



City and County of Swansea

Notice of Meeting

You are invited to attend a Meeting of the

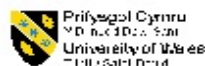
**Swansea Bay City Region Joint Committee**

**At: Carmarthenshire County Council**

**On: Thursday, 24 January 2019**

**Time: Time Not Specified**

Prior to the 28th May 2019, Carmarthenshire County Council was the host authority for meetings of the Joint Committee, and further information including agendas and minutes can be found on their website.





Swansea Bay City Region Joint Committee  
Democratic Services Unit,  
Chief Executive's Department,  
Carmarthenshire County Council,  
County Hall,  
Carmarthen SA31 1JP.

**FRIDAY 18<sup>TH</sup> JANUARY 2019**

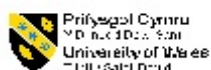
**TO: ALL MEMBERS OF THE SWANSEA BAY CITY REGION JOINT COMMITTEE**

I HEREBY SUMMON YOU TO ATTEND A MEETING OF THE **SWANSEA BAY CITY REGION JOINT COMMITTEE** WHICH WILL BE HELD IN THE **DEMOCRATIC SERVICES COMMITTEE ROOM, - COUNTY HALL, CARMARTHEN. SA31 1JP. AT 2.00 PM, ON THURSDAY, 24TH JANUARY, 2019** FOR THE TRANSACTION OF THE BUSINESS OUTLINED ON THE ATTACHED AGENDA

*Mark James CBE*

**CHIEF EXECUTIVE  
CARMARTHENSHIRE COUNTY COUNCIL**

<b>Democratic Officer:</b>	<b>Gaynor Morgan</b>
<b>Telephone (direct line):</b>	<b>01267 224026</b>
<b>E-Mail:</b>	<b>GMorgan@carmarthenshire.gov.uk</b>



**SWANSEA BAY CITY REGION JOINT COMMITTEE**  
(Leaders of the 4 local authorities and 5 Co-optees)

**CARMARTHENSHIRE COUNTY COUNCIL**

**COUNCILLOR EMLYN DOLE**

**NEATH PORT TALBOT**

**COUNCILLOR ROB JONES**

**CITY & COUNTY OF SWANSEA**

**COUNCILLOR ROB STEWART**

**PEMBROKESHIRE COUNTY COUNCIL**

**COUNCILLOR DAVID SIMPSON**

**CO-OPTED NON VOTING REPRESENTATIVES**

**(5 year period 31<sup>st</sup> August 2018 – 30<sup>th</sup> August 2023)**

**Dr Jane Davidson University of Wales Trinity St David**

**Professor Andrew Davies Abertawe Bro Morgannwg Health Board**

**Swansea University**

**Bernadine Rees Hywel Dda University Health Board**

**Edward Tomp Chair of the Economic Strategy Board**

# A G E N D A

1. APOLOGIES FOR ABSENCE
2. DECLARATIONS OF PERSONAL INTEREST
3. TO SIGN AS A CORRECT RECORD THE MINUTES OF THE JOINT COMMITTEE MEETING HELD ON THE 14TH DECEMBER 2018 5 - 10
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Friday, 14 December 2018

**PRESENT:** Councillor R. Stewart (Chair)

**Councillors:**

E. Dole, R. Jones and D. Simpson

**Co-optees:**

Professor A. Davies, Abertawe Bro Morgannwg University Health Board  
Professor M. Hughes, University of Wales Trinity St David  
E. Tomp, Chair of the Economic Strategy Board

**Also in attendance:**

Councillor A. Taylor, Deputy Leader, Neath Port Talbot County Council  
Dr J. Davidson, University of Wales Trinity St David  
S. Jennings, Hywel Dda University Health Board

**The following Officers were in attendance:**

M. James, Chief Executive, Carmarthenshire County Council  
S. Phillips, Chief Executive, Neath Port Talbot County Council  
P. Roberts, Chief Executive, City and County of Swansea  
I Westley, Chief Executive, Pembrokeshire County Council  
C. Moore, Director of Corporate Services  
L.R. Jones, Head of Administration and Law  
W. Walters, Director of Regeneration & Policy  
G. Morgan, Head of Democratic Services  
H. Morgan, Economic Development Manager  
R. Phillips, European Programmes Manager  
R Llewellyn, Performance, Governance and Policy Officer  
G. Jones, Communications & Marketing Officer (City Deal)  
J. Laimann, Assistant Democratic Services Officer

**Democratic Services Committee Room, - County Hall, Carmarthen. SA31 1JP. - 2.00 - 3.30 pm**

**1. APOLOGIES FOR ABSENCE**

Apologies for absence were received from B. Rees (Hywel Dda University Health Board).

The Chair welcomed Professor Medwin Hughes to the meeting as the new University of Wales Trinity St Davids representative on the Joint Committee.

**UNANIMOUSLY RESOLVED** that the change of representation on the Joint Committee, as notified by the University of Wales Trinity St Davids, be noted.



## 2. DECLARATIONS OF PERSONAL INTEREST

There were no declarations of personal interest made at the meeting.

## 3. CHAIR'S STATEMENT

The Chair referred to the recent announcement of suspensions by Swansea University. The Chair advised that the suspensions were entirely a matter of Swansea University, however, it would be prudent for the Joint Committee to understand and be responsive to any potential concerns relating to the City Deal.

The Chair informed Members that, upon finding out about the suspensions, he had immediately contacted the University's Registrar. The Registrar had assured him that, while the suspensions were linked to the Llanelli Life Science and Well-being Village, they did not relate to any of the other City Deal projects. The Chair reported that Swansea University had reaffirmed a strong commitment to the City Deal. He suggested, however, that in addition to these reassurances it would be valuable for the Joint Committee to undertake an internal review of due diligence into the City Deal. He suggested that the review could be undertaken in parallel with the independent review by the Welsh and UK Governments and chaired by himself with Pembrokeshire County Council taking responsibility for the Audit function.

The Leader of Carmarthenshire County Council advised the Joint Committee that Carmarthenshire County Council's Executive Board had endorsed the Llanelli Life Science and Well-being Village Full Business Case in principle and deemed it ready for submission to the UK and Welsh Government. Prior to any further action, however, Officers had been instructed to provide reassurance, including external expert legal advice that all due legal process had been followed and report back to the Executive Board accordingly. The Leader informed Members that this process was underway and that the results would be reported back to the Joint Committee. Officers had also been requested to look at alternative delivery methods to ensure that Llanelli Life Science and Well-being Village could be completed, and the Authority was fully committed to the project and confident that private sector funding could be obtained. The Authority continued to work with the two universities and Hywel Dda University Health Board to take the project forward, and he asked the Joint Committee to show support and remain committed to deliver all projects within the Deal.

The Chair thanked the Leader of Carmarthenshire County Council for the update on the Llanelli Life Science and Well-being Village, and confirmed that it reflected the view of the Joint Committee. He re-iterated that in his opinion, it would be sensible and prudent to take a review of due diligence for all projects, so that the City Deal remained on track and also ensure that all plans were robust. The review would include programme management, project status, visibility and ownership, capacity, roles responsibilities and functions and allow the Joint Committee to proceed with confidence. Findings of any Joint Committee review would dovetail into the Independent Review and be fed into Joint working arrangements. The project would not be progressed further until Carmarthenshire and the Joint Committee had received further assurance and detail of the revised



delivery model. He asked the Leader of Carmarthenshire County Council to forward to the Joint Committee, once available, all advice and documentation relating to the Carmarthenshire Council commissioned review, including the revised method of delivery.

#### 4. TO SIGN AS A CORRECT RECORD THE MINUTES OF THE JOINT COMMITTEE MEETING HELD ON THE 22ND NOVEMBER 2018

**UNANIMOUSLY RESOLVED** that the minutes of the meeting of the Swansea Bay City Region Joint Committee held on the 22<sup>nd</sup> November 2018 be signed as a correct record.

#### 5. SWANSEA BAY CITY DEAL PROJECTS UPDATE

The Joint Committee received an update report on the following local and regional projects funded under the City Deal:

- Digital Infrastructure
- Swansea City & Waterfront Digital District;
- Skills & Talent;
- Yr Egin;
- Llanelli Life Science & Well-Being Village
- Llanelli Life Science & Well-Being Campus;
- Homes as Power Stations
- Centre of Excellence in Next Generation Services (CENGs);
- Astute Factory of the Future;
- Steel Science;
- Pembroke Dock Marine.

**UNANIMOUSLY RESOLVED** that the projects update report be received.

#### 6. INDEPENDENT REVIEW OF THE SWANSEA BAY CITY REGION CITY DEAL

The Chair advised that he had covered the majority of this item within his earlier statement, and that the Joint Committee would work with the UK and Welsh Government to achieve additional confidence in the deal. It was pleasing to note that the Governments did not propose to delay the Deal in any way and had advised that their Independent Review would be completed by the end of January.

In response to a statement by the co-opted representative of Abertawe Bro Morgannwg University Health Board, the Chair welcomed the offer by the co-opted representatives to fully contribute to the Joint Committee review. The Chair advised that he expected all partners to contribute so that the Joint Committee provided one review document which would feed into and align with the UK and Welsh Government review.





**UNANIMOUSLY RESOLVED** that the update be received.

**7. SWANSEA UNIVERSITY UPDATE**

The Chair advised that he had covered this item within his earlier statement, and no further details relating to the suspensions at Swansea University were available as the investigation was ongoing.

**UNANIMOUSLY RESOLVED** that the update be received.

**8. EXCLUSION OF THE PUBLIC**

**UNANIMOUSLY RESOLVED**, pursuant to the Local Government Act 1972, as amended by the Local Government (Access to Information)(Variation) (Wales) Order 2007, that the public be excluded from the meeting during consideration of the following items as the reports contained exempt information as defined in paragraph 14 of Part 4 of Schedule 12A to the Act.

**9. PRESENTATION OF SWANSEA BAY CITY DEAL REGIONAL LOCAL FULL FIBRE NETWORKS (LFFN) SUBMISSION TO DCMS WAVE 3 COMPETITION**

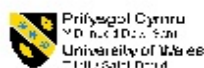
Following the application of the public interest test it was **UNANIMOUSLY RESOLVED**, pursuant to the Act referred to in Minute 8 above, to consider this matter in private, with the public excluded from the meeting as the report and presentation contain details about how the bid for LFFN monies will be structured. Although the public interest would normally favour transparency and openness, this is outweighed in this case because this is a bid in competition with others from a finite pot of monies, and the confidentiality of the bid therefore needs to be preserved.

The Joint Committee considered a report on the Swansea Bay City Deal Regional LFFN proposal for the Wave 3 DCMS competition. The Joint Committee was reminded that the regional bid and submission was being led by Swansea Council with the support of CUBE Ultra Ltd. It was advised that a proposal has been developed following extensive data analysis, cost modelling and consultation with all four Local Authorities within the region. The Joint Committee thereupon received a brief presentation from CUBE Ultra Ltd and Swansea Council on the proposal and was advised that the deadline for submitting bids to the competition was 5pm that day.

**UNANIMOUSLY RESOLVED** that the submission of the expression of interest to the DCMS Wave 3 competition, as presented to the Joint Committee on the 14<sup>th</sup> December 2018, be approved.

**10. URGENT ITEM**

The Chair reported that pursuant to Section 100B(4)(b) of the Local Government Act 1972 he had decided to allow, as a matter of urgency, further discussion on



the Chair's statement, as a decision was required prior to the next meeting of the Committee.

## 11. CHAIR'S STATEMENT

The Chair advised the Joint Committee that the Monitoring Officer had advised that no vote had been taken on the discussion regarding the Joint Committee undertaking its own review. He therefore asked the Joint Committee to formally agree this action.

Following further discussion, the Chair also advised the Joint Committee that he expected all members to make themselves available, on request, for Joint Scrutiny Committee meetings.

**UNANIMOUSLY RESOLVED** that the Swansea Bay City Region Joint Committee undertake an internal review into the City Deal, and that the review run in parallel with the UK and Welsh Government Independent Review, chaired by the Chair of the Joint Committee with Audit arrangements being undertaken by Pembrokeshire County Council.

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CHAIR

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DATE



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## SWANSEA BAY CITY REGION JOINT COMMITTEE

24<sup>TH</sup> JANUARY 2019

### CITY DEAL PROJECTS UPDATE

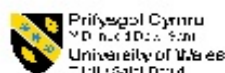
#### RECOMMENDATIONS / KEY DECISIONS REQUIRED:

To inform the Joint Committee of the current status of the projects funded under the Swansea Bay City Deal.

#### REASONS:

To ensure that the Joint Committee is regularly kept up-to-date on the projects funded by the Swansea Bay City Deal.

<p><b>Report Author:</b></p> <p>Helen Morgan</p>	<p><b>Designation:</b></p> <p>Economic Development Manager Carmarthenshire County Council</p>	<p><b>Tel No.</b></p> <p>01267 224902</p> <p><b>E.Mail:.</b>L</p> <p>HLMorgan@carmarthenshire.gov.uk</p>
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**EXECUTIVE SUMMARY**  
**SWANSEA BAY CITY REGION JOINT COMMITTEE**  
**24<sup>TH</sup> JANUARY 2019**

**CITY DEAL PROJECTS UPDATE**

The report provides an update on the eleven Swansea Bay City Deal projects:

- Digital Infrastructure
- Swansea City & Waterfront Digital District
- Skills & Talent Initiative
- Yr Egin
- Life Science & Well-Being Village
- Life Science & Well-Being Campus
- Homes as Power Stations
- Centre of Excellence in Next Generation Services (CENGs)
- Pembroke Dock Marine
- Factory of the Future
- Steel Science

DETAILED REPORT ATTACHED?

YES



## IMPLICATIONS

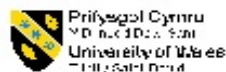
Policy, Crime & Disorder and Equalities <b>NONE</b>	Legal <b>Not at this stage</b>	Finance <b>Not at this stage</b>	Risk Management Issues <b>Not at this stage</b>	Staffing Implications <b>NONE</b>

## CONSULTATIONS

Each of the SBCD Project Leads are undertaking consultations with their own stakeholder groups during the development of their project.

**Section 100D Local Government Act, 1972 – Access to Information**  
**List of Background Papers used in the preparation of this report:**  
**THESE ARE DETAILED BELOW**

Title of Document	File Ref No.	Locations that the papers are available for public inspection/WEBSITE LINK
Swansea Bay City Deal Website		<a href="http://www.swanseabaycitydeal.wales/">http://www.swanseabaycitydeal.wales/</a>



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# SBCD PROJECT PROGRESS UPDATE

## January 2019



### Digital Infrastructure - Regional Project Project Authority Lead Carmarthenshire County Council

#### Business Plan Update

- RO and Mike Galvin met with CUBE on Monday 14<sup>th</sup> January to discuss progress
- Economic options appraisal currently under development
- Overall development currently two weeks behind schedule although assured progress will be back on track by the end of January
- Weekly catch ups now scheduled between Regional Office, CUBE and Mike Galvin to ensure slippage is recovered
- Draft Full Business Case expected end February 2019

#### Project Update

- Meetings held between Mike Galvin and Three and Factory of the Future and Pembroke Dock Marine projects with future areas of cooperation identified
- Mike Galvin represented the SBCD region at a WG 5G Workshop to identify Welsh opportunities for 5G and also indicate funding priorities, and also a WG Infrastructure Workshop which reviewed common infrastructure investment opportunities with WG and across regions

#### Other

- SBCD Region LFFN funding bid presented to Joint Committee, December 14<sup>th</sup> 2018 and subsequently submitted to DCMS for consideration.
- Follow up call with DCMS Thursday 17<sup>th</sup> January 2019

**Initial draft Full Business Case to be submitted to RO February 2019**

### Swansea City & Waterfront Digital District - Project Authority Lead Swansea Council

#### Business Plan Update

- Updated business case submitted to Governments in December 2018
- Approval of Council funding pending business plan sign off.

#### Project Update

##### **Box Village and Innovation Precinct**

- The University has entered into a development agreement with a private sector partner to take forward the delivery of Box Village
- Advanced funding is in place covering project design and planning submission for Box Village
- Contractor appointed and progressing design for planning submission (two stage design and construct)
- Submission of planning application - March 2019
- Commencement of construction subject to planning approval
- Practical completion subject to finalisation of construction procurement strategy



### **Digital Village**

- The Kingsway Infrastructure Project recommenced on 7<sup>th</sup> January 2019
- Digital Village design being progressed.

### **Digital Square & Arena**

- Entering pre contract services agreement with the primary contractor for Digital Square & Arena.
- RIBA Stage 4 commencing once pre contract services agreement is signed.
- Advanced construction enabling works recommencing after Christmas break.

### **Other**

- Ongoing discussions with Mike Galvin on the Digital project and the LFFN Wave 3 Bid

**Draft 5 Case Business Model well developed – submitted to UK & WG December 2018**

### **Yr Egin - Project Authority Lead Carmarthenshire County Council**

#### **Business Plan Update**

- Draft response prepared in response to further questions received from UKG / WG

#### **Project Update**

- Phase 1 iconic Yr Egin formally opened October 2018
- Phase 2 commencement of construction planned for December 2019
- Phase 2 completion planned for March 2021

**Project Lead addressing comments received from the two governments**

### **CENGS - Project Authority Lead Neath Port Talbot County Borough Council**

#### **CENGS - Swansea Bay Technology Centre (Capital):**

#### **Business Plan Update**

- Business case in development, economic case being finalised – due for submission to RO Feb 2019.

#### **Project Update**

- Out to tender on design and build contract end Jan 2019
- Two stage procurement exercise to commence end Jan 2019
- Planning application / approval June 2019 – Sept 2019
- WEFO ERDF match funding confirmed - £3m ERDF P4.4, currently at mobilisation stage
- Construction period Autumn 2019 – end 2020

**First draft version Business Case for Technology Centre (Capital element) - to be submitted to RO Feb 2019**

#### **CENGS - Organisation (Revenue):**

#### **Business Plan Update**

- Business case in development

### **Project Update**

- Met with Satellite Application Catapult to discuss synergies
- On-going engagement with WG to discuss synergies with other data / analytics activity
- Following a soft market testing exercise, the project team will carry out a procurement exercise to appoint an organisation to run the CENGS organisation.
- Private sector investment will be identified during the implementation of the project through licences etc.

**First draft version Business Case for *Operational Element (Revenue)* - anticipated submission to RO end June 19**

## **Skills and Talent - Regional - Project Authority Lead Carmarthenshire County Council**

### **Business Plan Update**

- Following feedback from the governments on the draft version Full Business case, Project Lead has drafted an addendum to the plan - this has been submitted to the governments by Regional Office
- Delivery of the Skills & Talent project will align with the eleven SBCD projects
- Regional Learning & Skills Partnership has worked closely with WG's Policy advisors on its content

### **Project Update**

- Work continues with schools across the region and specific schemes have been identified to raise the skills of young people required by the City Deal projects.
- Working with a private sector partner to develop a basic financial skills project to be rolled out across all schools in the region
- Working with secondary schools (Carmarthenshire as a pilot) on a specific Welsh Baccalaureate for post 16 students with a specific area of work for students to work on around the City Deal projects
- A pre-16 package has also been developed and distributed to schools in Carmarthenshire
- Training Solutions Committee are working on the skills gaps and identifying solutions for the skills gaps within the region
- RSLP have been engaged with industry across the region to highlight the City Deal and ensure that any skills gaps identified meet with the wider needs of businesses across the region

**Awaiting feedback from the UKG & WG on supplementary information provided by the Project Lead**

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**Homes as Power Stations - Regional Project**  
**Project Authority Lead Neath Port Talbot County Borough Council**

**Business Plan Update**

- Preparing response to comments received from UKG & WG on initial draft business case

**Project Update**

- Pathfinder / proof of concept development at Neath (former care home Hafod site) on site, construction commenced. This is a collaborative partnership between Neath Port Talbot CBC, Pobl and Specific (Swansea University). UKG (BEIS) and WG monitoring and evaluation on-going.
- Regional local authority steering and working group established to co-ordinate the HAPS programme
- Regional RSL engagement on going.
- Private sector engagement commenced, to develop further once business case approved and programme team established.
- On-going engagement with key stakeholders incl. Western Power Distribution, Welsh Government, mortgage providers.

**Project Lead addressing comments received from the two governments**

**Life Science and Well-being Campuses - Project Authority Lead Swansea Council**

**Business Plan Update**

- Regional Office feedback on initial draft business case submitted to Swansea University, Project Lead, in July 2018
- Project Lead continuing to develop initial draft full business case

**Project Update**

- Project will focus on the two sites at Morriston and Singleton to create new Research, Development & Innovation facilities

**Project Lead to send revised Full Business Case to Regional Office - anticipated February 2019**

**Life Science and Well-being Village**  
**Project Authority Lead Carmarthenshire County Council**

**Business Plan Update**

- Full Business Case approved in principle by Council pending an independent review.

**Project Update**

- Outline Planning Application unanimously approved (10/01/19) pending NRW's Flood Consequences Assessment
- Arup are nearing the completion of the design development work for phase 1 elements (Wellness Hub, Community Health Hub and primary infrastructure). This work will be completed by the end of February

- Positive engagement with core partners continues, including Hywel Dda University Health Board and Swansea University
- Whole site financial plan is currently being developed. Aim to submit to financial markets in Feb 2019.

#### **Other**

- Project has progressed to Gateway 2 of the Department for International Trade Wales portfolio as a High Potential Opportunity (HPO) project to be marketed to 108 countries
- The Council has invited Wales Audit Office to review project compliance, risk management and governance arrangements and management of public assets. Review currently live.

### **Pembroke Dock Marine - Project Authority Lead Pembrokeshire CC**

#### **Business Plan Update**

- PDM project team (led by Milford Haven Port Authority) revising draft full business case following meeting in Pembroke Dock with the governments, Regional Office and Pembrokeshire County Council on 28th September, 2018
- Supplementary information provided by the PDM project team on 29th November has been forwarded by Regional Office to the two governments for review and feedback

#### **Project Update**

- Marine Energy Testing Areas (META) - Project Design Envelope and site selection has been finalised
- META - Scoping submitted to NRW on November 16th
- META - Public exhibitions to be held in Pembrokeshire on 4th - 6th Dec and 11th - 12th Dec 18
- Pembroke Dock Improvements (PDI) - Hangar Annex Planning Applications approved 14<sup>th</sup> Dec 2018
- PDI - Framework contractors contacted for Fee Proposals to carry out design feasibility of Slipway build, graving dock infill and access assessment between the two assets, Timber pond infill method, and a swept path analysis for the transport corridor between Gate 1 & Gate 4

#### **Other**

- Letter sent from project leads via the RO to both UK and Welsh Government outlining critical dates and dependencies in December 2018.

**Awaiting feedback from the UKG & WG on supplementary information provided**

### **Factory of the Future - Project Authority Lead Neath Port Talbot CBC**

#### **Business Plan Update**

- Engagement continues with external expert to develop robust business case.
- In depth analysis of financial case with particular emphasis on revenue generation undertaken.

#### **Project Update**

- Land issues still to be resolved
- Architectural and M&E designs process continuing.

- Vortex IOT announced as the first industrial partner of Factory of the Future in December.

**Revised draft Business Case to be submitted to Regional Office - anticipated Jan 19**

### **Steel Science - Project Authority Lead Neath Port Talbot CBC**

#### **Business Plan Update**

- Engagement continues with external expert to develop robust business case.
- In depth analysis of financial case with particular emphasis on revenue generation undertaken.

#### **Project Update**

- Land issues still to be resolved
- Architectural and M&E designs process continuing.

**Revised draft Business Case to be submitted to Regional Office - anticipated Jan 19**



## SWANSEA BAY CITY REGION JOINT COMMITTEE

24<sup>TH</sup> JANUARY 2019

### TERMS OF REFERENCE FOR JOINT COMMITTEE INTERNAL REVIEW OF THE CITY DEAL

#### RECOMMENDATIONS / KEY DECISIONS REQUIRED:

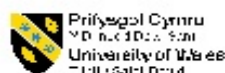
**To consider the terms of reference as detailed within the report.**

#### REASONS:

The Joint Committee at its meeting held on the 14<sup>th</sup> December 2018 UNANIMOUSLY RESOLVED that the Swansea Bay City Deal Joint Committee undertake an internal review into the Swansea Bay City Deal governance arrangements, and that the review run in parallel with the UK and Welsh Government Independent Review. It was agreed that Pembrokeshire County Council would lead the Internal Review supported by a nominated Senior Auditor from Carmarthenshire, Neath Port Talbot and Swansea Councils.

A draft Terms of Reference for the Internal Review was agreed at a meeting of Council Leaders (Cllr Dole was unavailable) and Chief Executives on the 20<sup>th</sup> December 2018. Due to the requirement to coordinate the Internal Review with the UK and Welsh Government Independent Review, Pembrokeshire County Council's Chief Executive was given authority to amend the Terms of Reference on behalf of the Joint Committee.

<p><b>Report Author:</b></p> <p><b>Cllr Rob Stewart</b></p> <p><b>Ian Westley</b></p>	<p><b>Designation:</b></p> <p><b>Chair of the Joint Committee</b></p> <p><b>Chief Executive</b> <b>Pembrokeshire County Council</b></p>	<p><b>Tel No.</b></p> <p>01792 637427 RS</p> <p>01437 775841 IW</p> <p><b>E. Mail:.</b></p> <p><i>Cllr.Rob.Stewart@swansea.gov.uk</i></p> <p><i>Chief.Executive@Pembrokeshire.gov.uk.</i></p>
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**EXECUTIVE SUMMARY  
SWANSEA BAY CITY REGION JOINT COMMITTEE  
24<sup>TH</sup> JANUARY 2019**

**TERMS OF REFERENCE FOR JOINT COMMITTEE INTERNAL REVIEW OF  
THE CITY DEAL**

**BRIEF SUMMARY OF PURPOSE OF REPORT**

The Joint Committee at its last meeting agreed to undertake an internal review of the City Deal governance arrangements.

The Final Terms of Reference and Programme for the Internal Review are attached for consideration.

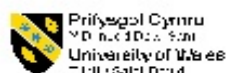
**DETAILED REPORT ATTACHED**

**YES**



# IMPLICATIONS

Policy, Crime & Disorder and Equalities <b>YES</b>	Legal <b>YES</b>	Finance <b>YES</b>	Risk Management Issues <b>YES</b>	Staffing Implications <b>YES</b>
<p><b>1. Policy, Crime &amp; Disorder and Equalities</b>                      The Internal Review will assess the policy framework and its application in creating a counter fraud, corruption and bribery culture with strong ethical standards to support the delivery of the Swansea Bay City Deal.</p>				
<p><b>2. Legal</b>                      Core Principle A within the Internal Review Programme details the expected behaviours and actions that demonstrate good governance in respecting the rule of law. This will form the basis for evaluating the effectiveness of current arrangements and working practices in place to respect the rule of law.</p>				
<p><b>3. Finance</b>                      The work undertaken to date has been at the financial risk of each individual Authority, however, the financial plans for the delivery of the Swansea Bay City Deal Programme and the financial arrangement for the Partner contributions will be covered within the Internal Review.</p>				
<p><b>4. Risk Management</b>                      Core Principle F within the Internal Review Programme details the expected behaviours and actions that demonstrate good governance in managing risk. This will form the basis for evaluating the effectiveness of current arrangements and working practices in place to manage risks to the Swansea Bay City Deal.</p>				
<p><b>5. Staffing Implications</b>                      Officers have been nominated from each Local Authority to form the Internal Review team, led by Pembrokeshire County Council.</p>				





## CONSULTATIONS

Meeting with UK Government and Welsh Government on 10<sup>th</sup> January 2019 to discuss the Terms of Reference and synchronising the two reviews.

### Section 100D Local Government Act, 1972 – Access to Information

List of Background Papers used in the preparation of this report:

**THESE ARE DETAILED BELOW**

Title of Document	File Ref No.	Locations that the papers are available for public inspection/WEBSITE LINK



# Swansea Bay City Deal

## Internal Review

### Terms of Reference and Programme

#### Review Team:

Jo Hendy – Pembrokeshire County Council (Lead)

Anne-Marie O'Donnell – Neath-Port Talbot County Borough Council

Caroline Powell – Carmarthenshire County Council

Nick Davies – City & County of Swansea Council

## **Introduction& Background**

At the request of the Joint Committee an Internal Audit team, which includes representatives from the four partner Local Authorities, was requested to undertake an internal review of the Governance arrangements for the Swansea Bay City Deal. The request arose out of concerns around the suspensions of senior staff at Swansea University and the concerns in relation to the Life Science and Well Being Project (Delta Lakes project) which forms part of the Swansea Bay City Region Deal.

Carmarthenshire County Council as the Accountable Body for the Swansea Bay City Deal are responsible for the provision of Internal Audit for the Programme. To avoid any perceived conflict of interest, the Joint Committee agreed that Pembrokeshire County Council would lead the internal review. This Section 151 Officer for Carmarthenshire County Council agreed with this approach and will be engaged and updated regularly updated throughout the review.

## **Interdependencies between Reviews**

Following concerns about the Life Science and Well Being Project, a number of reviews have been commissioned.

UK Government and Welsh Government have commissioned an independent review into the arrangements in place for the Swansea Bay City Region Deal which will cover all the projects. All parties agreed the Terms of Reference for this review in December 2018.

Wales Audit Office will be undertaking a review specifically into the Life Science and Well Being Project.

Carmarthenshire County Council have commissioned a Legal Review of the procurement process followed in respect of the Life Science and Well Being Project .

The Joint Scrutiny Committee has also requested a review.

A meeting will be held between representatives of the UK Government, Welsh Government and the Lead Officer for the Internal Review with a view to synchronising both reviews and avoiding duplication of effort.

## **Purpose and Scope of the Internal Review**

The purpose of the internal review is to provide independent assurance to the Joint Committee that the governance arrangement in place for the Swansea Bay City Region Deal are robust and follows best practice to ensure the confidence of all stakeholders and the delivery of the Programme while acting in the public interest at all times.

In order to provide structure to the review, the CIPFA/SOLACE Delivering Good Governance in Local Government Framework 2016 will be used as the basis for evaluating the governance arrangements for the Swansea Bay City Deal. The CIPFA/SOLACE Framework was updated in 2016 to align with the 'International Framework: Good Governance in the Public Sector' and to reflect the changing environment in which Local Authorities operate. CIPFA/SOLACE guidance notes for Welsh Authorities published in November 2016, assist

Local Authorities and associated organisations such as Joint Boards, Partnerships and other vehicles through with Local Authorities in Wales now operate, to review the effectiveness of their own governance arrangements by reference to best practice.

The diagram below taken from the International Framework: Good Governance in the Public Sector (CIPFA/IFAC, 2014) and incorporated into the ‘CIPFA/SOLACE Delivering Good Governance in Local Government Framework, illustrates the various principles of good governance in the public sector and how they relate to each other.

**Achieving the Intended Outcomes While Acting in the Public Interest at all Times**



The attached Internal Audit Programme defines how the Internal Review will assess the effectiveness of the governance arrangements of the Swansea Bay City Deal against the principles of good governance. The Audit Programme identifies the behaviours and actions that demonstrate good governance, as defined within the core and sub-principles within the Delivering Good Governance in Local Government Framework, and what will be considered and reviewed to evaluate the effectiveness of arrangements in place.

<b>Core Principle A:</b> Behaving with integrity, demonstrating strong commitment to ethical values, and respecting the rule of law.	
<b>Sub Principle:</b> Behaving with Integrity	
Behaviours and actions that demonstrate good governance.	Review Requirements/Considerations
Ensuring members (including co-opted) and officers behave with integrity and lead a culture where acting in the public interest is visibly and consistently demonstrated thereby protecting the reputation of the Swansea Bay City Deal (SBCD).	Review codes of conduct, including sign-off of compliance with the code. Review declarations of interest, how they are recorded, verified and monitored.
Ensuring members take the lead in establishing specific standard operating principles or values for the SBCD and its staff and that they are understood. These should build on the Seven Principles of Public Life (Nolan Principles).	Do standards reflect the Welsh Government public service values? Are the requirements of the Heads of Terms incorporated? Is decision-making criteria defined?
Leading by example and using the above standard operating principles or values as a framework for decision-making and other actions.	Review agenda's, minutes, and outcomes of meeting. Are declarations made, if required? Are agenda items supported by a detailed written report available for consideration in advance? Is decision-making criteria followed? Are decisions taken with due regard for the Welsh Government public service values? Where a decision is taken in contrary to any of the set criteria is there evidence to support the rationale and outcome which has been agreed by all parties?
Demonstrating, communicating and embedding the standard operating principles or values through appropriate policies and processes which are reviewed on a regular basis to ensure they are operating effectively.	What policies and procedures are in place? E.g. register of interests, gifts and hospitality; Anti-fraud and corruption policy; whistleblowing; codes of conduct, minutes of meetings, etc. Are these available and where appropriate, complied with by all parties representing the SBCD.
<b>Sub Principle:</b> Demonstrating strong commitment to ethical values.	
Behaviours and actions that demonstrate good governance.	Review Requirements/Considerations
Seeking to establish, monitor and maintain the Joint Committee's ethical standards and performance.	Review minutes of the JC, Programme Board, ESB and the Joint Scrutiny Committee: Is there evidence of ethical decision-making? At JC level is there evidence of ethical compliance being championed? Does the Joint Scrutiny Committee challenge ethical decision-making?
Developing and maintaining robust policies and procedures, which place emphasis on agreed ethical values.	Review procurement policy/process Review co-opted Member appointment process Review staff appointment process

Ensuring that external providers of services on behalf of SBCD are required to act with integrity and in compliance with the ethical standards expected by the SBCD.	Review contracts with service providers. Review Co-opted Member protocol.
<b>Sub Principle: Respecting the rule of law</b>	
Behaviours and actions that demonstrate good governance.	Review Requirements/Considerations
Ensuring members and staff demonstrate a strong commitment to the rule of law as well as adhering to relevant laws and regulations.	Is the Joint Working Agreement adhered to? Is the Constitution adhered to? Compliance with other relevant statutory provisions?
Creating the conditions to ensure that the statutory officers, other key post holders, and members are allowed to fulfil their responsibilities in accordance with legislative and regulatory requirements.	Review of the Joint Working Agreement: What was the sign off process? Does it comply with regulatory and legislative requirements? Have all Statutory Roles been assigned? Are Terms of Reference sufficient and approved? Are they adhered to?
Dealing with breaches of legal and regulatory provisions effectively.	Review Monitoring Officer provisions and records of legal advice provided for the SBCD.
Ensuring corruption and misuse of power are dealt with effectively.	Is there adequate separation of duties between key roles to ensure a balance of power? Is there a robust anti-fraud and corruption policy in place, has it been communicated to all relevant parties and is there evidence of monitoring? Does the Joint Working Agreement clearly state the processes to be followed in the event of suspected corruption and or misuse of powers?

<b>Core Principle B: Ensuring openness and comprehensive stakeholder engagement</b>	
<b>Sub Principle: Openness</b>	
Behaviours and actions that demonstrate good governance.	Review Requirements/Considerations
Ensuring an open culture through demonstrating, documenting and communicating SBCD commitment to openness.	Review information publicly available.
Making decisions that are open about actions, plans, resource use, forecasts, outputs and outcomes. The presumption is for openness. If that is not the case, a justification for keeping a decision confidential should be provided.	Review Board agenda's and minutes. Records of decision-making and supporting documentation.

Providing clear reasoning and evidence for decisions in both public records and explanations to stakeholders and being explicit about the criteria, rationale and considerations used. In due course, ensuring that the impact and consequences of those decisions are clear.	Review decision-making criteria; business case and report pro-formas; records of professional advice; minutes of Programme Board and ESB with recommendations to Joint Committee; distribution of information between UK Government, Welsh Government, the Regional Office and the Joint Committee; Programme updates and timescales; publication of information.
Using formal and informal consultation and engagement to determine the most appropriate and effective interventions/courses of action.	Review Programme guidance on consultation and engagement – is there a strategy in place?
<b>Sub Principle:</b> Engaging comprehensively with institutional stakeholders	
Behaviours and actions that demonstrate good governance.	Review Requirements/Considerations
Effectively engaging with institutional stakeholders to ensure that the purpose, objectives and intended outcomes for each stakeholder relationship are clear so that outcomes are achieved successfully and sustainably.	Review Programme guidance on communication and engagement – is there a strategy in place? How will each stakeholder within individual projects be identified, their expectations and requirements managed/adhered to, has the long-term implications and needs of all stakeholders been identified and can they be effectively managed?
Ensuring that partnerships are based on: <ul style="list-style-type: none"> <li>• Trust</li> <li>• A shared commitment to change</li> <li>• A culture that promotes and accepts challenge among partners</li> </ul> And the added-value of partnership working is explicit.	Review communication between the UK Government, Welsh Government and SBCD.  Records and minutes of meetings.
<b>Sub Principle:</b> Engaging stakeholders effectively, including individual citizens and service users.	
Behaviours and actions that demonstrate good governance.	Review Requirements/Considerations
Establishing a clear policy on the types of issues that SBCD will meaningfully consult with or involve individual citizens, service users and other stakeholders to ensure that the SBCD Programme is achieving its intended outcomes.	Joint Working Agreement and Implementation Plan. Individual project records to test compliance.
Ensuring that communication methods are effective and that members and officers are clear about their roles with regard to community engagement.	Programme Documentation. Is there a Communication Strategy in place?

Encouraging, collecting and evaluating the views and experiences of communities, citizens, service users and organisations of different backgrounds including reference to future needs.	Programme Documentation. Individual project records to test compliance.
Implementing effective feedback mechanisms in order to demonstrate how their views have been taken into account.	Programme Documentation. Individual project records to test compliance. Review outcomes of any consultations undertaken Communication Strategy
Balancing feedback from more active stakeholder groups with other stakeholder groups to ensure inclusivity.	Review Programme/Project methodology for stakeholder identification and engagement, e.g. stakeholder analysis.
Taking account of the interests of future generations of taxpayers and service users.	Review links with the relevant PSB Well-being Plans. Report templates and evidence of decision-making criteria.

In addition to the overarching requirements for acting in the public interest in principles A and B, achieving good governance in local government also requires effective arrangements for:

<b>Core Principle C:</b> Defining outcomes in terms of sustainable economic, societal, and environmental benefits.	
<b>Sub Principle:</b> Defining outcomes	
Behaviours and actions that demonstrate good governance.	Review Requirements/Considerations
Having a clear vision which is an agreed formal statement of the SBCD purpose and intended outcomes containing appropriate performance indicators, which provides the bases for the SBCD overall strategy, planning and other decisions.	Review Joint Working Agreement, Heads of Terms and key governance documents referenced, Implementation Plan and any other associated documents.
Specifying the intended impact on, or changes for, stakeholders including citizens and service users. Both short-medium term and longer term.	As above.
Delivering defined outcomes on a sustainable basis within the resources available.	Review implementation plan and progress to date. Review monitoring reports and communication to Joint Committee. <i>As no Business Cases have been approved, local authorities are proceeding at risk currently – is this sustainable? Wider risk for SBCD?</i>



Identifying and managing risks to the achievement of outcomes.	Is there agreed and established risk management protocols in place? Is there an approved risk appetite agreed by the Joint Committee that commits all partners? Is this acceptable to other stakeholder such as UK Government and Welsh Government? Is there is Programme Risk Register in place?
<b>Sub Principle:</b> Sustainable economic, social and environmental benefits.	
Behaviours and actions that demonstrate good governance.	Review Requirements/Considerations
Considering and balancing the combined economic, social and environmental impact of projects and decisions.	Review of Implementation Plan, Business Cases, links with individual PSB Well-being Plans.
Taking a longer-term view with regard to decision making, taking account of risk and acting transparently where there are potential conflicts between the SBCD intended outcomes and short-term factors such as political cycle or financial constraints.	Longer-term financial viability of the Programme and commitment from partners. Availability and funding expectations. How private sector funding will be sourced and progress to date. Impact of political cycles. Programme risk register.
Determining the wider public interest associated with balancing conflicting interests between achieving the various economic, social and environmental benefits, through consultation where possible, in order to ensure appropriate trade-offs.	Review of Programme Documentation, e.g. Risk management strategy, stakeholder analysis, engagement plan and implementation plan.

<b>Core Principle D:</b> Determining the interventions necessary to optimise the achievement of the intended outcomes.	
<b>Sub Principle:</b> Determining interventions	
Behaviours and actions that demonstrate good governance.	Review Requirements/Considerations
Ensuring decision-makers receive objective and rigorous analysis of a variety of options indicating how intended outcomes would be achieved and including the risks associated with those options. Therefore ensuring best value is achieved in Programme and project delivery.	Review Board and Committee agendas, reports and supporting documentation, business cases, options appraisals, etc. Discussion with members. Implementation plan and monitoring reports.

<b>Sub Principle: Planning interventions</b>	
Behaviours and actions that demonstrate good governance.	Review Requirements/Considerations
Establishing and implementing robust planning and control cycles that cover strategic and operational plans, priorities and targets.	Review of JC planning timetable for reporting. Implementation plan. Programme and project methodology.
Considering and monitoring risks facing each partner when working collaboratively including shared risks.	Programme Risk Management Strategy/Methodology. Programme and Project risk registers. <i>Wider impact on the SBCD where authorities are currently proceeding at risk and in doing so perceive to be taking the full risk themselves – financial risk only.</i>
Establishing appropriate performance indicators as part of the Programme and Project planning process in order to identify how the performance of the Programme/Projects is to be measured.	Expectations of UK Government & Welsh Government Heads of Terms Joint Working Agreement Project Management Methodology.
Ensuring capacity exists to generate the information required to review delivery of the Programme regularly.	Reports to the JC include detailed information on project progress and highlight where corrective action or a decision is required (or if decision taken, a report to inform the JC of the rationale).
Preparing budgets in accordance with the Programme and Project objectives, the wider SBCD strategy and individual partner MTFP's.	Review of overall budget preparation and planning, including financial plan for the 15 year Programme.
Informing medium and long-term resource planning by drawing up realistic estimates of revenue and capital expenditure aimed at developing a sustainable funding strategy.	Programme and Project Funding plans.
<b>Sub Principle: Optimising achievement of intended outcomes</b>	
Behaviours and actions that demonstrate good governance.	Review Requirements/Considerations
Ensuring the Programme and Project plans balance priorities, affordability and other resource constraints.	Programme and project funding plans. Risk management guidance.
Ensuring that medium to longer-term financial plans set the context of ongoing decisions on significant delivery issues or responses to changes in the external environment that may arise during the budgetary period in order for outcomes to be achieved while optimising resource usage.	Financial Strategy Risk Management

Ensuring the achievement of 'social value' through service planning and commissioning. The Public Services (Social Value) Act 2012 states that this is "the additional benefit to the community....over and above the direct purchasing of goods, services and outcomes".	Procurement Strategy for the Programme.
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<b>Core Principle E: Developing the entity's capacity, including the capability of its leadership and the individuals within it.</b>	
<b>Sub Principle: Developing the entity's capacity.</b>	
Behaviours and actions that demonstrate good governance.	Review Requirements/Considerations
Reviewing operations, performance and use of assets on a regular basis to ensure their continued effectiveness.	Regular review of progress of the Programme. Review of effectiveness of roles and appointments in adhering to governance arrangements and delivering planned outcomes of the Programme.
<b>Sub Principle: Developing the capability of the entity's leadership and other individuals.</b>	
Behaviours and actions that demonstrate good governance.	Review Requirements/Considerations
Developing the protocols to ensure that elected and appointed leaders negotiate with each other regarding their respective roles early on in the relationship and that a shared understanding of roles and objectives is maintained.	Joint Working Agreement. Communication.
Publishing a statement that specifies the types of decisions that are delegated and those reserved for the Joint Committee.	Joint Working Agreement. Public accessibility of JWA and minutes.
Ensuring that the Leaders and the Chief Executives have clearly defined and distinctive roles within a structure, whereby the Lead Chief Executive leads the SBCD in implementing the strategy and managing delivery of the Programme and any other outputs set by the Leaders and each provides a check and a balance for each other's authority.	Clear statement of respective roles and responsibilities and how they will be put into practice.  Discussion with the Chair of the Joint Committee and Lead Chief Executive.

<b>Core Principle F: Managing risks and performance through robust internal control and strong public financial management.</b>	
<b>Sub Principle: Managing risk.</b>	
Behaviours and actions that demonstrate good governance.	Review Requirements/Considerations
Recognising that risk management is an integral part of all activities and must be considered in all aspects of decision-making.	Risk Management protocol.
Implementing robust and integrated risk management arrangements and ensuring that they are working effectively.	Review Risk Management arrangements – policy adopted; agreed risk appetite and tolerances; Programme risk register; project risk registers; escalation.
Ensuring that responsibilities for managing individual risks are clearly allocated.	Review risk registers.
<b>Sub Principle: Managing performance.</b>	
Behaviours and actions that demonstrate good governance.	Review Requirements/Considerations
Monitoring Programme delivery effectively including planning, specification, execution and independent post-implementation review.	Programme and project management methodology. Monitoring reports and constructive scrutiny and challenge.
Making decisions on relevant, clear objective analysis and advice pointing out the implications and risks inherent in the SBCD financial, social and environmental position and outlook.	Agreed format of information needs for decision-making. Publication/accessibility of agenda's, reports, supporting documentation and minutes of meetings.
Ensuring an effective scrutiny or oversight function is in place which encourages constructive challenge and debate on projects before, during and after decisions are made, thereby enhancing the SBCD's performance for which it is responsible.	Membership and Terms of Reference for the Joint Scrutiny Committee. Agenda, reports, supporting documentation, and minutes. Review of outcomes. Review outcomes of any consultations undertaken Communication Strategy
Providing members and senior management with regular report on the Programme and stages of implementation of individual projects.	Calendar of dates for submitting, publishing and distributing timely reports, which are adhered to.
Ensuring there is consistency between specification stages, e.g. project initiation stage and post-implementation reporting.	Review project management methodology.

<b>Sub Principle: Robust Internal Control.</b>	
Behaviours and actions that demonstrate good governance.	Review Requirements/Considerations
Aligning the risk management strategy and policies on internal control with achieving objectives.	Establish the Policy Framework that determines the internal controls for the Programme and review. Consider any Internal Audit work undertaken to date.
Evaluating and monitoring risk management and internal control on a regular basis.	Confirm regular review of risk management arrangements. Identification of Internal Audit remit and requirements. <i>Need to consider wider stakeholder needs for IA assurance, e.g. grant funding, private sector investment.</i>
Ensuring effective counter fraud and anti-corruption arrangements are in place.	Compliance with the Code of Practice on Managing the Risk of Fraud and Corruption.
Ensuring additional assurance on the overall adequacy and effectiveness of the framework of governance, risk management and control is provided by the Internal Auditor.	Joint Working Agreement – Carmarthenshire Internal Audit Service.  How will this be reported annually? SBCD AGS or through individual Partner Authority AGS.
Ensuring an Audit Committee or equivalent group or function which is independent of the executive and accountable to the governing body: <ul style="list-style-type: none"> <li>Provides a further source of effective assurance regarding arrangements for managing risk and maintaining an effective control environment;</li> <li>That its recommendations are listened to and acted upon.</li> </ul>	Joint Working Agreement and Committee Terms of Reference Minutes of Meetings.
<b>Sub Principle: Managing Data.</b>	
Behaviours and actions that demonstrate good governance.	Review Requirements/Considerations
Ensuring effective arrangements are in place for the safe collection, storage, use and sharing of data, including processes to safeguard personal data.	Joint Working Agreement – data management requirements and responsibilities. Data sharing protocols. GDPR/DPA Compliance.
Ensuring effective arrangements are in place and operating effectively when sharing data with other bodies.	As above – review what shared, etc.
Reviewing and auditing regularly the quality and accuracy of data used in decision-making and performance monitoring.	Review verification and monitoring of project data quality.

<b>Sub Principle:</b> Strong public financial management.	
Behaviours and actions that demonstrate good governance.	Review Requirements/Considerations
Ensuring financial management supports both long-term achievement of outcomes and short-term financial and operational performance.	Programme and project budgets.
Ensuring well-developed financial management is integrated at all levels of the Programme, including management of financial risks and controls.	Project budget-monitoring reports.

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## SWANSEA BAY CITY REGION JOINT COMMITTEE

24<sup>TH</sup> JANUARY 2019

### UK AND WELSH GOVERNMENT SWANSEA BAY CITY DEAL INDEPENDENT REVIEW - TERMS OF REFERENCE

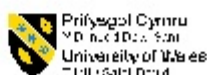
#### RECOMMENDATIONS / KEY DECISIONS REQUIRED:

To receive the UK and Welsh Government Terms of Reference for their Independent review of the City Deal

#### REASONS:

The UK and Welsh Governments have announced that they will undertake an Independent review of the Swansea Bay City Region City Deal.

Helen L Morgan	<b>Designation:</b>  <b>Economic Development Manager</b>  <b>Monitoring Officer</b> <b>Carmarthenshire County Council</b>	<b>Tel No.</b> <b>01267 224902</b>  <b>E.Mail: .HLMorgan@carmarthenshire.gov v.uk</b>  <b>01267 224010</b> <b>Email LRJones@carmarthenshire.gov.uk</b>
Linda Rees Jones		





# EXECUTIVE SUMMARY

## SWANSEA BAY CITY REGION JOINT COMMITTEE

### 24<sup>TH</sup> JANUARY 2019

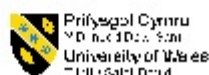
#### INDEPENDENT REVIEW OF THE SWANSEA BAY CITY REGION CITY DEAL

On Thursday 6<sup>th</sup> December the Swansea Bay City Region Joint Committee and City Deal Regional Office was advised that UK and Welsh Governments had agreed to commission an independent review of the Swansea Bay City Region City Deal. The statement said all partners remained committed to the success of the deal, and it has been agreed that work on individual projects would continue in parallel with the review.

Correspondence from both Governments stated that they will assess the progress to date, with a view to providing them with the assurance that all elements of the Deal will deliver the full economic benefits promised by the ambitious programme. In light of recent media reports, both Governments will also require that the review covers due diligence and governance in relation to all elements of the Deal and its implementation.

The Terms of Reference, as advised by UK and Welsh Governments are attached to this report.

<b>DETAILED REPORT ATTACHED?</b>	<b>Yes – Terms of Reference</b>
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# IMPLICATIONS

Policy, Crime & Disorder and Equalities	Legal	Finance	Risk Management Issues	Staffing Implications
<b>NONE</b>	<b>YES</b>	<b>NONE</b>	<b>YES</b>	<b>NONE</b>

## **LEGAL**

The Councils have agreed Heads of terms with the UK Government and the Welsh Government

All project business cases for projects to be considered for funding from the SBCD must meet the requirements of extant guidance from the UK and Welsh Governments. All projects approved by the Joint Committee must be submitted to the UK and Welsh Governments for approval by those Governments for release of Government Funding for the projects.

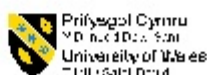
## **FINANCE**

The recommendations of this review will inform future decisions on the release of joint government funding, as well as providing further confidence for potential private investors across the Deal as a whole.

Government funding is provided to the projects over a 15 year period and paid by the Welsh Government to the Accountable Body.

## **RISK**

Failure to receive approval and funding from both Governments.



## CONSULTATIONS

Details of any consultations undertaken are to be included here

Not applicable.

### Section 100D Local Government Act, 1972 – Access to Information List of Background Papers used in the preparation of this report: THESE ARE DETAILED BELOW

Title of Document	File Ref No.	Locations that the papers are available for public inspection/WEBSITE LINK
Swansea Bay City Region Joint Committee Agreement		<a href="http://www.swanseabaycitydeal.wales">http://www.swanseabaycitydeal.wales</a>



# Swansea Bay City Deal Independent Review

## Terms of Reference

### Context

1. Swansea Bay City Region Board published its vision document 'An Internet Coast' in February 2016; shortly afterwards the Welsh and UK Governments opened negotiations on a City Deal for the region in March 2016.
2. On 20 March 2017 the Heads of Terms for the £1.3bn City Deal were signed. This document provides the foundations for the City Deal, confirms the joint commitment among the four local authorities and the Welsh and UK Governments to ensure full implementation of the Swansea Bay City Region City Deal, subject to funding conditions set by Government being met. The Heads of Terms document also referenced a wider suite of control and governance documents, laying the foundations for the City Deal.
3. Over the next 15 years, the City Deal aims to boost the local economy by £1.8bn and generate almost 10,000 new jobs. It will be underpinned by £125.4m Welsh Government funding, £115.6m of UK Government funding, £396m from the four local authorities and other public sector bodies in the region together with £637m from the private sector.
4. The City Deal is structured around eleven project proposals, set against four themes, with major investment in the region's digital infrastructure and workforce skills and talent underpinning each.
5. In July 2018 all four local authorities approved their Joint Committee Agreement. This legal agreement establishes the key governance structures such as the Joint Committee, the Economic Strategy Board and Scrutiny Committee and commits the four local authorities to work together over the 15 years of the Deal.
6. The provision of Government funding is subject to the submission and approval of full business cases in relation to the eleven identified projects and the agreement of governance arrangements for the Deal, as was set out in the Heads of Terms.

### The Joint Government Review

7. There is a requirement for a rapid, independently led joint Government review of the arrangements for the delivery of the £1.3bn Swansea Bay City Deal. The main focus of the review is to provide Ministers with an assessment of whether:
  - the projects which make up the Deal and the strategic level economic ambitions of the Heads of Terms can be delivered;
  - the governance arrangements provide a sufficiently robust framework for delivery of the aims and objectives of the City Deal; and
  - governance processes and the control mechanisms currently in place are being complied with and are operating effectively or advise whether amendments are appropriate to ensure the realisation of the outcomes envisaged in the City Deal;
  - the investment plans are robust and realistic.
8. The review will deliver a joint report to both Governments within the timeframes specified in paragraph 13, recognising a balance between urgency and comprehensive

assessment which is essential to ensure both confidence and credibility of the Review. The review will provide an assessment of:

- The capacity and capability of the Regional Office to support delivery of the City Deal and to provide the interface between the Region and Governments.
- The appropriateness of regional governance structures, including associated processes of both Governments and the region, linked to the City Deal to provide robust assurance.
- The confidence that the wider City Deal outcomes can be achieved by the portfolio of projects.
- The feasibility of the proposed timescales for delivery of the 11 projects within the overall City Deal and investment package.
- The due diligence processes and activities established in relation to the three first tranche projects.
- The key risks to delivery.
- Any recommendations that will improve the deliverability of the outcomes of the Deal.

9. Whilst the review should provide specific recommendations for action, all final decisions will rest with Ministers or the Joint Committee as appropriate.

### **Specific questions**

10. The report should seek to address the following specific questions:

- i. Are the processes, as set out under the Heads of Terms and the Joint Committee Agreement, operating effectively or are there barriers in place that are/ could impede the smooth and timely delivery of the Deal?
- ii. Are the current internal assurance processes within the region delivering an appropriate level of assurance for both Welsh and UK Ministers and Leaders of the four Local Authorities?
- iii. Are the individual projects on track to deliver the anticipated programme level economic outcomes and to evaluate any variance since the original Deal was signed to ensure the overall city deal outputs are maintained or enhanced?
- iv. Has sufficient due diligence been undertaken in relation to all aspects of the financial proposals, particularly regarding the capital and revenue affordability of all projects, including the sourcing of non-Government funding, the undertaking of an appropriate level of financial probity and investigation into the track record of key participants and promoters of the projects?
- v. Has sufficient regard been given to managing the overall City Deal risk?

### **Out of Scope**

11. The development of the business cases, recommendation of any individual business case approval for release of funding or consideration of alternative projects is out of scope.

### **Engagement**

12. In addition to all relevant documentation the review should engage with relevant individuals and other work in both Governments and the region.

### **Delivery**

13. The Review should conclude within one month of commencement. It will primarily take the form of a written report prepared for Ministers of both Governments. The report will

also be shared with the Leaders of the four City Deal Local Authorities in advance of publication.

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## SWANSEA BAY CITY REGION JOINT COMMITTEE

24<sup>TH</sup> JANUARY 2019

### ECONOMIC STRATEGY BOARD – REPLACEMENT MEMBER

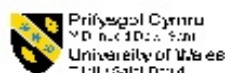
#### RECOMMENDATIONS / KEY DECISIONS REQUIRED:

To formally consider the nomination of Lynne Hamilton to replace Mr Hamish Laing as life sciences / wellbeing representative on the Economic Strategy Board.

#### REASONS:

The Joint Committee Agreement tasks the Joint Committee with the role of establishing an Economic Strategy Board. Mr Hamish Laing one of the life sciences / wellbeing representatives on the Board has resigned his position on the Health Board and this report nominates a replacement member.

<p><b>Report Author:</b></p> <p>Linda Rees Jones</p> <p>Gaynor Morgan</p>	<p><b>Designation:</b></p> <p>Joint Committee Monitoring Officer - Carmarthenshire County Council</p> <p>Democratic Services Manager - Carmarthenshire</p>	<p><b>Tel No.</b></p> <p>01267 224010</p> <p><b>E. Mail</b></p> <p><a href="mailto:Lrjones@carmarthenshire.gov.uk">Lrjones@carmarthenshire.gov.uk</a></p> <p>01267 224026</p> <p><a href="mailto:GMorgan@sirgar.gov.uk">GMorgan@sirgar.gov.uk</a></p>
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**EXECUTIVE SUMMARY**  
**SWANSEA BAY CITY REGION JOINT COMMITTEE**  
**24<sup>TH</sup> JANUARY 2018**

**ECONOMIC STRATEGY BOARD – REPLACEMENT MEMBER**

Under the terms of the Joint Committee Agreement (clause 17) the Joint Committee shall facilitate the establishment of an Economic Strategy Board (“ESB”). The Economic Strategy Board shall have the terms of reference set out in Schedule 6 of the Joint Committee Agreement.

Membership of the ESB was approved by the Joint Committee at its first meeting however the Joint Committee noted that Mr Hamish Laing - Abertawe Bro Morgannwg University Health Board would shortly be leaving their employment and that a replacement member would be put forward for consideration.

Having sought nominations, Abertawe Bro Morgannwg University Health Board have nominated Lynne Hamilton as the replacement life sciences / wellbeing representative, and the Joint Committee is asked to consider this nomination.

<b>DETAILED REPORT ATTACHED?</b>	<b>NO</b>
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## IMPLICATIONS

Policy, Crime & Disorder and Equalities <b>NONE</b>	Legal <b>YES</b>	Finance <b>NONE</b>	Risk Management Issues <b>NONE</b>	Staffing Implications <b>NONE</b>
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### LEGAL

The Terms of reference for the Economic Strategy Board and its membership are contained within the Joint Committee Agreement. All proposals for the recruitment and nomination process shall be subject to the unanimous agreement of the Welsh Government, UK Government and the Joint Committee.

The Joint Committee approved the establishment of the Economic Strategy Board at its first meeting on the 31<sup>st</sup> August 2018.

## CONSULTATIONS

Details of any consultations undertaken are to be included here

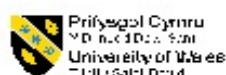
The Welsh Government and UK Government have been consulted on the proposals for recruitment and nomination for the Chair of the Economic Strategy Board.

### Section 100D Local Government Act, 1972 – Access to Information

List of Background Papers used in the preparation of this report:

**THESE ARE DETAILED BELOW**

Title of Document	File Ref No.	Locations that the papers are available for public inspection/WEBSITE LINK
Swansea Bay City Region Joint Committee Agreement		<a href="http://www.swanseabaycitydeal.wales/">http://www.swanseabaycitydeal.wales/</a>



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## SWANSEA BAY CITY REGION JOINT COMMITTEE

24<sup>TH</sup> JANUARY 2019

### SCHEDULE OF MEETINGS

#### RECOMMENDATIONS / KEY DECISIONS REQUIRED:

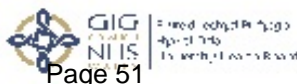
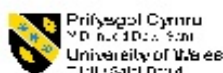
To agree a schedule of meetings for the forthcoming year.

#### REASONS:

In accordance with Part 9.1 of Schedule 1 of the Joint Agreement (Terms of Reference of the Joint Committee) the Joint Committee shall meet monthly initially until such point it agrees otherwise. Additional meetings may be called by the Chair at least seven clear days' notice issued through the Regional Office.

To ensure that there is a clear programme of meetings diarised for the forthcoming year.

<p><b>Report Author:</b></p> <p>Linda Rees Jones</p> <p>Gaynor Morgan</p>	<p><b>Designation:</b></p> <p>Joint Committee Monitoring Officer - Carmarthenshire County Council</p> <p>Democratic Services Manager - Carmarthenshire</p>	<p><b>Tel No.</b></p> <p>01267 224010</p> <p><b>E. Mail</b></p> <p><a href="mailto:Lrjones@carmarthenshire.gov.uk">Lrjones@carmarthenshire.gov.uk</a></p> <p>01267 224026</p> <p><a href="mailto:GMorgan@sirgar.gov.uk">GMorgan@sirgar.gov.uk</a></p>
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# EXECUTIVE SUMMARY

## SWANSEA BAY CITY REGION JOINT COMMITTEE

### 24<sup>TH</sup> JANUARY 2019

## SCHEDULE OF MEETINGS

Following a discussion between the City Deal Regional Chief Executives, it was suggested that a regional schedule of meetings be drafted to include Swansea Bay City Region Meetings (Joint Committee, Economic Strategy Board & Programme Board); meetings of the ERW Joint Committee and the WLGA Regional Partnership Board\*.

The Lead authority has consulted with the 6 relevant authorities and relevant external partners, and it is recommended that the new regional schedule be introduced from April 2019.

The dates as set for the Swansea Bay City Region Joint Committee are as follows:-

11 a.m.	<b>28<sup>th</sup> March 2019</b> (as previously notified by regional office)	Committee Room, County Hall, Carmarthen
2pm	<b>30<sup>th</sup> April 2019</b>	Committee Room, County Hall, Carmarthen
2pm	<b>28<sup>th</sup> May 2019</b>	Committee Room, County Hall, Carmarthen
2pm	<b>25<sup>th</sup> June 2019</b>	Committee Room, County Hall, Carmarthen
2pm	<b>30<sup>th</sup> July 2019</b>	Committee Room, County Hall, Carmarthen
2pm	<b>27<sup>th</sup> August 2019</b>	Committee Room, County Hall, Carmarthen
2pm	<b>24<sup>th</sup> September 2019</b>	Committee Room, County Hall, Carmarthen
2pm	<b>29<sup>th</sup> October 2019</b>	Committee Room, County Hall, Carmarthen
2pm	<b>26<sup>th</sup> November 2019</b>	Committee Room, County Hall, Carmarthen
2pm	<b>20<sup>th</sup> December 2019</b>	Committee Room, County Hall, Carmarthen
2pm	<b>28<sup>th</sup> January 2020</b>	Committee Room, County Hall, Carmarthen
2pm	<b>25<sup>th</sup> February 2020</b>	Committee Room, County Hall, Carmarthen



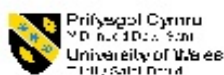
These dates (from April 2019) will replace any previous dates circulated by the regional office.

The Regional Diary of meetings can be viewed here:-

<http://democracy.carmarthenshire.gov.wales/documents/s28027/FINALRegionalDiaryofMeetingsApril2019Feb2020.doc.pdf>

\*Meetings of the WLGA Partnership Board are currently under review.

<b>DETAILED REPORT ATTACHED?</b>	<b>NO</b>
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## IMPLICATIONS

Policy, Crime & Disorder and Equalities <b>NONE</b>	Legal <b>YES</b>	Finance <b>NONE</b>	Risk Management Issues <b>NONE</b>	Staffing Implications <b>NONE</b>
<p>Legal</p> <p>It is a requirement of the Joint Agreement that the Joint Committee should meet monthly initially until a point it agrees otherwise.</p>				

## CONSULTATIONS

Details of any consultations undertaken are to be included here

The following have been consulted on the regional schedule of meetings:-

Carmarthenshire  
 Neath Port Talbot  
 Pembrokeshire  
 Swansea  
 Ceredigion  
 Powys

ERW (Education through Regional Working)

WLGA Regional Partnership Board (Programme Manager)

Western Bay Regional Partnership Board

**Section 100D Local Government Act, 1972 – Access to Information**  
**List of Background Papers used in the preparation of this report:**  
**THESE ARE DETAILED BELOW**

Title of Document	File Ref No.	Locations that the papers are available for public inspection/WEBSITE LINK
Swansea Bay City Region Joint Agreement		<a href="http://www.swanseabaycitydeal.wales/">http://www.swanseabaycitydeal.wales/</a>
Regional Diary of Meetings		<a href="http://democracy.carmarthenshire.gov.wales/documents/s27908/FINALRegionalDiaryofMeetings2019Feb2020.doc.pdf">http://democracy.carmarthenshire.gov.wales/documents/s27908/FINALRegionalDiaryofMeetings2019Feb2020.doc.pdf</a>

