 or more characters long and include upper and lower case letters and a number or special character.
- 12.4 Words found in a dictionary should be avoided.

- 12.5 If you believe your password has been compromised it should be changed immediately.
- 12.6 Passwords should not be reused for twenty generations i.e. twenty password changes.
- 12.7 Temporary passwords should be changed on first access.
- 12.8 Passwords should not be written down but where this does occur i.e. where there is no alternative, the password must be held securely. If the password is a system account with special privileges, a written copy of the password must be inserted into a sealed envelope and held in a secure area.
- 12.9 Individual passwords must never be divulged to anyone (in person or by telephone) regardless of who that person claims to be. Such requests should be reported to the Business Relations Manager.
- 12.10 Familiar words or numbers i.e. names, date of birth, etc should not be selected as a password – see Appendix A for examples of passwords which should not be used.
- 12.11 The resetting of a user password will be undertaken by a member of the I.T. Service Desk, but only after an authorised request has been received. A request from a line manager via email is acceptable.
- 12.12 The resetting of an application password will be undertaken by the appropriate officer following the designated procedure for that application.

13 COMPUTER VIRUSES

- 13.1 No programs or files should be loaded onto a PC except by authorised IT staff. It is recognised however that, on occasion, files will need to be transferred to storage media. In order to protect the CJC's PCs and networks from viruses no file should be loaded back onto an CJC machine until it has been virus checked.
- 13.2 Viruses are becoming more common and are capable of causing considerable damage to a system or network. The following actions should be taken in defence:

- (i) If you are unsure about software installed on your machine or if you have any concerns about programs/emails, etc contact the Chief Executive Desk.
- (ii) Do not ask IT support staff to install shareware/freeware. This will be refused because only validated or authorised software can be used on CJC machines.
- (iii) Do not attempt to use software from home or external sources.
- (iv) Only allow authorised personnel to load software onto your machine.

13.3 Users must not disable the anti-virus software on any hardware.

13.4 In the event of a virus being discovered on a PC, the user should leave the PC exactly as it is and contact the Chief Executive.

14 INCIDENT REPORTING

14.1 Users are required to report any and all information system security breaches/ICT incidents.

14.2 An incident is an event which involves a breach of the principles and guidelines contained in this policy and any associated policy or guideline.

15 HEALTH & SAFETY

15.1 Work Station Assessment advice is available on request to the Chief Executive.

16 POLICY REVIEW

16.1 The policy will be reviewed on an annual basis or as required.

17 DISCIPLINARY ACTION

17.1 Misuse of computer hardware and software is considered a very serious matter. Furthermore, misuse of computer programs or data, including unauthorised access to data, could lead to prosecution under the *Computer Misuse Act 1990* or the *Data Protection Act 2018*.

18 GENERAL

- 18.1 All identity cards, access cards, keys, manuals and equipment must be returned to the line manager, HR or authorised person when staff leave the employment of the CJC.
- 18.2 When staff change posts within the CJC a review should be undertaken by a line manager to establish if items of equipment, identity cards, etc need to be returned and to discern if access rights need to be amended.
- 18.3 Periodic checks may be made by Internal Audit staff to ensure compliance with these rules.
- 18.4 The requirements contained in this policy statement are of a general nature covering all computer equipment; there may be additional requirements designed for specific locations, data or applications.

PASSWORDS TO AVOID

"Password1"

"October19"

"13/10/19"

"Monday1"

"Autumn1"

"qwerty1"

"asdfgh1"

"Temp123"

Your name.

Family names.

Your login id.

Your login id in reverse.

This page is intentionally left blank

Mobile Device Security Policy

SOUTH WEST WALES CORPORATE JOINT COMMITTEE

MOBILE DEVICE SECURITY POLICY

1. INTRODUCTION

1.1. This document sets out the CJC's policy for the use and security of mobile devices/equipment. It sets out the rules relating to use and the consequences which could arise from misuse.

1.2. Mobile Device is a term used to define a host of different types of computer hardware, e.g.:

- Laptops/Notebooks/Netbooks
- Tablets/iPads
- PDA's
- Blackberries
- Mobile Telephones
- USB Flash Drives
- Digital cameras

1.3. In view of the CJC's reliance on information systems, these devices can be very beneficial to the CJC and its workforce. They allow information to be available remotely, enable flexible working and whilst on the move, they can allow, for example, employees to visit service users at home and have access to relevant information. They also pose a very real threat to information security however, it would be counterproductive to ban or reduce the use of these devices, instead it is essential that the use and control of these devices is assessed and managed on risk. It must be remembered that the confidentiality, security and accurate processing of data (integrity) are of enormous importance.

2. RISK ASSESSMENT

2.1 Prior to approval being given to the purchase of a mobile device, a risk assessment should be carried out to determine the fitness for purpose of the device being contemplated. Often a portable device is considered appropriate when a more secure solution should be used. For example, a laptop purchased for use in an office environment with no intention of the machine being taken offsite.

2.2 Consideration should be given to the type of data which will be stored on the device which is to be purchased. If the data which is to be held on the device is sensitive then consideration must be given to security of that data. If after a risk assessment, it is decided that a mobile device is to be used for storage of sensitive data then the use of encryption must be considered and/or utilisation of a secure connection to the CJC's network to access the information i.e. the data will not be stored on the portable device.

2.3 It should be acknowledged that the greatest risk is almost certainly the unauthorised disclosure of information rather than the value of the lost device which held the data.

2.4 The key risks are:

- The disclosure of sensitive information which is stored on mobile devices by loss of the device or by the information being seen or used by an unauthorised person
- Loss of information contained on mobile devices which could mean a disruption to the service.
- The cost of loss or damage to the equipment which could result from theft, misuse or carelessness by the user.
- The introduction of malware, viruses, etc to the network if devices become infected.
- Increased support costs for rectifying damage or tracing faults.

2.5 The risks are unlikely to be totally eliminated but can be mitigated through compliance with this policy.

2.6 Information and advice is available from the IT Service Desk or the Information Governance Team.

3. RESPONSIBILITIES

3.1 An inventory of all mobile devices in existence should be provided which shows:

- the person to whom the device has been allocated
- device description sufficient to identify the device i.e. the serial number, make and model
- date of purchase
- asset number

- other identifying numbers

- 3.2 The use of the mobile device must have been risk assessed and the data to be held upon the device is commensurate with security employed.
- 3.3 Adequate security must be in place in place when the mobile device is not in the office.

4. USERS RESPONSIBILITIES

- 4.1 It is the responsibility of all users to comply with this Policy. Each user must, therefore, ensure that they are familiar with its content
- 4.2 Users of mobile devices must ensure that they have sufficient competency in the use of the portable media device allocated to them.
- 4.3 Users are responsible for assigned mobile devices and the information contained upon them and must ensure that good care is taken of the device and the information is adequately protected. Mobile devices and the data held upon them are valuable assets and must be treated as such.
- 4.4 When users leave the CJC any device issued to them must be returned in working order within an agreed timescale.

5. GUIDANCE FOR USE

- 5.1 To avoid loss or damage to the mobile device:

- Equipment should not be left unattended in plain view within reach of passers-by
- Security tags should not be removed from devices
- Mobile devices should be securely locked away when not in use even within the office e.g. overnight or when left unattended where the machine could be exposed to an opportunist thief.
- Laptops and other relevant mobile devices which are used in public areas should be secured with a security cable to guard against opportunist theft.
- Equipment should be stored securely out of sight whilst in transit e.g. in the boot of a car but should not be left in the car unattended e.g. overnight
- Mobile devices should not be transported whilst not in a carrying case due to the risk of damage
- Whilst away from the office employees should keep mobile devices with them

- Food, drinks and liquids should be kept away from the mobile device

5.2 To protect information held on or accessible by the mobile device ensure that:

- Mobile devices must never be used by or loaned to unauthorised persons
- Information held on or accessible by a mobile device should never be shown to unauthorised persons
- Where sensitive data is held on the mobile device a risk assessment should be carried out and where felt necessary encryption should be used
- No information is to be stored in or on any manual/paper records, computer system or software which is not owned by the CJC.
- Where the mobile device is to be used to access the Internet/e-mail a personal firewall should, if possible, be installed on the machine. Where a personal firewall is installed, the firewall must not be turned off.
- Where possible password and PIN access should be enabled. Where possible these should follow the Authorities password guidelines and as a minimum not be easily guessable or reused.
- If a mobile device has two layers of security such as a password and a PIN, these must be different.
- Ensure that files and information are backed up regularly preferably to a network storage device/server.
- Access tokens (key fobs) which are used with the mobile device to access the CJC's network should not be carried in the same bag as the mobile device.
- Anti virus software installed on the mobile device should not be tampered with as virus infections are often introduced by mobile devices which infect the network when reconnected. Where anti-virus software is installed on the device, the device must be connected to the CJC network at least once per week for a minimum of one hour to keep the protection up-to-date.
- Ensure that the minimum of confidential information is held on the mobile device. Ensure that the data is limited to what is required for the current task. Any data held is at risk of loss, theft, damage or misuse.
- Ensure that when the device is in use in a public place confidential documents are not visible to others
- Mobile devices should not be connected to non-CJC networks unless authorised
- If a mobile device is stolen, the police and IT Service Desk should be notified immediately. Details of the information stored on the device should also be provided.

5.3 To protect the CJC network:

- Unauthorised software must not be installed onto a mobile device

- Software must only be installed by authorised officers
- Unauthorised hardware i.e. equipment not owned by the CJC must never be connected to an CJC computer or network device. This includes laptops, PDAs, USB memory sticks/flash memory, mp3 players, cameras (including memory cards), etc.
- CJC owned mobile devices should not be used for personal purposes and should not be attached to the Internet at home unless specifically authorised.

6. MONITORING

- 6.1 Requests can be made for the return of a mobile device at any time to facilitate the auditing of the usage of the device. The device must be returned immediately or as agreed.
- 6.2 Use of unauthorised devices will be detected by CJC systems.

7. INCIDENT REPORTING

- 7.1 Any person with concerns over the usage of a mobile device should bring the matter to the attention of the Monitoring Officer

8. HEALTH AND SAFETY

- 8.1 Exact Health and Safety procedure will vary from device to device, but some general guidance is found in the CJC's *Corporate Policy in respect of Display Screen Equipment*, the *Home Working Scheme* Document and appendices and in the CJC's *Health & Safety Booklet*, copies of which are available on the CJC's Intranet. Please contact the Corporate Health & Safety manager for further information.

9. DISCIPLINARY CONSIDERATIONS

- 9.1 Misuse of mobile devices, information and software is considered a very serious matter. Misuse of computer programs or data, including unauthorised access to data, could lead to prosecution under the *Computer Misuse Act 1990* or the *Data Protection Act 2018*.

10. GENERAL QUERIES

10.1 Any questions regarding this policy or computer security in general should be addressed to the Monitoring Officer.

This page is intentionally left blank

Removable Media Policy

SOUTH WEST WALES CORPORATE JOINT COMMITTEE

REMOVABLE MEDIA POLICY

1. INTRODUCTION2

2. RISK ASSESSMENT2

3. MANAGEMENT RESPONSIBILITIES3

4. USER RESPONSIBILITIES3

5. INCIDENT REPORTING5

6. DISCIPLINARY CONSIDERATIONS5

7. GENERAL QUERIES5

1. INTRODUCTION

1.1 This document sets out the CJC's policy for the use and security of removable media devices/equipment. It sets out the rules relating to use and the consequences which could arise from misuse.

1.2 The term removable media encompasses:

- USB flash drives/memory sticks
- Writable and rewriteable CDs/DVDs
- Floppy disks
- Digital cameras
- Memory cards
- MP3/MP4 players
- Mobile 'phones
- Bluetooth/infra-red devices

1.3 This Policy applies to all employees of the CJC, elected members, contractors, agency staff and any others with access to CJC information assets or who use the CJC's IT and communication systems

1.4 The term "*information asset*" is defined as any information of value which is owned and/or used by the CJC and can be electronic or non-electronic.

1.5 Information assets are used throughout the CJC and can, at times, be shared with external organisations and service users. Consequently any loss of the ability to access information or interference with its integrity could have a significant effect on the efficient operation of the CJC and may result in financial loss and/or an inability to provide services to the public.

1.6 It is therefore essential for the continued operation of the CJC that the availability, integrity and confidentiality of all information assets are maintained at a level, which is appropriate to the CJC's needs.

2. RISK ASSESSMENT

2.1 Prior to approval being given for the use of removable media, a risk assessment should be carried out to determine the fitness for purpose of the device being contemplated.

2.2 Consideration should be given to the type of data which will be stored on the removable media. If the data which is to be held on the media is sensitive then consideration must be given to security of that data e.g. encryption must be considered. Help and advice can be obtained from the Monitoring Officer

3. MANAGEMENT RESPONSIBILITIES

3.1 Management has a responsibility that, in terms of the use and control of removable storage media, the following principles are adhered to:

- Information is a valuable asset to and of the CJC and the CJC has a duty to protect the asset from unauthorised use, disclosure, access, modification loss or destruction.
- The CJC will abide by legislation and regulations that control the obtaining, processing, use, storage and supply of information to others.
- The CJC will ensure the confidentiality, availability and integrity of data
- The CJC will avoid contravention of any legislation, policies or good practice guidelines
- The CJC will maintain high standards of care in ensuring the privacy of personal, third party, privileged and confidential information
- The CJC will prevent unintended consequences to the stability and integrity of the computer network
- To prevent disclosure of sensitive or business orientated data to unauthorised persons all electronic hardware must undergo data eradication prior to disposal. This can be carried out within the CJC or by a contracted third party.

4. USER RESPONSIBILITIES

4.1 Each employee of the CJC, elected members, contractors, agency staff and any others with access to CJC information assets or who use the CJC's IT and communication systems is responsible for the appropriate use and security of data and for not allowing removable media and removable media devices to be compromised in any way whilst in their care or under their control.

- 4.2 Users must ensure that the use of removable media is limited to those times when no other method of storage or transportation of data is available or suitable and remote access to the data is not possible.
- 4.3 Users must ensure that personal/sensitive data or data which if lost or disclosed to unauthorised persons would cause damage to the CJC is encrypted when being copied or transferred onto removable media.
- 4.4 Users must ensure that appropriate security is put in place when data is transferred using removable media. Transfer of personal/sensitive data or data which if lost or disclosed cause could damage to the CJC should only take place after approval by a line manager.
- 4.5 Users must ensure that access to CJC information assets is limited to CJC personnel and that all data will be stored securely to prevent unauthorised access by third parties (including members of the employee's family).
- 4.6 Users must ensure that up-to-date anti-virus software is in place on the machine from which the data is copied and the machine to which the data is to be transferred.
- 4.7 Users must ensure that only CJC-owned removable media and devices are used. No personal removable media or removable media device should be attached to any computer on the network and CJC data should not be stored on any removable media or device which is not owned by the CJC.
- 4.8 Users must ensure that removable media under their control is stored in an appropriately secure and safe environment that prevents physical damage or loss.
- 4.9 Users must ensure that under no circumstances will software be copied from one machine to another without the appropriate licence agreement, only authorised staff may install, or move software.
- 4.10 Users must adhere to the corporate Document Retention Policy when storing data on removable media.
- 4.11 Users should be aware that data which is only held on removable media is at much greater risk of loss or destruction than data on corporate file servers which is routinely backed up. Removable media should, therefore, not be the only place where data is held. Copies of the data should remain on the source system or computer until the data is successfully transferred to another computer or

system, however care should be taken that the correct version of the file is being used.

- 4.12 Users should ensure that adequate version control is carried out and that old files are deleted when they are no longer required.
- 4.13 Users must ensure that when they leave the employment of the CJC or change post within the CJC any removable media associated with the post is returned to their line manager or HR. The removable media should be returned as it is i.e. not reformatted or wiped but the line manager should be informed if any of the data is sensitive or confidential. Any passwords associated with the media should be supplied to enable access to the documents. It should be noted that all data on CJC removable media is the property of the CJC. The unauthorised copying of CJC data is not allowed and could constitute a criminal offence.

5. INCIDENT REPORTING

- 5.1 Any individual with concerns over the usage of removable media or a removable media device should bring the matter to the Monitoring Officer
- 5.2 Loss or theft of removable media or device should be reported to the Monitoring Officer

6. DISCIPLINARY CONSIDERATIONS

- 6.1 Misuse of removable media and removable media devices, information and software is considered a very serious matter. Misuse of computer programs or data, including unauthorised access to data, could lead to prosecution under the *Computer Misuse Act 1990*, *Copyright, Designs and Patents Act 1988* or the *Data Protection Act 2018*.

7. GENERAL QUERIES

- 7.1 Any questions regarding this policy or computer security in general should be addressed to the Monitoring Officer.



GDPR

25th May 2018

This is when the General Data Protection Regulation (GDPR) came into force. If you handle personal data in your role, it is essential that you are aware of the requirements.

The Data Protection Act 2018

Although GDPR does broaden the requirements, particularly in relation to demonstrating accountability and transparency, many of the key principles are the same as those in the Data Protection Act 2018.

Throughout this guide, you will see this icon (inset). It will highlight handy tips that must be taken seriously and actions put in place.



INDEX



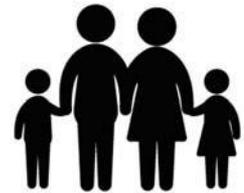
<i>Key Aspect 1 - Useful Definitions</i>	4
<i>Key Aspect 2 - The Six GDPR Principles</i>	5
<i>Key Aspect 3 - Rights of the Data Subject</i>	6
<i>Key Aspect 4 - Privacy Notices</i>	10
<i>Key Aspect 5 - Providing Consent</i>	11
<i>Key Aspect 6 - Register of Processing Activity (ISA)</i>	12
<i>Key Aspect 7 - Data Protection Impact Assessments</i>	13
<i>Key Aspect 8 - Data Breaches</i>	14
<i>Key Aspect 9 - Data Protection Officer (DPO) Role</i>	15

Key Aspect 1 – Useful Definitions

Here are some key words (with definitions) that will be used throughout this practical guide:

Data Subjects

The data we collect and hold sometimes consists of details relating to a living individual (data subject). These are our citizens and they rely on us to keep their data safe.



Personal Data

This relates to a set of information that can identify a data subject or data subjects. As well as obvious personal identifiers in the data such as name and address, under GDPR this includes such things as genetic and biometric data.



Sensitive Personal Data

This relates to data which reveals an individual's racial or ethnic origin, political opinions, religious beliefs, trade union activities, physical or mental health or sex life.

The presumption is that, because information about these matters could be used in a discriminatory way and is likely to be of a private nature, sensitive personal data needs to be treated with greater care than other personal data.



Data Controller

This is the body which determines the purposes for which personal/sensitive data is processed. The CJC as a whole is classed as a data controller so for our vast majority of our processing, South West Wales Corporate Joint Committee is the named data controller.

Key Aspect 2 – The Six GDPR Principles

As data controller, we must be accountable and keep records evidencing our compliance with the following GDPR principles. Such record keeping would include the logging of any new system onto our Information Asset Register.

1. Lawfulness, fairness and transparency

Personal data can only be processed if there is a lawful reason for doing so. It must be fair to the data subject and you must be fully transparent with the data subject as to why you are collecting their data and how it is going to be used and shared.

2. Purpose Limitation

Data should only be collected for specified, explicit and legitimate purposes and not further processed in a manner that is incompatible with those purposes, although further processing for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes is permitted in certain circumstances.

3. Data Minimisation

Personal data must be adequate, relevant and limited to what is necessary in relation to the purposes for which it is processed.

4. Accuracy

Personal data must be accurate and, where necessary, kept up to date. Where personal data is inaccurate every reasonable step should be taken to enable its deletion (where appropriate) or correction without delay.

5. Storage Limitation

Personal data must be kept in a form that permits the identification of data subjects for no longer than is necessary. Such personal data can be stored for longer periods for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes in certain circumstances and subject to the implementation of the appropriate technical and organisational measures.

6. Integrity and Confidentiality

Personal data must be processed in an appropriately secure manner including protection against unauthorised or unlawful processing and against accidental loss, destruction or damage, by the use of appropriate technical or organisational measures.

Key Aspect 3 – Rights of the Data Subject

One of the key factors of GDPR is that data subjects are granted certain rights and protections relating to their personal data. This includes:

Collecting their Data

When we collect data from our citizens, we must *inform* them about the reasons why we are collecting it and their rights. We also have a duty to ensure the data collection is *limited* to what is necessary in relation to its purpose and we don't use it for a *different* purpose without consent or seeking legal advice beforehand.



Here are the four reasons why we are able to lawfully process personal data:

- 1. Legal obligation:** the processing is necessary to comply with a legal obligation. If your service is statutory, this is the basis for you;
- 2. Public task:** the processing is necessary to perform a task in the public interest or in the exercise of official authority. This is where you are empowered by law but not obliged to provide a service (e.g. CJC housing);
- 3. Contract:** the processing is necessary as part of a stated or implied contract. This will apply where you offer paid-for or free membership schemes, such as Library membership;
- 4. Consent:** the individual has given clear consent for you to process their personal data for a specific purpose. This is the least favoured of your options because it gives increased responsibility for your data management.

So, if you collect personal data through an application form or survey for example, you must stipulate on the form "Why we are collecting this data" and "What we are going to do with the data" (privacy statement). You must also provide a link to the CJC's privacy notice.



If you do not need to find out their date of birth for example when gathering the data on the form, you *must not ask for it!*



If you use this data for a different purpose without getting consent from the data subject, then you are breaking the second GDPR principle of purpose limitation.



Key Aspect 3 – Rights of the Data Subject

Objecting to use their Data

The GDPR includes the “right to object” meaning that the data subject can object to the processing of their personal data. If the objection is to direct marketing, the data subject does not need to give any reasons and staff must comply with the request.

When the data subject objects to other types of processing (i.e. not direct marketing) there are exemptions that apply. You will need to discuss this with your manager and take advice from the IGU before proceeding.

To demonstrate that you are complying with the GDPR first principle of processing personal data, that it is processed lawfully, fairly and in a transparent manner, you must maintain a record of any request made under the right to object to processing and notify the IGU of your actions.



Review existing processes to ensure that where you undertake marketing communications with citizens by email, you include an ‘unsubscribe’ option to allow them to object to the use of their information.



Accessing their Data

Our citizens are able to access their data via a subject access request. These requests must be handled without delay and within one month of receipt.

We must provide this information free of charge from 25th May 2018 and it is imperative that requests are taken seriously and handled efficiently.



The GDPR clarifies that the reason for allowing individuals to access their personal data is so that they are aware of and can verify the lawfulness of the processing.

We are able to extend the period of compliance by a further two months where requests are complex or numerous. If this is the case, you must inform the individual within one month of the receipt of the request and explain why the extension is necessary.



Key Aspect 3 – Rights of the Data Subject

At all times, we must ensure that the data we have collected from our citizens now or in the past is accurate and up-to-date. Staff must take reasonable steps to ensure that where data is inaccurate, it is *rectified* without delay.

Just imagine your personal data being sent to the wrong address by your bank because the wrong house number was on their ICT system. How would you feel if your neighbour had opened the letter and read certain personal details about you?



Everyone is busy but staff are sometimes more concerned with completing their tasks than ensuring the data of our citizens is secure. This must change under GDPR or you are putting the CJC at risk of fines and reputational damage.

Citizens have the right to contact the Information Commissioner to report where we have failed to keep their data accurate or their data has been breached. This could result in compensation to the citizen on top of the fine.

Storing Data

Citizens have the right to ensure that their data is not kept by us for longer than is necessary.

Staff must ensure *we do not hold data* any longer than required. Remember all data that we hold is open to subject access and Freedom of Information requests.



If your role consists of processing data, you are accountable for protecting this data from unauthorised or unlawful processing and against accidental loss, destruction or damage.

Staff are responsible for ensuring that all ICT devices are encrypted in case the device storing the data is lost or stolen.



Sharing Data

When Sharing Data you must ensure a Data Processing Agreement is in place and contact should be made with the Monitoring Officer when embarking on this

Key Aspect 3 – Rights of the Data Subject

Deleting Data

Under certain conditions, citizens can now request the erasure of their personal data. These are the conditions, one of which must be met:

- the personal data is no longer necessary in relation to the purposes for which it was collected or otherwise processed,
- where the legal basis for processing is consent, the data subject withdraws his or her consent for us to use it, or
- the personal data has passed the retention period defined in the corporate records retention schedule.



**I WANT
TO BE
FORGOTTEN!**

If any of our citizens' personal data has been made public via a third party then we must take reasonable steps to inform the data processors who are processing the personal data on our behalf that the data subject has requested that they want their data deleted.



The right to be forgotten only applies where the above conditions are met and there are further exemptions where we can refuse to comply with a request:



- If it conflicts with the “right of freedom and expression”
- An overriding need to adhere to legal compliance
- Reasons of public interest in the area of public health
- Scientific, historical research or public interest archiving purposes
- If the data is required for supporting legal claims.

Key Aspect 4 – Privacy Notices

Being transparent and providing accessible information to our citizens about how you will use their data is a key element of the GDPR. We must inform the data subjects at the first point of contact what to expect when we collect their personal data.

As part of our journey to GDPR compliance, we have written a new bilingual corporate privacy notice, which sits on our website.

This privacy notice must be embedded as a link in your correspondence when you are asking citizens to provide their personal data e.g. on an application or service request form.



Advice on privacy notes can be obtained from the Legal Services Section or ICT Section.

Inserting a Privacy Statement

When collecting personal data from the public (typically this is achieved through an online or a paper form), you have to provide more specific information than is contained in the overarching corporate privacy notice.

You must ensure there is a short privacy statement on the data collection document which explains your use of the data, who you share it with and what is the legal basis for your processing the data.

As mentioned in page 6 of this guide, there are four main legal reasons for the CJC to be able to capture and process personal data and all data collection forms must make clear what the legal basis for processing is, if we want to be compliant with GDPR.



Key Aspect 5 – Providing Consent

We have already mentioned that consent is one of the legal reasons for processing and if we can avoid relying on consent then we should do so. Here is why:

An indication of consent must be unambiguous and involve a clear affirmative action.

If you are collecting sensitive data, the bar is set even higher. In that case you will need explicit consent, such as a written signed statement from the data subject.



I did not give my consent for you to use my personal details for this!

Consent should be separate from other terms and conditions and should not generally be a precondition of signing up to a service.



Consent involves presenting the data subject with a clear statement regarding the personal data to be collected; and an explicit action agreeing with this statement (such as ticking a box saying 'I agree').



Please tick to provide consent

The form should say, "I consent" (or similar) for consent to be considered valid. *Silence or pre-ticked boxes* on webpages are banned under GDPR as they do not establish explicit consent.



Withdrawing Consent

The GDPR gives a specific right to withdraw consent. Where we are collecting data which is legally based on consent, we need to tell people about their right to withdraw, and offer them easy ways to withdraw consent at any time.

We need to review our existing consents mechanisms to check they meet the GDPR standard. If they do, there is no need to obtain fresh consent.



It is important for staff to maintain appropriate records in order to evidence consent has been given.

Key Aspect 6 – Information Asset Registry (ISA)

Maintain a Register

One of the requirements of GDPR is to maintain a record of all the processing activities that take place within the CJC. For this, we need to identify:

- what personal data we process;
- what is the lawful basis for processing;
- how we store and keep the data secure;
- who has access to it;
- who we share the data with and what sharing agreements are in place;
- how long we keep it for.



Please liaise with the Information Officers within your Directorates for access to the ISA and how to complete.

Providing an overview

The record will provide an overview of all data processing activities within our CJC, and therefore enable us to demonstrate to the Information Commissioner what personal data is being processed, by whom and why.

Your responsibility

If you collect and hold personal data electronically within your service then you must identify the system on the record. You must keep this information up-to-date.

NOTE: If you have not identified your system on the record and a data breach happens within your area, the ICO will hand out far more significant fines.



Key Aspect 7 – Data Protection Impact Assessments

Assessing the Risk

Data Protection Impact Assessments (DPIA) are a method that we must introduce under GDPR for *assessing the risk* associated with the processing activity we undertake of personal data.

Whenever a new system is being designed or introduced, or an existing system is being changed via a project, staff must undertake a DPIA to determine the risk to individuals' privacy associated with the processing.



A DPIA will:

- Help the project have a clear data protection focus
- Allow appropriate organisational and technological measures to safeguard information to be built into any new operation.
- Challenge the designer to develop a way of working that will promote data protection principles
- Give practical solutions to enable a data subject to exercise their rights.

Just like the equalities impact assessments already undertaken within the CJC, if you are not sure a full assessment is needed, you carry out a simple screening exercise which will guide your decision.

Data protection should not be a secondary function or consideration when designing a new processing activity. It is vital therefore, that staff, project leads and managers do not leave data protection principles and citizens' rights under GDPR to be considered at a late stage of the planning and design process.

Under GDPR, failure to carry out an impact assessment where one is necessary can lead to enforcement activity and a fine from the Information Commissioner.

Key Aspect 8 – Data Breaches

The CJC has an existing process in place to detect, report and investigate a personal data breach. The Information Governance Unit are responsible for investigating and reporting all data breaches within the CJC.

However, GDPR brings in a new breach notification timeframe under which we will have to notify the Information Commissioner of serious breaches within 72 hours of discovery of the breach. A failure to report a breach within the timeframe could itself result in a fine, as well as a fine for the breach itself. The fine could be up to **£17,000,000**.

These fines can be significant sums which, with the reputational loss that comes with the associated press coverage, may impact severely on the work of the CJC.

Impact of a Data Breach

The first 24 hours are critical! A data breach can potentially have a range of significant adverse effects on the rights and freedoms of data subjects. The breach may cause them physical, material or non-material damage. They may as a result of the breach be at risk of domestic violence or of credit card fraud.

When a breach is identified you must report it as soon as you become aware.

You must respond quickly and efficiently to lower the impact of the breach.

Key Actions

When a data breach occurs, here are the *key actions* to undertake:



- if there is a high risk to the data subject from the breach (e.g. identify theft, fraud or domestic violence), they need to be told straight away so they can take actions to protect themselves;
- Containment is key. If we can retrieve the data for the unauthorised recipient, go get it straightaway;
- When retrieving the data from them, confirm that no copies of the data has been made or shared;
- Ask if they have read the whole document or just parts and if they know the person who should have initially received this information.
- Report the breach

Key Aspect 9 – Data Protection Officer (DPO)

GDPR introduces a requirement to appoint or designate a Data Protection Officer (DPO) with formal responsibility for data protection compliance across the CJC. The CJC's DPO is the Monitoring Officer.

The tasks of the DPO include:

- Informing and advising its employees of their data protection obligations,
- Monitoring compliance of policies and procedures. This includes monitoring responsibilities and training of staff involved in data processing,
- Ensuring the ISA is an active register that identifies all systems that hold personal data;
- Advising on the necessity of data protection impact assessments (DPIAs), the manner of their implementation and outcomes,
- Serve as the contact point for all data protection issues, including managing risks and data breach reporting,
- Serve as the contact point for individuals (data subjects) on privacy matters, including subject access requests.

This page is intentionally left blank

Issue	Answer
What is the subject matter of the processing?	
What is the duration of the processing being considered?	
What is the nature and type of the processing?	
What security steps are taken to ensure protection of data?	
What is the type of processing?	

What are the categories of the Data subject to processing?	
What is the plan for return and destruction of the data once the processing is complete UNLESS requirement under law to preserve that type of data	

SOUTH WEST WALES CORPORATE JOINT COMMITTEE

Report of the Chief Executive

Report Title: Interim Policy Position – Welsh language Standards

Purpose of Report	To recommend an interim policy in regards the application of Welsh language standards to the activities of the CJC in advance of the formal imposition of standards / issuing of a compliance notice by the Welsh Language Commissioner.
Recommendation	It is recommended that (a) Members note that CJCs are encouraged to proactively embrace the Welsh Government’s policy objectives regarding the Welsh language. (b) Members agree to adopt the Welsh language standards that have been applied by the Welsh Language Commissioner to Carmarthenshire County Council’s standards as an interim policy position.
Report Author	Karen Jones
Finance Officer	Chris Moore
Legal Officer	Craig Griffiths

Background:

1. [Statutory guidance has produced by the Welsh Government in respect of CJCs.](#)
 In respect of the Welsh language, this guidance confirms that CJCs will be subject to 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.

2. Members will note that paragraph 47.7 of the Guidance states that *“There are likely to be differences in the internal use of Welsh language within the constituent councils of CJsCs and in terms of the services they provide in Welsh. It is recognised that these differences respond to the different needs of the communities each constituent council and NPA serves. It is for the Welsh Language Commissioner to decide the relevant standards for a CJC and issue any relevant compliance notices. The Welsh Language Commissioner may also impose operational standards on CJsCs which will determine the level of Welsh language services they must provide to staff.”*
3. Furthermore, paragraph 47.8 of the Guidance outlines that *“With the establishment of the CJsCs as new corporate bodies we would expect the CJsCs, from the outset, to embed the use of the Welsh language within the CJsCs themselves and in relation to the Welsh language services they provide. This is particularly important in advance of the Welsh Language Commissioner setting the standards for each CJC.”*
4. Initial contact has been made with the Welsh language Commissioner’s Office, however, the process for determining standards to be applied to individual bodies is lengthy. Accordingly, it is proposed that the CJC adopts an interim policy position pending the issue of a Compliance Notice in due course.

Proposed interim policy position:

5. While the Welsh language standards applied to individual councils varies, there is a high degree of commonality. It is therefore recommended that the CJC adopts the standards applied to the Carmarthenshire County Council as an interim policy position. This will demonstrate that the CJC is taking appropriate steps in its formative stages to embrace duties in regards the Welsh language.
6. The adoption of the Carmarthenshire standards recognises that the county of Carmarthenshire comprises the highest proportion of Welsh speakers in the region but also recognises that the scope of CJC functions is much narrower than the scope of local authority functions. The interim policy position is therefore considered proportionate and achievable.

7. Should this proposal be acceptable to the CJC, briefings of relevant officers will need to be undertaken to ensure the standards to be applied to CJC related activities are understood and distinguishable from what might be the requirement in individual authorities.

Financial Impacts:

8. It is considered that the cost of implementing this proposal can be met within the existing budget set for the CJC where provision for translation costs is already made.

Integrated Impact Assessment:

9. 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.
10. 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:

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

Legal Impacts:

12. This proposal paves the way to the CJC being able to comply with duties that may be imposed under Regulations by the Welsh Language Commissioner in due course.

Risk Management Impacts:

13. Failure to adopt an interim policy could result in reputational damage for the CJC and/or an inconsistent approach being taken across the region given that there are some variations in the standards applied to individual authorities.

Consultation:

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

Reasons for Proposed Decision:

15. To ensure the CJC complies with the statutory guidance issued by the Welsh Government in respect of CJC's and the need to ensure that a proactive approach is undertaken in the absence of any formal imposition of standards. Furthermore, to ensure that the consideration of the Welsh language is embedded into the corporate governance of the CJC from the outset both as a reflection of the Well-being of Future Generations (Wales) Act 2015 and also the prominence of the language within the social fabric of the South West Wales region.

Implementation of Decision:

16. Following the three day call in period.

Appendices:

17. Appendix 1 - Carmarthenshire County Council – compliance notice, issue date 30/9/2015.

List of Background Papers:

18. [Welsh Government Statutory Guidance on CJs](#)

[Carmarthenshire County Council – Welsh language standards website landing page](#)

[CJC meeting - 15th March 2022 – Report of the Chief Executive: Governance and Administrative Matters](#)

[Link to CJC meeting 15 March 2022](#)

This page is intentionally left blank



COMPLIANCE NOTICE – SECTION 44 WELSH LANGUAGE (WALES) MEASURE 2011

Carmarthenshire County Council – Issue Date: 30/09/2015

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.	30/03/2016
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.	30/03/2016
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.	30/03/2016
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).	30/03/2016
7	Service Delivery	You must state -	30/03/2016

		(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.	30/03/2016
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.	30/03/2016
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).	30/03/2016
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.	30/03/2016
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.	30/03/2016
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.	30/03/2016
15	Service Delivery	If you have performance indicators for dealing with telephone calls,	30/03/2016

		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.	30/03/2016
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.	30/03/2016
18	Service Delivery	If a person contacts one of you 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).	30/03/2016
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.	30/03/2016
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.	30/03/2016
22	Service Delivery	Any automated telephone systems that you have must provide the	30/03/2016

		complete automated service in Welsh.	
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.	30/03/2016
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).	30/03/2016
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.	30/03/2016
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.	30/03/2016
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.	30/03/2016
27A	Service Delivery	If you have invited more than one person to a meeting (which does	30/03/2016

		not relate to the well-being of one or more of the individuals invited), 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).	30/03/2016
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.	30/03/2016
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	30/03/2016

		service.	
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.	30/03/2016
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.	30/03/2016
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).	30/03/2016
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.	30/03/2016
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.	30/03/2016
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	30/03/2016

		treated no less favourably than the English language (for example, in the way the event is advertised or publicised).	
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).	30/03/2016
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.	30/03/2016
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.	30/03/2016
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>	30/03/2016

		○ other papers for meetings that are open to the public.	
42	Service Delivery	Any licence or certificate you produce must be produced in Welsh.	30/03/2016
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.	30/03/2016
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.	30/03/2016
45	Service Delivery	Any rules that you publish that apply to the public must be published in Welsh.	30/03/2016
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.	30/03/2016
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.	30/03/2016
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.	30/03/2016
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	30/03/2016

		language version clearly states that the document is also available in Welsh.	
50	Service Delivery	Any form that you produce for public use must be produced in Welsh.	30/03/2016
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.	30/03/2016
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).	30/03/2016
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.	30/03/2016
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.	30/03/2016
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	30/03/2016

		English page.	
56	Service Delivery	You must provide the interface and menus on every page of your website in Welsh.	30/03/2016
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.	30/03/2016
58	Service Delivery	When you use social media you must not treat the Welsh language less favourably than the English language.	30/03/2016
59	Service Delivery	If a person contacts you by social media in Welsh, you must reply in Welsh (if an answer is required).	30/03/2016
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.	30/03/2016
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.	30/03/2016
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.	30/03/2016
63	Service Delivery	You must ensure that the Welsh language text on signs is accurate in terms of meaning and expression.	30/03/2016
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	30/03/2016

		reception service must not be treated less favourably than a person who requires an English language reception service.	
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.	30/03/2016
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.	30/03/2016
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.	30/03/2016
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.	30/03/2016
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.	30/03/2016
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.	30/03/2016
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).	30/03/2016
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 -	30/03/2016

		(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, 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.	30/03/2016
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.	30/09/2016
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.	30/03/2016
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).	30/03/2016
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).	30/03/2016
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.	30/03/2016

81	Service Delivery	You must promote any Welsh language service that you provide, and advertise that service in Welsh.	30/03/2016
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.	30/03/2016
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.	30/03/2016
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. 	30/03/2016
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.	30/03/2016
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.	30/03/2016
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 - (a) opportunities for persons to use the Welsh language, and	30/03/2016

		(b) treating the Welsh language no less favourably than the English language.	
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.	30/03/2016
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.	30/03/2016
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.	30/03/2016
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	30/03/2016

		(a) opportunities for persons to use the Welsh language, and (b) treating the Welsh language no less favourably than the English language.	
93	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 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.	30/03/2016
94	Policy Making	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 - (a) what effects, if any (and whether positive or negative), the awarding of a grant would have on - (i) opportunities for persons to use the Welsh language, and (ii) treating the Welsh language no less favourably than the English language; (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 - (i) opportunities for persons to use the Welsh language, and (ii) treating the Welsh language no less favourably than the English language; (c) how the decision could be taken or implemented (for example, by imposing conditions of grant) so that it would not have adverse	30/03/2016

		<p>effects, or so that it would have decreased adverse 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>(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>	30/03/2016
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>	30/03/2016
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</p>	30/03/2016

		be made so that it 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.	
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.	30/03/2016
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.	30/03/2016
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.	30/03/2016
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.	30/03/2016
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.	30/03/2016
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;	30/03/2016

		and if that is the employee's wish you must provide any such documents to him or to her in Welsh.	
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.	30/09/2016
105	Operational	If you publish a policy relating to behaviour in the workplace, you must publish it in Welsh.	30/03/2016
106	Operational	If you publish a policy relating to health and well-being at work, you must publish it in Welsh.	30/03/2016
107	Operational	If you publish a policy relating to salaries or workplace benefits, you must publish it in Welsh.	30/03/2016
108	Operational	If you publish a policy relating to performance management, you must publish it in Welsh.	30/03/2016
109	Operational	If you publish a policy about absence from work, you must publish it in Welsh.	30/03/2016
110	Operational	If you publish a policy relating to working conditions, you must publish it in Welsh.	30/03/2016
111	Operational	If you publish a policy regarding work patterns, you must publish it in Welsh.	30/03/2016
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.	30/03/2016

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 - (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.	30/03/2016
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).	30/03/2016
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.	30/03/2016
116	Operational	You must allow all members of staff to respond in Welsh to allegations made against them in any internal disciplinary process.	30/03/2016
116A	Operational	You must -	30/03/2016

		<p>(a) state in any document that you have which sets out your arrangements for disciplining staff that any member of staff may 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>	30/03/2016
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>	30/03/2016
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>	30/03/2016
121	Operational	<p>You must ensure that -</p> <p>(a) the text of each page of your intranet is available in Welsh,</p>	30/09/2016

		(b) every Welsh language page on your intranet is fully functional, and (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.	30/03/2016
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.	30/03/2016
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.	30/03/2016
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.	30/03/2016
126	Operational	You must provide the interface and menus on your intranet pages in Welsh.	30/03/2016
127	Operational	You must assess the Welsh languages skills of your employees.	30/03/2016

128	Operational	You must provide training in Welsh in the following areas, if you provide such training in English - (a) recruitment and interviewing; (b) performance management; (c) complaints and disciplinary procedures; (ch) induction; (d) dealing with the public; and (dd) health and safety.	30/09/2016
129	Operational	You must provide training (in Welsh) on using Welsh effectively in - (a) meetings; (b) interviews; and (c) complaints and disciplinary procedures.	30/09/2016
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.	30/03/2016
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.	30/03/2016
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.	30/03/2016

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.	30/03/2016
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.	30/03/2016
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.	30/03/2016
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.	30/03/2016
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.	30/03/2016
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.	30/03/2016
137A	Operational	If you publish -	30/03/2016

		<p>(a) application forms for posts;</p> <p>(b) material that explains your procedure for applying for posts;</p> <p>(c) information about your interview process, or about other assessment methods when applying for posts;</p> <p>(ch) job descriptions;</p> <p>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.</p>	
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).	30/03/2016
139	Operational	<p>You must ensure that your application forms for posts -</p> <p>(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</p> <p>(b) explain that you will provide a translation service from Welsh to English for that purpose if it is required;</p> <p>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).</p>	30/03/2016
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.	30/03/2016
141	Operational	When you erect a new sign or renew a sign in your workplace	30/03/2016

		(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 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.	30/03/2016
143	Operational	You must ensure that the Welsh language text on signs displayed in your workplace is accurate in terms of meaning and expression.	30/03/2016
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.	30/03/2016
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).	30/09/2016
146	Promotion	Five years after publishing a strategy in accordance with standard 145 you must -	30/09/2016

		<p>(a) assess to what extent you have followed that strategy and have reached the target set by it, and</p> <p>(b) publish that assessment on your website, ensuring that it contains the following information -</p> <p>(i) the number of Welsh speakers in your area, and the age of those speakers;</p> <p>(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.</p>	
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.	30/03/2016
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.	30/03/2016
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).	30/03/2016
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.	30/03/2016
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.	30/03/2016
152	Record Keeping	You must keep a record, for each financial year of -	30/09/2016
		(a) the number of members of staff who attended training courses offered by you in Welsh (in accordance with standard 128), and	

		(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.	30/03/2016
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.	30/03/2016
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.	30/03/2016
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,	30/03/2016

		<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>	30/03/2016
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> <p>(5) You must ensure that a current copy of your annual report is</p>	30/03/2016

		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.	30/03/2016
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.	30/03/2016
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.	30/03/2016
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.	30/03/2016
163	Supplementary - Policy	You must -	30/03/2016

	Making	<p>(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,</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>	
164	Supplementary - Policy Making	<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 policy making 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 you received during the year which related to your compliance with the policy making 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> <p>(5) You must ensure that a current copy of your annual report is available -</p> <p>(a) on your website, and</p> <p>(b) in each of your offices that are open to the public.</p>	30/03/2016
165	Supplementary - Policy Making	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.	30/03/2016
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.	30/03/2016

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.	30/03/2016
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.	30/03/2016
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.	30/03/2016
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 have complied with the operational standards with which you were under a duty to comply during that year. (2) The annual report must include the following information (where	30/03/2016

		<p>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> <p>(4) You must publicise the fact that you have published an annual report.</p> <p>(5) You must ensure that a current copy of your annual report is</p>	
--	--	--	--

		available - (a) on your website, and (b) in each of your offices that are open to the public.	
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.	30/03/2016
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.	30/03/2016
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 - (a) on your website, and (b) in each of your offices that are open to the public.	30/09/2016
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.	30/09/2016
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 - (a) on your website, and (b) in each of your offices that are open to the public.	30/03/2016
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.	30/03/2016

Meri Huws

Meri Huws
Welsh Language Commissioner

Date: 30/09/2015

SOUTH WEST WALES CORPORATE JOINT COMMITTEE

Report of the Chief Executive

Report Title: Formulation of CJC Corporate Plan incorporating public sector duties

Purpose of Report	To recommend that Members discharge the range of public sector duties imposed on CJCs through a 'corporate plan'. To outline the intended purpose, scope and timescale for preparing the first corporate plan for the South West Wales CJC.
Recommendation	<p>It is recommended that</p> <ul style="list-style-type: none"> (a) Members endorse the principle of taking a proportionate and integrated approach to meeting the CJC's public sector duties through a Corporate Plan. (b) That a draft Corporate Plan be reported to Members in December with a view to securing Members approval for undertaking a public consultation thereon in early 2023; (c) Further to (b) above, any consultation responses received will be reported back to Members with a view to informing a final version of the Plan before its formal adoption.
Report Author	Karen Jones
Finance Officer	Chris Moore
Legal Officer	Craig Griffiths

Background:

1. Statutory guidance has been produced by the Welsh Government in respect of CJsCs.
2. Members will note that there are a range of matters listed therein that require the CJC to respond to, notably in respect of public sector duties. Such matters include: The Well-being of Future Generations Act 2015 (and setting of Well-being objectives), The Welsh language, Equality, Biodiversity and resilience of ecosystems, Freedom of Information and Child Poverty. These requirements were reported to the CJC at its March 2022 meeting.
3. The CJC is in its infancy and accordingly it is important that a proportionate and pragmatic approach is taken to meeting these public sector duties in the first instance. It is proposed that the various requirements to explain how the CJC will meet the public sector duties are set out in one integrated plan – a corporate plan – rather than through separate planning documents. This is line with Welsh Government guidance.
4. The first corporate plan, incorporating the various public sector duties, will need to be published by 1st April 2023. The Plan will need to be subject to public consultation. Accordingly, a draft plan is proposed to be presented to the CJC in December in order that public consultation can be carried out in early 2023 before the Plan is finalised and approved.
5. The Plan will be concise. The indicative corporate plan content is as follows:
 - Foreword;
 - Introduction;
 - Regional context;
 - Our Vision for “South West Wales 2035”;
 - Our Well-being objectives, steps and Well-being statement;
 - Our approach to meeting our wider public sector duties;
 - Governance arrangements;
 - Monitoring, evaluation and review arrangements;
 - Consultation arrangements/findings.

6. Audit Wales have a duty to assess compliance with the Wellbeing of Future Generations (Wales) Act 2015 and they will be carrying out a study of CJs this Autumn. It is understood that this will be a 'light-touch' commentary piece to gather understanding and assurance around progress. A project brief has been circulated in this regard and any findings will inform the content of the first corporate plan.
7. In noting the above, it is considered that the formulation of a Corporate Plan provides an opportunity to capture the CJC's progress to date as well as set out future ambitions.
8. With specific reference to Biodiversity 'section 6' duties there is little progress to report by the statutory deadline of 31st December 2022. This reporting requirement will be met this year by way of a brief statement which will be presented to the CJC in December 2022 for approval and subsequent publication. The way in which the CJC proposes to embrace the biodiversity duties in future years will be captured in the corporate plan. In this regard, the Duty Plan will be embedded into the Corporate Plan.

Timescale:

9. It is intended that the draft Corporate Plan be reported to Members in December 2022, with a view to securing Members approval for undertaking a public consultation thereon in the New Year. Any consultation responses will then be reported back to the CJC with a view to revising the Corporate Plan before it is finalised and approved.

Financial Impacts:

10. The development of the Corporate Plan will be undertaken within approved budgets. It is not considered that there will be any new financial related to this work.

Integrated Impact Assessment:

11. 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.

12. 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 formulation of the Corporate Plan will include the identification of well-being objectives for the CJC.

Workforce Impacts:

13. There are no new workforce impacts for the CJC to be concerned with in relation to this report.

Legal Impacts:

14. There are range of public sector duties imposed on CJsCs. This proposal sets out a proportionate and pragmatic way of discharging many of the duties at this stage of the CJC's evolution.

Risk Management Impacts:

15. Failure to comply with the public sector duties could result in a negative report from Audit Wales and the issue of statutory recommendations which would reflect negatively on the reputation of the CJC.

Consultation:

16. There is no requirement for external consultation on this report however, the development of the corporate plan itself will be subject of a requirement for external consultation. This has been factored into the proposed timeline.

Reasons for Proposed Decision:

17. To ensure the CJC complies with the statutory guidance issued by the Welsh Government in respect of CJC's – notably in terms of the requirement to set well-being objectives and to comply with wider public sector duties.

Implementation of Decision:

18. Following the three day call in period.

Appendices:

19. Appendix 1- Audit Wales Project Brief

List of Background Papers:

20. [Welsh Government Statutory Guidance on CJs](#)

[CJC meeting - 15th March 2022 – Report of the Chief Executive: Governance and Administrative Matters](#)

[Link to CJC meeting 15 March 2022](#)

This page is intentionally left blank

Project Brief – Corporate Joint Committees (CJCs) commentary

Audit year: 2022-23

Date issued: August 2022

Publication reference number: 3143A2022

This document has been prepared as part of work performed in accordance with statutory functions. No responsibility is taken by the Auditor General or the staff of Audit Wales in relation to any member, director, officer or other employee in their individual capacity, or to any third party.

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 Audit Wales 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.

Contents

Project brief	
Legislative basis for the commentary	4
Background to the commentary	4
Purpose of the commentary	5
Method	5
Overall commentary question	5
Document Request	6
Output	6
Timescales for the commentary	7
Audit Wales contacts	7

Project brief

Legislative basis for the commentary

- 1 This project is being undertaken in accordance with Section 41 of the Public Audit Wales Act 2004. This Act places a duty on the Auditor General to undertake studies designed to enable him to make recommendations for improving economy, efficiency and effectiveness in the discharge of the functions or services of local government bodies in Wales.
- 2 It also supports the Auditor General in discharging some of his commitments and responsibilities in relation to the Well-being of Future Generations (Wales) 2015 Act (the 'Act') which requires public bodies in Wales to think about the long-term impact of their decisions, to work better with people, communities, and each other.
- 3 Our privacy notice can be found on [our website](#) and it provides information about the potential collection of personal information by the Auditor General as part of this work.

Background to the commentary

- 4 In our programme consultation paper in March 2022, we set out that we would be keeping track of governance arrangements around the creation of new bodies, including the new Corporate Joint Committees (CJCs) in local government, where the Auditor General has a statutory role.
- 5 Four corporate joint committees have been 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
- 6 The aim in setting up the CJCs is to strengthen regional collaboration. They became legal entities as of April 2021 and can have budgets, staff, assets and undertake functions. They are largely subject to the same or similar powers and duties as councils. From 30 June 2022, the CJCs have three functions:
 - Developing transport policies
 - Preparing a strategic development plan
 - Economic well-being - anything CJC considers is likely to promote or improve the economic well-being of its area
- 7 There are a series of statutory guidance documents to support the implementation of the CJCs, with further guidance due out later this year.

Purpose of the commentary

- 8 The purpose of this commentary is to:
- gain an early understanding of the CJsCs' evolving arrangements and their plans;
 - provide an overview of the progress of the CJsCs in setting up their arrangements to carry out their three functions and meet their legislative requirements;
 - compare and contrast the approaches of the four CJsCs;
 - gain assurance that the CJsCs are putting in place proper arrangements to secure value for money in the use of their resources and make related recommendations where relevant;
 - provide early feedback to help the CJsCs learn and improve;
 - understand the CJsCs' plans to set their well-being objectives and apply the sustainable development principle;
 - identify any emerging areas for improvement or issues that need to be addressed in order to facilitate regional collaboration including understanding how the CJsCs align with other partnerships and regional structures; and
 - help inform the focus of future audit work relating to the CJsCs.

Method

- 9 This commentary will include observing relevant meetings, document reviews and interviews with CJC officers and members. As a minimum, we would like to interview the Chair, Chief Executive and Director of Finance of each CJC. We will also get the perspectives of the constituent bodies of each of the CJsCs (ie the councils and national park authorities) through our regular liaison meetings with the Chief Executives and key contacts at these bodies.
- 10 We also intend to speak with Welsh Government and the Welsh Local Government Association.

Overall commentary question

- 11 The question this commentary will seek to answer is: **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 answer this question, we will explore:
- the understanding of Welsh Government's aims for the CJsCs;

- have CJs established effective governance arrangements to meet the Welsh Government aims and statutory obligations;
- whether CJs have clear and effective plans to deliver the Welsh Government aims and meet their statutory obligations;
- how the CJs will fit in to existing partnership arrangements; and
- how CJs are planning to meet their requirements under the Well-being of Future Generation (Wales) Act 2015 including how they are setting their well-being objectives.

Output

12 We will provide a report.

Document request

Exhibit 1: document request

Prior to the interviews, we will undertake a review of the documents identified below. However, we would be grateful if you could supply us with any additional documents which you feel may be relevant for this commentary. The list is not exhaustive and requests for additional documents may be made during the course of the commentary. Where documents in the list below are publicly available, we would be grateful if you could please direct us to where we can find them

Document Title

- Plans/documents setting out ambitions for each of the CJs
- Plans/documents outlining how the CJs will carry out the three functions conferred upon them
- Plans/documents outlining how the CJs will be resourced
- Plans/documents outlining how the CJs will meet the requirements of the Well-being of Future Generation (Wales) Act 2015, including publishing their well-being objectives by April 2023
- Plans/documents setting out CJC governance arrangements in meeting the legislative requirements of the Local Government and Elections (Wales) Act 2021, and regulations

Timescales for the commentary

Exhibit 2: Timescales for the commentary

Proposed timetable	
Project brief issued	August 2022
Document review Meeting observations Interviews	September-October 2022
Draft output	January 2023

Audit Wales contacts

Exhibit 3: Audit Wales contacts

The table below sets out the Audit Wales team that will be working on this commentary.

Name	Contact details
Director	Gary Emery Gary.emery@audit.wales
Audit Manager	Sara-Jane Byrne Sara-jane.byrne@audit.wales
Senior Auditor	Jason Williams Jason.williams@audit.wales
Senior Auditor	Allison Rees Allison.Rees@audit.wales

SOUTH WEST WALES CORPORATE JOINT COMMITTEE

Report of the Chief Executive

Report Title: Endorsement of CJC Equality Impact Assessment Toolkit

Purpose of Report	To recommend the adoption of an Integrated Impact Assessment Tool to support the work of the CJC.
Recommendation	It is recommended that (a) Members note the need for the CJC to embrace the public sector duties applied to it. (b) Members agree to adopt the Neath Port Talbot County Borough Council 2 stage Integrated Impact Assessment Tool to aid the CJC in discharging the public sector duties.
Report Author	Karen Jones
Finance Officer	Chris Moore
Legal Officer	Craig Griffiths

Background:

1. Statutory guidance has been produced by the Welsh Government confirming the requirement for CJCs to embrace certain public sector duties. The CJC was advised of these requirements at its meeting on March 15th 2022.

2. In order that the CJC can demonstrate that it is meeting its public sector duties, inter alia, the CJC needs to have a mechanism for considering the impact of proposals at the point of decision. This is already standard practice within constituent authorities where officers routinely present an assessment of the impact of proposals on duties related to equality; socio-economic characteristics; Welsh language; child poverty; biodiversity and the Wellbeing of Future Generations (Wales) Act 2015 to inform the deliberations of Members.

3. The approach taken to such assessments does not vary to a great extent between authorities. Consequently, it is proposed that the CJC adopts one of the approaches already in operation, avoiding the need for unnecessary work in creating a bespoke approach for the CJC. Given the distribution of responsibilities amongst the partners, it is proposed that the Neath Port Talbot Integrated Impact Assessment Tool is used. A copy is appended for Members reference.
4. Subject to the CJC approving this proposal, it is proposed that proportionate training of reporting officers be undertaken to ensure the Impact Assessment tool is applied appropriately. A similar opportunity will be made available to members of the CJC and relevant CJC committees.

Financial Impacts:

5. It is not considered that there will be any new financial impacts for the CJC itself in the consideration of this report.

Integrated Impact Assessment:

6. The CJC is subject to a range of public sector duties. It must:
 - Promote and carry out sustainable development;
 - Create and foster an atmosphere in which the Welsh Language can grow within the CJC and in the communities we serve
 - Equality - observe the 'due regard' duty on public bodies to: eliminate discrimination, harassment and victimisation; advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it; and to foster good relations between people who share a relevant protected characteristic and persons who do not share it. CJCs must also consider how its decisions might help to reduce the inequalities associated with socio-economic disadvantage. The CJC is subject to the requirements of the Equality Act 2010 (Statutory Duties) (Wales) Regulations 2011.
 - Seek to maintain and enhance biodiversity so far as is reasonably consistent with the proper exercise of their functions and in doing so promote the resilience of ecosystems.
 - Make and demonstrate its commitment towards the eradication of child poverty in Wales.

The adoption of the Integrated Impact Assessment Tool will provide a mechanism by which the CJC systematically considers these matters in the discharge of its functions.

Workforce Impacts:

7. There are some training needs that arise from the adoption of this proposal. Brief training will be needed for reporting officers and members participating in the work of the CJC to ensure the tool is applied appropriately.

Legal Impacts:

8. The adoption of the Integrated Impact Assessment tool will aid the CJC in demonstrating that it is discharging the public sector duties placed upon it.

Risk Management Impacts:

9. Failure to adopt a suitable impact assessment tool leaves the CJC exposed to legal challenge that its decisions are not compliant with legal duties. Failure to adopt a suitable impact assessment tool could also impact on the quality of advice available at the point of decision with consequential implications for outcomes.

Consultation:

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

Reasons for Proposed Decision:

11. To aid the CJC in ensuring compliance with the statutory guidance and associated legal duties related to the CJC's public sector duties.

Implementation of Decision:

12. Following the three day call in period.

Appendices:

13. Appendix 1 – NPT Integrated Impact Assessment Guidance
Appendix 2 - NPT First Stage Assessment
Appendix 3 – NPT Integrated Impact Assessment

List of Background Papers:

14. [Welsh Government Statutory Guidance on CJs](#)

[CJC meeting - 15th March 2022 – Report of the Chief Executive: Governance and Administrative Matters](#)

[Link to CJC meeting 15 March 2022](#)

Integrated Impact Assessment Guidance

This guidance will assist you in completing the Integrated Impact Assessment (IIA).

Please note: Throughout these notes the term **initiative** is used as the collective term for a policy, function, service, procedure, strategy, plan, proposal (including any budget proposal) or project.

Section 1 - Details of the initiative

1a Section self-explanatory

1b Section self-explanatory

1c Brief outline of the initiative

Provide a brief explanation of the initiative; what it is, what are the aims. Coproduced initiatives can be identified here as well as in other sections as appropriate.

1d Is the decision a strategic decision?

A strategic decision can be:

- Strategies developed at Regional Partnership Boards and Public Service Boards – e.g. [Well-being Plans](#)
- Medium to long term plans – e.g. [Corporate Plan](#), [development plans](#), [service delivery and improvement plans](#)
- Setting objectives – e.g. [Well-being Objectives](#), [Equality Objectives](#)
- Changes to and development of public services
- Strategic financial planning – e.g. [Budget](#)
- Major procurement and commissioning decisions – e.g. [Social Services Commissioning](#)
- Strategic policy development – e.g. [Regeneration](#), [Strategic School Improvement Programme](#)

If the initiative is one of the above (or any other as may be identified) you **must** complete section 4

If not complete section 5 instead of section 4

1e Who will be directly affected by this initiative?

- Who is the initiative for? Public or staff, or both?
- Is the initiative aimed at people from particular protected groups?

1f When and how were people consulted?

Consultation is essential when developing new or revising existing initiatives. Without consulting with relevant groups we will not be able to fully consider the requirements, needs and expectations of the communities we serve.

Consulting and engaging with local communities is essential – even more so with the introduction of the Socio Economic Duty. The Duty requires the better understanding of ‘people’s views and the needs of those impacted by the decision particularly those who suffer socio-economic disadvantage’.

Local equality groups are represented on the Equality and Community Cohesion Group and already play a key role in developing and monitoring policies. Consent is being sought from the representatives to sharing contact details for wider consultation/engagement purposes and these will be shared on the [Performance Hub](#) when finalised.

Consultation/engagement is often seen as something that needs to be undertaken with residents, service users, interested groups, etc., but rarely are staff consulted unless it’s for internal matters; staff can be residents, service users, and interested parties and may be willing to assist. Our Trade Unions are happy with consultations and contact details are below:

Unison

Unison@npt.gov.uk

unisonchair@npt.gov.uk

j.gebbie@npt.gov.uk

GMB

a.chaves@npt.gov.uk

r.williams12@npt.gov.uk

Standard socio economic questions will be included in consultation papers for 'strategic decisions' which will help when considering the duty.

Gunning Principles

You must take into account the Gunning principles when undertaking consultation:

- Consultation must take place when the proposal is still at a formative stage
- Sufficient reasons must be put forward for the proposal to allow for intelligent consideration and response
- Adequate time must be given for consideration and response
- The product of consultation must be conscientiously taken into account

Further information on the Gunning principles is available on the [Impact Assessment](#) pages on the Performance Hub.

National Principles for Engagement in Wales

Participation Cymru works with organisations in the public, private and third sectors to achieve better public engagement in the design, development and delivery of citizen-centred services. The National Principles for Engagement in Wales, endorsed by Welsh Government, are:

1. Engagement is effectively designed to make a difference
2. Encourage and enable everyone affected to be involved, if they so choose
3. Engagement is planned and delivered in a timely and appropriate way
4. Work with relevant partner organisations
5. The information provided will be jargon free, appropriate and understandable
6. Make it easier for people to take part
7. Enable people to take part effectively
8. Engagement is given the right resources and support to be effective
9. People are told the impact of their contribution
10. Learn and share lessons to improve the process of engagement

We all tend to assess impact from our own standpoint based on our age, sex, race, etc. However, to accurately assess the impact of the initiative we need to understand other people's perspectives – we don't know what we don't know! Therefore we must involve people who are able to provide this alternative perspective.

It is a statutory requirement to involve people who are representative of the various equality groups and so consultation must take place not only with service users and other relevant stakeholders but also with local equality groups who are more than willing to assist with any consultation exercise we undertake. Information on the various local equality groups and how to contact them is available on the [Impact Assessment](#) pages on the Performance Hub.

Welsh Language Standards

When developing the initiative you will have taken into account the requirements of the Welsh Language Standards. You will have considered:

- what effects the initiative would have on:
 - people's opportunities to use the Welsh language.
 - treating the Welsh and English languages equally.
- how the initiative could be developed or revised so that it would have positive effects or increased positive on:
 - people's opportunities to use the Welsh language
 - treating the Welsh and English languages equally
- how the initiative could be developed or revised so that it would not have negative effects or decreased negative effects on:
 - people's opportunities to use the Welsh language
 - treating the Welsh and English languages equally

Additionally, as part of the consultation on the initiative you must **consider and seek views** on all of the above.

For any further information please contact Rhian Headon 01639 763010 or r.headon@npt.gov.uk

The Older People's Commissioner for Wales

The Older People's Commissioner for Wales has developed guidance to assist officers/elected members in undertaking Equality Impact Assessments and Scrutiny from an older people perspective:

- [Equality & Human Rights Impact Assessment](#)
- [Scrutinising Changes to Community Services](#)
- [Effective Engagement with Local Authorities: Toolkit for Older People](#)

These documents stem from the Commissioner’s work to protect and improve community services and consequently this is the focus of the documents. Despite this, the guidance reinforces the requirements of the assessment process and provides a useful checklist of the steps and considerations required.

Although the engagement toolkit is primarily a practical tool to help older people ensure their voices are heard it also provides general information for officers when under taking engagement/consultation with older people. Some of the more practical aspects of engaging with older people are highlighted, e.g. older people remain active and have constraints on their time in the same way that younger people do with childcare, work, etc., so a wide range of engagement methods would need to be considered in order to reach as many people as possible.

United Nations Convention on the Rights of the Child

Everyone under the age of 18 is covered by the Convention. Its 54 articles cover all aspects of a child’s life and set out the civil, political, economic, social and cultural rights that all children everywhere are entitled to. It also explains how adults and governments must work together to make sure all children can enjoy all their rights.

The Convention can be viewed in [full](#) or in [summary](#) form

The Convention must be seen as a whole: all the rights are linked and no right is more important than another. The right to relax and play (Article 31) and the right to freedom of expression (Article 13) have equal importance as the right to be safe from violence (Article 19) and the right to education (Article 28).

However, there are four articles in the Convention that are seen as special. They’re known as the “General Principles” and they help to interpret all the other articles and play a fundamental role in realising all the rights in the Convention for all children. They are:

1. Non-discrimination (article 2)
2. Best interest of the child (article 3)
3. Right to life survival and development (article 6)

4. Right to be heard (article 12)

1f What were the outcomes of the consultation?

What was the outcome of the consultation? Did the consultation identify...:

- impacts that hadn't been considered?
- mitigating actions that hadn't been considered previously?
- impacts (positive or negative), in relation to using Welsh or treating Welsh and English equally?
- how an initiative could be developed or revised to increase positive, or lessen negative, impacts on using Welsh or treating Welsh and English equally?

Has the consultation resulted in any changes to the initiative? If so, state what changes have been made.

Section 2 – Evidence

Dealing effectively with the challenges of the 21st century and maximising the opportunities this brings means having robust and reliable evidence available to inform the development and assessment of initiatives. It is important to consider the relevance of the evidence available and to collaborate with other organisations, whenever possible, to share relevant data and evidence.

What evidence do you have about socio-economic disadvantage and inequalities of outcome in relation to this decision?

Considering a range of national and local evidence will be helpful during both the development and the assessment of the initiative.

National

- [Future Trends Report](#)
- [National indicators](#)
- [Welsh Report on Climate Change Risk Assessment](#)
- Research reports
- [Is Wales Fairer?](#)
- [The Well-being of Wales Report](#)
- Various reports on the impact of COVID -19 on BME communities, children, low income families, people with a disability, etc.
- Public Health Wales – various publications on health inequalities

Local

- Service user data – e.g. numbers, breakdown into protected characteristics, geographic location, etc?

- Satisfaction surveys
- Local research studies
- Local Well-being Assessment
- Local strategies and plans – including the Local Development Plan, Planning Survey, Strategic Equality Plan, Corporate Plan, Local Well-being Plan (Public Service Board), etc.
- Biodiversity Duty Plan Service Assessment or Audit – when available
- Qualitative information – from focus groups, consultation exercises, etc.
- Consultation results – including consultation undertaken by neighbouring council's and other partner organisations
- Policy in Practice Tracker

If there is insufficient information available to assist you in assessing impact you should identify what actions are required to address this, e.g. undertake an annual survey, gather relevant data at an assessment review, etc.?

Section 3 – Equalities

Remember- equality legislation protects **EVERYONE** in society from discrimination, so consider everyone who may access or receive a service or be affected by any changes in its operation.

a) Impact on protected characteristics

You will need to consider:

- What information is needed to ensure that the perspectives of all stakeholders of the initiative are taken into account?
- Has the initiative been examined to assess any impact on all relevant stakeholders in terms of age, disability; gender reassignment; marriage & civil partnership; pregnancy & maternity; race; religion or belief; sex; sexual orientation; Welsh language?
- What is the likely impact on these different groups? Is it positive, negative or neutral? Think about issues such as:
 - Accessibility
 - Availability of information
 - Customer service
 - Cultural sensitivity

- Has the delivery of the initiative been examined to assess if there are any indirect effects on any of the groups identified, i.e. through examination of available data such as complaints?
- Do you need to consider the potential for discrimination by association or perception; an individual receives unfair or unfavourable treatment because of their association with someone who has a protected characteristic or because they are thought to have a particular protected characteristic no matter if they actually have it or not.
- What involvement and consultation has been done in relation to this, or similar initiatives and what are the results?

Remember - assessing the impact of an initiative is not just about identifying negative impacts; where positive impacts are identified these must also be included in the assessment. For example, if you have done particular work with disabled people to ensure a service is accessible to all, and acted on the recommendations made, include the information here.

Where a neutral impact has been assessed this must be explained too.

b) Public Sector Equality Duty (PSED)

It is crucial that you consider how your initiative will affect and contribute towards meeting the Public Sector Equality Duty (PSED):

- to **eliminate discrimination, harassment and victimisation** - reduce or eradicate unfairness and discrimination. Is there a possibility that different people could be negatively affected by the initiative?
- to **advance equality of opportunity between different groups** – does the initiative ensure that everyone affected is treated fairly?
- to **foster good relations between different groups** - promoting equality/supporting cross-community contact/encouraging mutual understanding/acceptance of cultural diversity. Has the initiative improved opportunities for different groups of people?

Section 4 Socio Economic Duty

The Socio Economic Duty forms Part 1 of the Equality Act 2010; Welsh Government commenced the Duty on 31 March 2021. The Duty requires us, when taking **strategic decisions**, such as ‘deciding priorities and setting objectives’, to consider how their decisions might help to reduce the **inequalities** associated with **socio economic disadvantage**.

The aim of the Duty is to deliver better outcomes for those who experience socio economic disadvantage.

What is meant by...

...strategic decisions?

These are decisions which effect how we fulfil our intended statutory purpose over a significant period of time. They do not include day to day decisions, such as opening times of civic offices, Christmas car parking arrangements, etc. but will include the following (although these are not exhaustive):

- ✓ Strategies developed at Regional Partnership Boards and Public Service Boards which impact on our functions
- ✓ Medium to long term plans (for example, corporate plans, development plans, service delivery and improvement plans)
- ✓ Setting objectives (for example, well-being objectives, equality objectives, Welsh language strategy)
- ✓ Changes to and development of public services
- ✓ Strategic financial planning
- ✓ Major procurement and commissioning decisions
- ✓ Strategic policy development.

...to consider? Consideration is demonstrated through the impact assessment process, our consultation and community engagement activities and use of local evidence and data.

...socio-economic disadvantage? Living in less favourable social and economic circumstances than others in the same society.

Socio-economic disadvantage can be disproportionate in both communities of interest and communities of place, leading to further inequality of outcome, which can be further exasperated when considering intersectionality.

Communities of interest - those who share one or more of the protected characteristics; who share an experience, for example, people who have experienced homelessness; who share an identity, for example, lone parents and carers.

Communities of place - people who are linked together because of where they reside, work, visit or otherwise spend a substantial portion of their time.

Intersectionality – the way in which characteristics such as gender, race or class, can interact and produce unique and often multiple experiences and disadvantages in specific situations. One single form of discrimination cannot and should not be understood in isolation from one another.

...inequalities of outcome? Any measurable differences in outcome between those who have experienced socio-economic disadvantage and the rest of the population. Awareness of such inequalities can be found from a wide range of quantitative data and other evidence including:

- Annual employment data published under the public sector equality Duty
- The Equality and Human Rights Commission's report *Is Wales Fairer?*
- The Equality and Human Rights Commission measurement framework for equality and human rights, setting the indicators for *Is Wales Fairer?*
- The Welsh Government's Future Trends report
- Statistics available from StatsWales and the Office for National Statistics
- The Welsh Government's Well-being of Wales Report
- Chwarae Teg's Gender Equality Review
- Older Peoples Commissioner for Wales State of The Nation Report

Consultation as part of the assessment process is an ideal opportunity to engaging directly with individuals and communities affected by socio-economic disadvantage - see **section 1e** above.

Details of the advantage/disadvantage arising from the initiative must be identified and explained in this section.

Working in Partnership

When we work in partnership with bodies not covered by the Duty, the Duty only applies to the specified body – local authorities, Health Boards, the Fire Service, etc.

For example, the local Well-being Plan is developed and owned by a range of partners, the PSB, however those public bodies subject to the Duty should ensure that they are discharging their Duty though consideration of how the elements of the plan they have responsibility for will reduce inequalities of outcome caused by socioeconomic disadvantage.

Please note Regional Partnership Boards and the Public Service Board as entities are not covered by the Duty.

Examples of the inequalities of outcomes arising from socio-economic disadvantage

Relevant public bodies need to consider how their strategic decisions can improve inequality of outcome for people who suffer socio-economic disadvantage.



Section 5 Community Cohesion Social Exclusion and Poverty

It is important that you consider the impact of your initiative on community cohesion, social exclusion and poverty. The latter is a more general consideration of the socio economic Duty on a more day to day to day basis.

Community cohesion is a term to describe how everyone in a geographical area lives alongside each other with mutual understanding and respect. It also means:

- everybody has an equal chance to take part
- everybody gets equal use of services
- everybody values differences
- accepting and supporting each other
- overcoming problems.

Our communities are facing many challenges to make sure that everybody gets on together. Some of these are:

- people moving in and out of Wales, so communities are changing
- people feeling left out or isolated
- poverty can lead to poor community cohesion
- a higher demand on public services
- a lack of community facilities and services in some rural areas
- supporting Welsh-speaking communities.

Achieving the goals of Community Cohesion is all about working together in partnership with service providers and community groups working towards a common vision

Social Exclusion - there are multiple causes of social exclusion which are usually connected with factors affecting a person's or a community's social or economic circumstances where the effect prevents people from participating fully in society.

A number of factors can contribute to social exclusion including (but not exhaustive) unemployment, financial hardship, poor educational or skills attainment, poor housing, ill health.

Social Inclusion is the process that is used to address the multiple issues of exclusion and to make sure that people from different backgrounds have similar life opportunities.

Poverty - it is important to recognise that poverty is not just about income. People's expectations and opportunities are affected by a variety of different circumstances. The Welsh Government defines 3 dimensions of poverty:

- **Service Poverty:** unable to access services e.g. family support, educational, health, housing, transport etc – for various reasons.
- **Participation Poverty:** not being included in activities (social, cultural, leisure etc) or in decisions/discussions/actions affecting your life.
- **Financial Poverty:** household income less than 60% of the UK the median income (after housing costs).

Section 6 - Welsh

There are specific requirements in relation to the Welsh Language. You must consider:

- what effects the initiative would have on:
 - people's opportunities to use the Welsh language.
 - treating the Welsh and English languages equally.
- how the initiative could be developed or revised so that it would have positive effects or increased positive on:
 - people's opportunities to use the Welsh language
 - treating the Welsh and English languages equally
- how the initiative could be developed or revised so that it would not have negative effects or decreased negative effects on:
 - people's opportunities to use the Welsh language
 - treating the Welsh and English languages equally

The Welsh Language Standards aim to encourage more use of Welsh in everyday situations, either when receiving a service or as an employee. Therefore, when we develop or revise initiatives we need to consider the impact, either positive or negative, on opportunities to use the Welsh language and on treating the Welsh and English languages equally. Think about issues such as accessibility, availability of information and customer service. Also:

- Will the initiative affect the number or percentage of people able to speak Welsh (or any other skill)?
- Will the initiative affect the number or percentage of people able to use Welsh?
- Will the initiative be undertaken in Welsh?
- Will it protect, promote and enrich the heritage and culture of the area in question in relation to the Welsh language?

Below are examples of relevant questions which could be considered when examining any positive or adverse effects from policy decisions.

Positive effects

- Would the policy decision increase the number of Welsh speakers moving from/to a certain area?
- Would the policy decision be likely to make the Welsh language more visible?
- Would the policy decision lead to an increase in the number of posts requiring Welsh language skills?
- Would the policy decision encourage / facilitate the recruitment of Welsh language speakers?
- Would the policy decision ensure the sustainability of areas where the Welsh language is engrained in those communities?
- Would the policy decision provide users with the active choice of a service in Welsh?
- Would the policy decision take steps to promote and facilitate the Welsh language?
- Would the policy decision contribute to national Welsh language strategies and in specific policy areas (e.g. the Cymraeg 2050 strategy; More than just words; Welsh in Education Strategic Plans)?

Can the initiative be developed to increase positive impacts or lessen any negative impacts that have been identified?

Also see:

Section 1 above re requirements in relation to consultation.

Adverse effects

- Would the policy decision decrease the number of Welsh speakers moving from/to a certain area?
- Is there a risk that the policy decision would discriminate against Welsh language users?
- Would the policy decision lead to a fall in the number of posts requiring Welsh language skills?
- Would the policy decision lead to closing specific Welsh language services or put those services at risk?
- Would the policy decision make it harder to recruit Welsh speakers?
- Would the policy decision risk the sustainability of areas where the Welsh language is engrained in those communities?
- Would the policy decision lead to a reduction in the number of Welsh learners?
- Would the policy decision limit the accessibility of and access to Welsh language services?

Section 7 – Biodiversity

The Environment (Wales) Act, 2016, places a new statutory Duty on public authorities. In exercising our functions, we must seek to maintain and enhance biodiversity, and in so doing promote the resilience of ecosystems, so far as is consistent with the proper exercise of those functions. The Council's [Biodiversity Duty Plan](#) outlines the actions that the Council will be undertaking to meet this Duty.

As part of the Biodiversity Duty Plan requirements, the Countryside and Wildlife Team will be undertaking a service assessment throughout the Council and an audit of council owned land. If already undertaken, this may be used to inform your assessment.

Please consider the potential impact of your initiative on maintaining and enhancing biodiversity

If you are undertaking physical works please refer to the [biodiversity protocols](#) for further guidance.

Understanding how an initiative will affect '**ecosystem resilience**' and ensuring that we don't have any adverse effects is a key component of our new Duty. This considers the wider environmental context and the benefits we gain from our environment. Some examples of how our proposals, decisions and functions can have such impacts are as follows:

1. Drainage works to a culvert could result in flooding further downstream or altering the hydrological regime upstream. These could have issues for local communities or biodiversity; with properties being at risk from flooding or wet or bog habitats that trap carbon being drained.
2. Tree felling works can destabilise slopes or cause an increase in surface water run-off or silt pollution that can also cause problems in local watercourses. Tree felling in areas of significant air pollution may also exacerbate pollution problems as many tree species trap/absorb air pollutants.
3. High level policy, plan or budget decisions may encourage or focus investment in areas that will have significant knock on issues in relation to flooding, climate change sea level rise or biodiversity loss. Alternatively, budget decisions may reduce capacity of services or infrastructure to function and to deliver community environmental services e.g. effects on well-being from a reduction in access to greenspace, parks or environmental community services.
4. Decisions can also have positive impacts on the wider environment. For example, reduction in grass cutting that encourages more wildflower growth can positively support pollinator insects that contribute to food production.

Further advice may be sought from the Countryside & Wildlife Team on 01639 686155 or biodiversity@npt.gov.uk.

Section 8 - Well-being of Future Generations

The Well-being of Future Generations (Wales) Act 2015 (the WBFG Act) requires public bodies to think more about the long term, work better with people and communities and each other, look to prevent problems and take a more joined-up approach. The WBFG Act places a well-being Duty on public bodies which states:

Each public body must carry out sustainable development. The action a public body takes in carrying out sustainable development must include:

- a. setting and publishing objectives (“well-being objectives”) that are designed to maximise its contribution to achieving each of the well-being goals, and
- b. taking all reasonable steps (in exercising its functions) to meet those objectives

These wellbeing goals are:

A prosperous Wales - an innovative, productive and low carbon society which recognises the limits of the global environment and therefore uses resources efficiently and proportionately (including acting on climate change); and which develops a skilled and well-educated population in an economy which generates wealth and provides employment opportunities, allowing people to take advantage of the wealth generated through securing decent work.

A resilient Wales - a nation which maintains and enhances a biodiverse natural environment with healthy functioning ecosystems that support social, economic and ecological resilience and the capacity to adapt to change (for example climate change).

A healthier Wales - a society in which people's physical and mental well-being is maximised and in which choices and behaviours that benefit future health are understood.

A more equal Wales - a society that enables people to fulfil their potential no matter what their background or circumstances (including their socio economic background and circumstances).

A Wales of cohesive communities - attractive, viable, safe and well-connected communities.

A Wales of vibrant culture and thriving Welsh language - a society that promotes and protects culture, heritage and the Welsh language, and which encourages people to participate in the arts, and sports and recreation.

A globally responsible Wales - a nation which, when doing anything to improve the economic, social, environmental and cultural well-being of Wales, takes account of whether doing such a thing may make a positive contribution to global well-being.

In addition the Act requires the Council to carry out **sustainable development** - the process of improving the economic, social, environmental and cultural well-being. The Act also sets out new ways of working that ensure all elements of well-being are considered together and to facilitate collaborative working.

The Council is required to demonstrate how it is taking all reasonable steps (in exercising its functions) to meet the well-being objectives it has set. The Council must also do this in a way where it is acting in accordance with the sustainable development principle, seeking to ensure the needs to the present are met without compromising the ability of future generations to meet their own needs.

In response to the duties of the Act the Council has set four strategic objectives – our well-being objectives. These well-being objectives fulfil the requirement under (s3(2)(a)) of the Well-being of Future Generations (Wales) Act 2015.

We have analysed how our objectives and priorities contribute to the seven national well-being goals that the Welsh Government requires all public bodies in Wales to contribute to achieve “the Wales we Want”. The Council’s well-being objectives are:

- All children get the best start in life
- All communities are thriving and sustainable
- Our local environment, culture and heritage can be enjoyed by future generations
- Local people are skilled and access high quality, green jobs

The Council’s well-being objectives and the supporting improvement priorities are set out in the Council’s [Corporate Plan](#).

Supporting each well-being objective are improvement priorities. The improvement priorities fulfil different legal requirements set out in (s3(1)) the Local Government (Wales) Measure 2009.

So, in this section you must demonstrate how you have considered/applied the following ‘ways of working’ in the development of the initiative including identifying which of the Council’s well-being objectives, the Public Services Board’s and /or other bodies’ objectives your initiative contributes to.

Sustainable development – ways of working

- i. **Long term** - The importance of balancing short term needs with the need to safeguard the ability to meet long term needs, especially where things done to meet short term needs may have detrimental long term effect;

Things to consider:

- How does your initiative support long term well-being of people in Neath Port Talbot/Wales?
 - Identify the long term, future trends, scenarios, challenges and opportunities that are most relevant to your initiative. These might be social, economic, political, environmental, cultural or technological and have a degree of certainty (e.g. aging population), and those with a higher level of uncertainty (e.g. jobs and skills needed in future)
 - How do the trends affect your initiative and what impact could your initiative have on the trends?
 - How does your initiative mitigate, facilitate or make the most of the trends?
 - Look beyond the usual short term timescales for financial planning and political cycles
 - Consider the possible impacts of the initiatives on a generational basis i.e. the next 10 years.
- ii. **Prevention** - How resources will be deployed to prevent problems occurring or getting worse, whilst contributing to the Council's well-being objectives, or another body's objectives

Things to consider:

- What are the root causes that your initiative could help address?
 - Consider how the initiative could prevent problems occurring or getting worse
 - Consider how improving understanding of underlying causes of problems for people and communities can help find different solutions and ensure early intervention to prevent problems occurring rather than reacting to problems
- iii. **Collaboration** - What collaboration with any other person will assist the Council to meet the well-being objective , or assist another body to meet theirs

Things to consider:

- Can the initiative be delivered by working with other council services?
 - Could the initiative be delivered by working with other partners (public, private or voluntary sector) who have similar well-being objectives?
 - How/ what engagement has taken place with those partners to date.
- iv. **Involvement** - How other people with an interest in the topic have been involved in developing/implementing proposals whilst demonstrating that the people involved reflect the diversity of the population

Things to consider:

- Consider how you can involve people and communities in developing and implementing the initiative
 - Consider if the people you have involved reflect the diversity of the population you serve
 - Who has been involved in developing the initiative? Examples include:
 - Local elected members
 - Relevant public, private and voluntary partners
 - Children and young people
 - Older people
 - Persons with protected characteristics
 - Staff representatives
 - Note who has been involved and provide a summary of their feedback.
- v. **Integration** - The need to take an integrated approach by considering how:
- your initiative may impact upon each of the well-being goals;
 - your initiative impacts upon other public bodies' objectives in particular where steps taken by the Council may contribute to meeting one objective but may be detrimental to meeting another;

Council's well-being objectives

- All children get the best start in life
- All communities are thriving and sustainable
- Our local environment, culture and heritage can be enjoyed by future generations
- Local people are skilled and access high quality, green jobs

Public Services Board priorities

- Support children in their early years, especially children at risk of adverse childhood experiences.
- Create safe, confident and resilient communities, focussing on vulnerable people
- Encourage Ageing Well
- Promote well-being through and in the workplace
- Recognise and promote green infrastructure, how green infrastructure can support the economic, social and cultural well-being of the people of Neath Port Talbot

Things to consider:

- Consider the relationship interdependencies and possible tensions between the initiative and others initiatives, internal or external to the Council
- Consider if this initiative along with other recently agreed or pending initiatives creates a cumulative impact on certain communities, characteristics, services or partners
- Consider possible conflicting impacts on economic, social environmental and cultural well-being
- Consider other initiatives that may have an impact on this in a positive and negative way

Please note the 'Things to consider' are neither exhaustive nor will they all be relevant to every initiative being assessed):

Section 9 - Monitoring arrangements:

The assessment process does not end with the introduction of the initiative. The initiative should be reviewed annually to ensure the content of the Integrated Impact Assessment is still relevant and accurate.

It is not enough to just make the changes expected to eliminate adverse impact or promote equality, etc., it is also necessary to implement any actions identified in the action plan and use the monitoring, evaluation and review processes to ensure that the anticipated impact is the actual impact and that actions are implemented.

Throughout the assessment process actions may be e.g. to gather information on your customers, eliminate discrimination or develop monitoring arrangements, etc. These actions must be entered into the **action plan template** (section 10).

The monitoring arrangements should include consideration of the actual impact the initiative may have; monitoring must be on an ongoing basis to show that as a council we are continuing to meet the various duties.

Actions identified when assessing impact must also be included in any monitoring arrangements associated with the initiative. If you have completed an action plan as part of your Integrated Impact Assessment, you will need to ensure you progress the actions and have appropriate reporting arrangements in place.

- How is the initiative being monitored (e.g. consultation and involvement activities, performance indicators, annual reviews, data collection on service users etc.)?
- Who is responsible for the monitoring process?
- What is the timetable?

Section 10 – Assessment Conclusions

By undertaking the assessment you may have reached either a single outcome or possibly mixed outcomes under each element; for example under equalities the initiative might be have a positive outcome for age and sex but a negative outcome of disability with neutral outcomes for the other characteristics. The details of the conclusions reached in relation to each element of the assessment must be recorded under the relevant section heading.

Using the evidence/information gathered throughout the assessment including the conclusions detailed in relation to each element, you must then determine which of the four possible outcomes apply to your initiative overall

In the ‘**Overall Conclusion**’ you should clearly indicate which of the following 4 ‘conclusions’ you have reached:

- Continue - as planned as no problems and all opportunities have been maximised
- Make adjustments - as potential problems/missed opportunities/negative impacts have been identified along with mitigating actions
- Justification - for continuing with the initiative even though there is a potential for negative impacts or missed opportunities
- STOP - redraft the initiative as actual or potential unlawful discrimination has been identified

Details of how you have reached that conclusion must be given. This must include the impact on the individual elements, consultation outcomes, including what if anything has been changed as a consequence, along with any mitigating actions to:

- remove negative impacts/conflicts
- better promote equalities
- maximise contribution to achieving both the Council’s well-being objectives

The information provided in this section will form the ‘summary’ that must be included in any accompanying committee report (please see **Next Steps** below) and referenced in the [Executive and Non-Executive/Regulatory Report Guidance](#).

Section 11 - Actions

The Action Plan is definitely **not** the end of the process.

Actions identified and throughout the assessment must be included in the action plan and, along with any other actions considered appropriate, must be monitored and reported accordingly.

Progress against these actions must be included in reporting arrangements to Members as part of the monitoring process.

Section 12 - Sign Off

The assessment must be signed off by both the officer completing the assessment and the relevant Head of Service.

Next steps

Publication and Reporting arrangements

Please ensure the completed Integrated Impact Assessment is appropriately filed within your directorate because it may be required as evidence should a legal challenge be made.

Integrated Impact Assessments are included as part of committee documents and are published accordingly on our website. Please bear in mind that even if the Integrated Impact Assessment is part of a private report the Integrated Impact Assessment remains a public document.

Reporting Arrangements

When reporting to Committee it is essential that the following is taken into account:

A recent judicial review ruled that it wasn't enough for Members to be aware of the existence of an 'Equality' Impact Assessment and where to access it, nor for only a summary to be included in the papers without expressly stating that the full 'Equality' Impact

Assessment is read for the purpose of the meeting. With this in mind the [Executive and Non-Executive/Regulatory Report Guidance](#) has been reviewed to reflect this, along with our other legal requirements.

To ensure the Council demonstrates it has discharged its duties under the various pieces of legislation, the Executive and Non-Executive/Regulatory Report Guidance includes a series of statements from which the most appropriate one must be selected for inclusion in the accompanying report.

The summary referred to in the various statements in the report template will contain the information you have provided in **Section 9 - Assessment Conclusions** (including the Explanation of Conclusion).

Please Note: **if it states in the relevant statement that ‘a summary is included’, then a summary must be included!**

This page is intentionally left blank

Impact Assessment - First Stage

It is essential that all initiatives undergo a first stage impact assessment to identify relevance to equalities and the Welsh language as well as an evaluation of how the proposal has taken into account the sustainable development principle (the five ways of working); an incorrect assessment could ultimately be open to legal challenge.

The first stage is to carry out a short assessment to help determine the need to undertake a more in-depth analysis (the second stage).

Relevance will depend not only on the number of people/service users affected, but also the significance of the effect on them.

When completing the first step you must have regard to the following:

- Does the initiative relate to an area where important equality issues have been, or are likely to be, raised? (For example, funding for services to assist people who are victims of rape/sexual violence or individuals with particular care need; disabled people's access to public transport; the gender pay gap; racist or homophobic bullying in schools)
- Is there a significant potential for reducing inequalities, or improving outcomes? (For example, increasing recruitment opportunities for disabled people).
- Does the initiative relate to instances where opportunities to use the Welsh language are likely to be affected or where the language is likely to be treated less favourably? (For example, increase the number of Welsh speakers moving from/to a certain area; closing specific Welsh language services or put those services at risk services;
- Does the initiative relate to the improvement of economic, social, environmental and cultural well-being? To what extent does the initiative prevent things getting worse? (For example, funding for services to assist in cultural well-being; changes in policies that promote independence and/or assist carers)

1. Provide a description and summary of the initiative.

Identify which service area and directorate has responsibility for the initiative.

2. Identify who will be affected by the initiative.

If you answer **Yes** to service users, staff or wider community continue with the first stage of the assessment

If you answer **No** to service users, staff or wider community or **Yes** to 'Internal administrative process only', go to **Question 5 – sustainable development principle**.

3. Using relevant and appropriate information and data that is available to you think about what impact there could be on people who share protected characteristics; whether they are service users, staff or the wider community.

Some things to consider include:

- transport issues
- accessibility
- customer service
- cultural sensitivity
- financial implications
- loss of jobs

Definitions of impacts (either positive or negative):

- High – likely to be highly affected by the initiative
- Medium - likely to be affected in some way
- Low - likely to be affected by the initiative in a small way
- Don't know - the potential impact is unknown

You **must** provide reasons, and indicate what evidence you used, in coming to your decision.

4. Using relevant and appropriate information and data that is available, think about what impact there could be on opportunities to use the Welsh language and in treating the language no less favourably than English.

Definitions of impacts are the same as in **Question 3**.

The classification 'Don't Know' should be categorised as 'High Impact' in both questions 3 & 4.

5. Consider how the initiative has embraced the sustainable development principle in accordance with the Section 7c of the Well-being of Future Generations Act 2015.

Give details of the initiative in relation to the 5 ways of working:

- **Long term** - how the initiative supports the long term well-being of people
- **Integration** - how the initiative impacts upon our wellbeing objectives
- **Involvement** - how people have been involved in developing the initiative
- **Collaboration** - how we have worked with other services/organisations to find shared sustainable solutions;
- **Prevention** - how the initiative will prevent problems occurring or getting worse

6. The most appropriate statement must be selected (and the relevant box ticked) based on the first stage of the assessment and an explanation of how you have arrived at this decision must be given.

In addition a summary of the how the initiative has embraced the sustainable development principle must also be included.

Where the first stage of the assessment indicates that a more in-depth analysis is required the second stage of the assessment will need to be completed and this will need to be started immediately.

A first stage assessment must be included as a background paper for all Cabinet/Cabinet Board/ Scrutiny Committee Reports.

Where the first stage assessment is completed by an accountable manager it must be signed off by a Head of Service/Director.

Impact Assessment - First Stage

1. Details of the initiative

Initiative description and summary:
Service Area:
Directorate:

2. Does the initiative affect:

	Yes	No
Service users		
Staff		
Wider community		
Internal administrative process only		

3. Does the initiative impact on people because of their:

	Yes	No	None/ Negligible	Don't Know	Impact H/M/L	Reasons for your decision (including evidence)/How might it impact?
Age						
Disability						
Gender Reassignment						
Marriage/Civil Partnership						
Pregnancy/Maternity						
Race						
Religion/Belief						
Sex						
Sexual orientation						

4. Does the initiative impact on:

	Yes	No	None/ Negligible	Don't know	Impact H/M/L	Reasons for your decision (including evidence used) / How might it impact?
People's opportunities to use the Welsh language						
Treating the Welsh language no less favourably than English						

5. Does the initiative impact on biodiversity:

	Yes	No	None/ Negligible	Don't know	Impact H/M/L	Reasons for your decision (including evidence) / How might it impact?
To maintain and enhance biodiversity						
To promote the resilience of ecosystems, i.e. supporting protection of the wider environment, such as air quality, flood alleviation, etc.						

6. Does the initiative embrace the sustainable development principle (5 ways of working):

	Yes	No	Details
Long term - how the initiative supports the long term well-being of people			
Integration - how the initiative impacts upon our wellbeing objectives			
Involvement - how people have been involved in developing the initiative			
Collaboration - how we have worked with other services/organisations to find shared sustainable solutions			
Prevention - how the initiative will prevent problems occurring or getting worse			

7. Declaration - based on above assessment (tick as appropriate):

A full impact assessment (second stage) is not required	<input type="checkbox"/>
Reasons for this conclusion	

A full impact assessment (second stage) is required	<input type="checkbox"/>
Reasons for this conclusion	

Page 257

	Name	Position	Signature	Date
Completed by				
Signed off by		Head of Service/Director		

This page is intentionally left blank

Integrated Impact Assessment (IIA)

This Integrated Impact Assessment considers the duties and requirements of the following legislation in order to inform and ensure effective decision making and compliance:

- Equality Act 2010
- Welsh Language Standards (No.1) Regulations 2015
- Well-being of Future Generations (Wales) Act 2015
- Environment (Wales) Act 2016

Version Control

Version	Author	Job title	Date
e.g. Version 1			

1. Details of the initiative

	Title of the Initiative:
1a	Service Area:
1b	Directorate:
1c	Summary of the initiative:
1d	Is this a 'strategic decision'?
1e	Who will be directly affected by this initiative?
1f	When and how were people consulted?
1g	What were the outcomes of the consultation?

2. Evidence

What evidence was used in assessing the initiative?

3. Equalities

a) How does the initiative impact on people who share a **protected characteristic**?

Protected Characteristic	+	-	+/-	Why will it have this impact?
Age				
Disability				
Gender reassignment				
Marriage & civil partnership				
Pregnancy and maternity				
Race				
Religion or belief				
Sex				
Sexual orientation				

What action will be taken to improve positive or mitigate negative impacts?

--

b) How will the initiative assist or inhibit the ability to meet the **Public Sector Equality Duty**?

Public Sector Equality Duty (PSED)	+	-	+/-	Why will it have this impact?
To eliminate discrimination, harassment and victimisation				
To advance equality of opportunity between different groups				
To foster good relations between different groups				

What action will be taken to improve positive or mitigate negative impacts?

--

4. Socio Economic Duty

Impact	Details of the impact/advantage/disadvantage
Positive/Advantage	
Negative/Disadvantage	
Neutral	

What action will be taken to reduce inequality of outcome

5. Community Cohesion/Social Exclusion/Poverty

	+	-	+/-	Why will it have this impact?
Community Cohesion				
Social Exclusion				
Poverty				

What action will be taken to improve positive or mitigate negative impacts?

--

6. Welsh

	+	-	+/-	Why will it have this effect?
What effect does the initiative have on:				
- people's opportunities to use the Welsh language				
- treating the Welsh and English languages equally				

What action will be taken to improve positive or mitigate negative impacts?

--

7. Biodiversity

How will the initiative assist or inhibit the ability to meet the **Biodiversity Duty**?

Biodiversity Duty	+	-	+/-	Why will it have this impact?
To maintain and enhance biodiversity				
To promote the resilience of ecosystems, i.e. supporting protection of the wider environment, such as air quality, flood alleviation, etc.				

What action will be taken to improve positive or mitigate negative impacts?

--

8. Well-being of Future Generations

How have the five ways of working been applied in the development of the initiative?

Ways of Working	Details
i. Long term – looking at least 10 years (and up to 25 years) ahead	
ii. Prevention – preventing problems occurring or getting worse	
iii. Collaboration – working with other services internal or external	
iv. Involvement – involving people, ensuring they reflect the diversity of the population	
v. Integration – making connections to maximise contribution to:	
Council's well-being objectives	
Other public bodies objectives	

9. Monitoring Arrangements

Provide information on the monitoring arrangements to:

Monitor the impact of the initiative on Equalities, Community Cohesion, the Welsh Measure, Biodiversity Duty and the Wellbeing Objectives.

--

10. Assessment Conclusions

Please provide details of the conclusions reached in relation to each element of the assessment:

	Conclusion
Equalities	
Socio Economic Disadvantage	
Community Cohesion/ Social Exclusion/Poverty	
Welsh	
Biodiversity	
Well-being of Future Generations	

Overall Conclusion

Please indicate the conclusion reached:

- **Continue** - as planned as no problems and all opportunities have been maximised
- **Make adjustments** - as potential problems/missed opportunities/negative impacts have been identified along with mitigating actions
- **Justification** - for continuing with the initiative even though there is a potential for negative impacts or missed opportunities
- **STOP** - redraft the initiative as actual or potential unlawful discrimination has been identified

Please provide details of the overall conclusion reached in relation to the initiative

11. Actions

What actions are required in relation to obtaining further data/information, to reduce or remove negative impacts or improve positive impacts?

Action	Who will be responsible for seeing it is done?	When will it be done by?	How will we know we have achieved our objective?

12. Sign off

	Name	Position	Signature	Date
Completed by				
Signed off by		Head of Service/Director		

SOUTH WEST WALES CORPORATE JOINT COMMITTEE

Report of the Chief Executive

Report Title: Publication of Freeports Prospectus for Wales

Purpose of Report	To apprise Members on the content of the Freeport Prospectus as it applies to Wales, including the timescales for the bidding process and also the specific reference to CJC's under Section 4 (Delivery Requirements) of the Prospectus Policy Paper.
Recommendation	It is recommended that (a) Members note the content of the report (b) Indicate the support of the CJC to the bid being prepared by Pembrokeshire CC, Neath Port Talbot CBC in partnership with the ports of Milford Haven and Port Talbot.
Report Author	Karen Jones
Finance Officer	Chris Moore
Legal Officer	Craig Griffiths

Background:

1. On the 1st of September 2022, the Welsh Government, jointly with the UK Government, published the prospectus for the Freeport Programme in Wales.
2. The prospectus will launch the competition through which potential sites can bid for investment and it sets the parameters they will be assessed against.
3. Within the Cabinet Statement issued by Rebecca Evans MS, Minister for Finance and Local Government and Vaughan Gething MS, Minister for Economy on September 1 2022, it is stated that “Welsh Ministers agreed to support Freeport policies in Wales following the UK Government’s agreement that it would meet the Welsh Government’s demands that both governments would act in a ‘partnership of equals’ to deliver Freeports in Wales. In addition, UK Ministers also agreed to provide at least £26 million of non-repayable starter funding for any Freeport established in Wales, which represents parity with the deals offered to English Freeports.”

4. The Welsh and UK Governments have worked together to design a Freeport model which will deliver on three main objectives which must be met by applicants: (1) Promote regeneration and high-quality job creation; (2) Establish the Freeport as a national hub for global trade and investment across the economy; and (3) Foster an innovative environment. The bidding prospectus describes expect bidders are expected to show how the Freeport will achieve these 3 objectives.
5. In noting the above, it should also be noted that the Cabinet Statement also states that a Welsh Freeport will need to operate within the Welsh legislative framework on sustainability and well-being – the Well-being of Future Generations (Wales) Act 2015 – and the Welsh Government commitment to net zero.
6. Members will note that bids are now being invited for Freeport status. The bidding process opened on 1 September 2022 and will close at 6pm on 24 November 2022.
7. Pembrokeshire County Council, Neath Port Talbot County Borough Council, together with the ports of Milford Haven and Port Talbot have formed a consortium with the view to exploring the case to submit a bid for a green Freeport in the region.
8. Both Neath Port Talbot and Pembrokeshire have exciting, shared opportunities for nationally significant energy infrastructure to support the development of floating offshore wind in the Celtic Sea, hydrogen and sustainable fuels. Combining this potential with the region's skill base, existing facilities and proximity to key markets offers a compelling argument for a potential freeport bid. The proposition will also contribute significantly to realising the ambitions set out in the Regional Energy Plan and Regional Economic Delivery Plan approved by the CJC earlier this year.
9. A South-West Wales freeport would bring together the ports of Port Talbot and Milford Haven to unlock the widest possible opportunity for Wales and for the UK by accelerating investment and fast-tracking modern skills development for new green industries. It would strengthen export opportunities while supporting Welsh and UK Governments' ambitions to drive economic growth.
10. The consortium will work with local authority regional partners, established and emerging industry representatives, unions, academics and other key stakeholders to map out the full opportunity and create a compelling case for a South-West Wales joint freeport bid grounded in green economic growth. This accelerated investment pathway and modern skills programmes will enable local communities and the wider region to share in the substantial benefits of green freeport growth.
11. The bid will, amongst other things, also need to demonstrate how tax sites' location mitigate displacement of local economic activity from other areas – a key issue raised by local authority partners within the region when taking informal soundings about the proposed consortium bid.

Summary of Prospectus content

12. The Prospectus provides detailed guidance in respect of the following matters:
- a. Objectives of the Freeport Programme (Section 2);
 - b. Freeport geography, including guidelines on site size and design (Section 3.1);
 - c. How the different policy levers will work (e.g. how reserved and devolved taxes will work) (Section 3.2 to 3.8);
 - d. Governance and delivery of the Freeport Programme (Section 4);
 - e. The fair, open, and transparent selection (Section 5) and
 - f. The application questions (Sections 5.6 to 5.9).

Timescales

13. Section 1.5 of the Prospectus summarises the key dates as follows:
- (a) 1 September 2022 - Prospectus published, applicants can submit clarification questions, and application portal opens;
 - (b) 6 October 2022 - Deadline for all prospectus clarification questions to be submitted;
 - (c) 27 October 2022 – Deadline for publication of summary of prospectus clarification question responses;
 - (d) 24 November 2022 – Application deadline, 6pm;
 - (e) Early spring 2023 – Announcement of winning bid,
 - (f) Summer 2023 – Freeport becomes operational.

Financial Impacts:

14. It is not considered that there will be any financial impacts for the CJC itself in the consideration of this report.

Integrated Impact Assessment:

15. 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.

16. 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:

17. There are no impacts associated with the workforce of the CJC.

Legal Impacts:

18. This report seeks to inform the CJC about the creation of a consortium that is exploring the potential to submit a bid into the Freeport programme. There are no specific legal duties that arise in relation to this report.

Risk Management Impacts:

19. The activities described in this paper are consistent with the priorities already identified and approved by the CJC - the Regional Economic Delivery Plan and related Regional Energy Plan relate. A successful Freeport bid has the potential to accelerate work in the region to achieve these agreed priorities. Risks identified would be subject to suitable mitigations.

Consultation:

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

Reasons for Proposed Decision:

21. To formally advise the CJC of the actions taken by Pembrokeshire CC, Neath Port Talbot CBC and the ports of Milford Haven and Port Talbot to form a consortium to explore the opportunity to submit a bid under the Freeport Wales programme. To seek the formal support of the CJC to the work of the consortia which has the potential to accelerate work in the region to achieve the CJC's agreed priorities in relation to renewable energy and related economic growth.

Implementation of Decision:

22. This decision is to be implemented immediately

Appendices:

23. None

List of Background Papers:

24. [Link to the Welsh Government Statement](#)

[Link to the Prospectus](#)

[Regional Economic Delivery Plan – CJC Report 15 March 2022](#)

[Regional Energy Plan – CJC Report 15 March 2022](#)

[Link to CJC meeting 15 March 2022](#)

This page is intentionally left blank

SOUTH WEST WALES CORPORATE JOINT COMMITTEE

Report of Chief Finance Officer (Section 151 Officer)

Report Title: Audit Wales - Approach to auditing Corporate Joint Committees and understanding their evolving arrangements

Purpose of Report	To update Members on the approach to be undertaken by Audit Wales in regards the undertaking of an early landscape review to understand the evolving arrangements of the CJC and in the auditing of the CJC from an accounting perspective for the 2021-22 and 2022-23 financial years.
Recommendation	It is recommended that (a) Members note the content of this report. (b) That the CJC Executive Officers respond as appropriate to the requirements as outlined by Audit Wales.
Report Author	Karen Jones
Finance Officer	Chris Moore
Legal Officer	Craig Griffiths

Background:

1. In the Autumn of 2022, Audit Wales will be doing some work to gain an understanding of the CJC's' evolving arrangements and its plans. Section 41 of the Public Audit Wales Act 2004 places a duty on the Auditor General for Wales to undertake studies designed to enable the making of recommendations for improving economy, efficiency and effectiveness in the discharge of the functions or services of local government bodies in Wales. The work will also support the responsibilities of the Auditor General for Wales under the Well-being of Future Generations (Wales) 2015 Act given that CJC's are named bodies under the Act.

2. The CJC is considered to be a local government body under Part 2 of the Public Audit (Wales) Act 2004. As such, the Auditor General for Wales is required to:
 - Give an opinion on the Annual Accounts of the CJC;
 - Be satisfied that the CJC has proper arrangements to secure economy, efficiency and effectiveness in its use of resources;
 - Provide opportunity for electors to ask questions or make objections at audit; and
 - Consider whether there are any matters that come to attention that should be brought to the attention of the public and/or whether written recommendations should be made under section 25 of the Public Audit (Wales) Act 2004.
3. It should be noted that Appendix 1 of this report (letter ref AC/322/caf – dated 1/9/22) provides an overview in respect of the audit arrangements for 2021-2022 and 2022-2023 from an accounting point of view. It is noted that the anticipated charging fee for 2021-22 is approximately £2,000. Members will note the reference to the requirements for the production of a statement of accounts and an annual governance statement as appropriate and by means of annual return.
4. Members will note that the letter set out in Appendix 1 refers to a project brief being circulated by Audit Wales. For clarity, Members are advised that the Brief has been received and is appended to the report presented under agenda item 10. It is intended that many of the facets highlighted within the brief will be addressed by the formulation of a Corporate Plan for the CJC. This would seek to address those requirements set out within the Well-being of Future Generations (Wales) Act 2015 (including the setting of well-being objectives and steps). It should be noted that the Auditor General for Wales is required to carry out examinations to assess the extent to which CJCs have applied the sustainable development principle when taking steps to meet their well-being objectives. Members will note that the Auditor General makes reference to adopting a proportionate approach to this work.

Financial Impacts:

5. It is not considered that there will be any new financial implications related to this item. Members will note the reference to the audit fee in 3 above, however the CJC budget is considered appropriate in this regard.

Integrated Impact Assessment:

6. 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.

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

Workforce Impacts:

8. There are no new workforce impacts for the CJC to be concerned with in relation to this report.

Legal Impacts:

9. Reference is made to Public Audit (Wales) Act 2004 and the Well-being of Future Generations (Wales) Act 2015.

Risk Management Impacts:

10. Failure to comply with the requirements could result in a negative report from Audit Wales and the issue of statutory recommendations which would reflect negatively on the reputation of the CJC.

Consultation:

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

Reasons for Proposed Decision:

12. To comply with the requirements of Audit Wales.

Implementation of Decision:

13. Following the three day call in period.

Appendices:

14. Appendix 1- Letter ref AC/322/caf – dated 1/9/22 “Approach to auditing the Corporate Joint Committees and understanding their evolving arrangements” – Adrian Crompton - Auditor General for Wales.

- gain assurance that the CJs are putting in place proper arrangements to secure value for money in the use of their resources;
- provide early feedback to help the CJs learn and improve, and make recommendations where relevant to improve the economy, efficiency and effectiveness in the discharge of functions of the CJs;
- understand the approach the CJs are taking to respond to the WFG Act, including setting their well-being objectives;
- identify any emerging areas for improvement or issues that need to be addressed in order to facilitate regional collaboration; and
- help inform the focus of future audit work relating to the CJs.

This work will be done under Section 41 of the Public Audit Wales Act 2004. This Act places a duty on me 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. The work will also support my responsibilities under the Well-being of Future Generations (Wales) 2015 Act (the 'Act') as the CJs are now named bodies under the Act. My team will shortly share a project brief providing more information about this work.

My audit requirements

As the CJs are considered to be local government bodies under Part 2 of the Public Audit (Wales) Act 2004 (the 2004 Act), I am required to:

- Give an opinion on the annual accounts of the CJC;
- Satisfy myself that the CJC has proper arrangements to secure economy, efficiency and effectiveness in its use of resources;
- Provide opportunity for electors to ask questions or make objections at audit; and
- Consider whether there are any matters that come to my attention that should be brought to the attention of the public and/or whether I should make written recommendations under section 25 of the 2004 Act.

As the CJs are also now named bodies under the Well-being of Future Generations (Wales) Act 2015, I am also required to:

- assess the extent to which the CJs have acted in accordance with the sustainable development principle when:
 - setting well-being objectives; and
 - taking steps to meet them.

- carry out such an examination of each public body at least once in a reporting period and report on the results of those examinations to the Senedd.

2021-22 audit

Proper accounting practice will be determined by the income and expenditure recognised by the CJsCs. For the 2021-22 Statement of accounts, where there have been no transactions in the year for the CJC, I would accept a statement of accounts that simply states that the CJC has had no transactions in the year. As such, there would be no specific proper arrangements audit work. I do not anticipate charging a fee to those CJsCs that fall into this category.

As with the accounts, we would accept an Annual Governance Statement that simply states that the CJC was established on 1 April 2021 but has largely been inactive throughout the year.

My audit opinion would simply confirm that we agree there has been no activity or minimal activity.

Those CJsCs with income and expenditure below £2.5 million will need to prepare accounts in the form of the normal small body annual return. The annual return includes a proforma annual governance statement. My accounts audit and proper arrangements work to inform my 2021-22 opinion will reflect the low level of activity during 2021-22. My audit opinion will be a limited assurance opinion confirming that no matters have been identified during my audit that indicate that the annual return has not been properly prepared or that the CJC has not complied with its statutory responsibilities. In addition to this work, my teams have been engaging with you over the year to understand your evolving governance arrangements. They will continue to do this. I anticipate charging a fee of approximately £2,000 for this work, but my team will discuss this with any CJsCs that fall within this category.

2022-23 audit

At this stage, the CJsCs have set budgets for 2022-23 which sit below the £2.5 million threshold which would require a full set of financial statements. The CJsCs will, therefore, be required to prepare accounts in the form of the normal small body annual return. As for 2021-22, our audit work will reflect the extent of the CJsCs' activities.

However, I recognise that as the CJsCs develop, their budgets and levels of income and expenditure may change. For those CJsCs with income or expenditure exceeding £2.5 million, a full set of financial statements will be required as set out in the CIPFA/LASAAC Code. Where this is the case, I will discuss with each of the CJsCs

my intended work on the accounts and to satisfy myself that the CJC has proper arrangements to secure economy, efficiency and effectiveness in its use of resources.

Well-being of Future Generations Act

The CJs are required to publish their well-being objectives by April 2023. I am required to undertake a dedicated examination of the extent to which each CJC has acted in accordance with the sustainable development principle when setting their well-being objectives. I will seek to incorporate this examination into my commentary work in a proportionate way.

I am also required to carry out examinations to assess the extent to which CJs have applied the sustainable development principle when taking steps to meet their well-being objectives. I will adopt a proportionate approach to this work. I will also integrate this work with my proper arrangements work in future audit plans.

If you have any queries about the commentary work or audits please contact Derwyn Owen (Derwyn.owen@audit.wales) or Sara-Jane Byrne (sara-jane.byrne@audit.wales).

Yours sincerely

A large black rectangular redaction box covering the signature of the Auditor General for Wales.

ADRIAN CROMPTON
Auditor General for Wales