

**Notice of Meeting**

You are invited to attend a Meeting of the

**Swansea Bay City Region Joint Committee**

**At:** Kent Room - Guildhall, Swansea  
**On:** Tuesday, 26 November 2019  
**Time:** 2.00 pm  
**Chair:** Councillor Rob Stewart (Swansea Council)

**Membership:**

**Councillors:**  
 Emlyn Dole Carmarthenshire Council  
 Rob Jones Neath Port Talbot Council  
 David Simpson Pembrokeshire Council

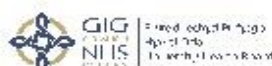
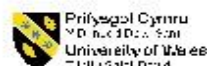
**Co-opted Non-Voting Representatives:**

Maria Battle Hywel Dda University Health Board  
 Professor Medwin Hughes University of Wales Trinity Saint David  
 Edward Tomp Chair of Economic Strategy Board  
 Steve Wilks Swansea University  
 Emma Woollett Swansea Bay University Health Board

**Agenda**

**Page No.**

- 1 Apologies for Absence.**
- 2 Disclosures of Personal and Prejudicial Interests.**  
[www.swansea.gov.uk/disclosuresofinterests](http://www.swansea.gov.uk/disclosuresofinterests)
- 3 Minutes.** 1 - 7  
 To approve & sign the Minutes of the previous meeting(s) as a correct record.
- 4 Announcement(s) of the Chair.**
- 5 Public Questions.**  
 Questions must relate to matters on the open part of the Agenda of the meeting and will be dealt with in a 10 minute period.



- |   |   |         |
|---|---|---------|
| 6 | Swansea Bay City Deal Projects Update. (Verbal) |         |
| 7 | Swansea Bay City Deal Terms & Conditions.       | 8 - 30  |
| 8 | Swansea Bay City Region Programme Director.     | 31 - 32 |

**Next Meeting:** Friday, 20 December 2019 at 2.00 pm



**Huw Evans**  
**Head of Democratic Services**  
**Wednesday, 20 November 2019**  

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**Contact: Democratic Services (01792) 636923**

# Agenda Item 3

City and County of Swansea



## Minutes of the Swansea Bay City Region Joint Committee

Lord Mayors Reception Room -  
Guildhall, Swansea

Tuesday, 29 October 2019 at 2.00 pm

**Present:** Councillor Rob Stewart (Swansea Council) Presided

### Councillors:

Emlyn Dole	Carmarthenshire Council
Rob Jones	Neath Port Talbot Council
Paul Miller	Pembrokeshire Council

### Co-opted Non-Voting Representatives:

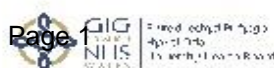
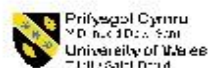
Medwin Hughes	University of Wales Trinity Saint David
Edward Tomp	Chair of Economic Strategy Board
Steve Wilks	Swansea University

### Officers:

Richard Arnold	Swansea City Region Finance Manager (Swansea Bay City Region)
Jon Haswell	S151 Officer (Pembrokeshire County Council)
Greg Jones	Communications & Marketing Officer - City Deal (Carmarthenshire Council)
Allison Lowe	Democratic Services Officer (Swansea Council)
Tracey Meredith	Joint Committee Monitoring Officer (Swansea Council)
Chris Moore	Joint S151 Officer (Carmarthenshire County Council)
Helen Morgan	Economic Development Manager (Carmarthenshire Council)
Martin Nicholls	Director of Place (Swansea Council)
Steve Phillips	Chief Executive (Neath Port Talbot Council)
Debbie Smith	Deputy Monitoring Officer (Swansea Council)
Paul Thomas	Carmarthenshire County Council
Wendy Walters	Chief Executive (Carmarthenshire Council)

### Apologies for Absence:

Councillor(s) David Simpson (Pembrokeshire Council)  
Maria Battle (Hywel Dda University Health Board) and Emma Woollett (Swansea Bay University Health Board)  
Huw Evans (Head of Democratic Services (Swansea Council)), Phil Roberts (Chief Executive (Swansea Council)) and Ian Westley (Chief Executive (Pembrokeshire Council))



**18 Disclosures of Personal and Prejudicial Interests.**

In accordance with the Code of Conduct adopted by the City & County of Swansea no interests were declared.

**19 Minutes.**

**Resolved** that the Minutes of Swansea Bay City Region Joint Committee meeting held on 10 September 2019 be signed and approved as a correct record.

**20 Announcement(s) of the Chair.**

The Chair confirmed that the draft terms and conditions for the release of the first phase of funding of £18m for the City Deal had been agreed and it was hoped that the money would be released in the coming weeks, subject to City Deal partner organisations approving the draft terms and conditions.

He stated it was disappointing that it had taken 16 weeks for the draft terms and conditions to have been agreed by the Welsh Government.

**21 Public Questions**

There were no public questions.

**22 Swansea Bay City Deal Projects Update. (Verbal)**

**Neath Port Talbot**

The revised business case comprising of 4 parts had been presented to the Economic Strategy Board (ESB) in September 2019. Continuing to work on Homes as Power Stations objective to present to ESB next month and then to the Joint Committee in December. In addition, a new business case for the location of the Steel Science project should be with the Vice Chancellor's office imminently.

**Carmarthenshire**

Wellness Village project up and running with Higher Education partners with governance being the key driver. An update would be provided to the next Joint Committee.

**Swansea**

Draft Terms and Conditions would also be used for the Swansea Central Phase 1 project, which would hopefully be approved at Cabinet on 21 November 2019.

**Pembrokeshire**

Agreement had been reached between Pembrokeshire Council and Milford Haven Port Authority in relation to the funding issues for the Pembroke Dock Marine project.

**Resolved** that the updates be noted.

**23 Project Issue Log and Programme Risk Register.**

The Regional Office submitted a report which sought consideration of the current Project Issue Log and Programme Risk Register.

In particular issues were raised in relation to cash flow and ERDF funding for the Pembroke Dock Marine. Funding was time limited and there was a risk that the funding would be lost.

**Resolved** that the Project Issue Log and Programme Risk Register be noted.

**24 Financial Monitoring Report 2019/20 - Swansea Bay City Deal Outturn Position.**

The Section 151 Officer submitted a report to inform the Joint Committee of the year end outturn position in respect of the Programme Management Office, Accountable Body and Joint Committee administration functions.

**Resolved** that the Joint Committee approve the annual accounts of the Swansea Bay City Deal.

**25 Additional Resource Funding Proposal.**

The Regional Office submitted a report to seek approval of the Joint Committee to develop a detailed proposal for expenditure of additional resource funding from Welsh Government in accordance with the outline proposal provided in this report.

Following discussions at the Swansea Bay City Region Programme Board, it was recommended that the following be added to paragraph 2.3.1 as follows:

- (iv) Economic Strategy Board (ESB) additional requirements:  
Any further information / research as a recommendation of the ESB.  
This could include an appointment of an accredited consultant to undertake additional work for clarity purposes.

**Resolved** that:

- 1) Joint Committee authorise the Programme Board to develop detailed proposals for the expenditure of additional resource funding from Welsh Government;
- 2) Proposals for the expenditure of additional resource funding from Welsh Government be based on the achievement of the four key objectives as detailed in this report;
- 3) That the Joint Committee submit the outline proposal detailed in this report to UK and Welsh Government for endorsement.

**26 Establish a Transport Sub Committee.**

The Chief Executive, Neath Port Talbot submitted a report to establish a formal sub committee of the City Region Joint Committee to take an overview of transport

issues and develop the first stage of proposals to take forward the Swansea Bay Metro proposition.

He updated the Committee that following further discussions it had been suggested that a 'Shadow' sub committee be established and the terms of reference be submitted to the next Swansea Bay City Region Joint Committee.

**Resolved** that the recommendations be approved subject to the following amendments:

- 1) The Joint Committee formally establish a 'Shadow' sub-committee with a specific remit on transport, to consist of Cabinet Members or their nominees from the four constituent authorities with relevant officer support;
- 2) In the short term, the 'Shadow' sub-committee oversee the completion of a proposition to be put to Welsh Ministers and other stakeholders outlining the region's priorities for stage one of the Metro project and related programmes. This work should draw on existing funding streams (circa £200,000) and sign off a proposal by 31 March 2020;
- 3) The Joint Committee request that specific Terms of Reference are drawn up for approval at the November meeting to achieve (2) above;
- 4) If recommendations 1-3 above are agreed, that the Chair of the Joint Committee formally write to Ministers to notify them of our intentions.

## **27 Cash Flow & Grant Profile Summary.**

The Section 151 Officer presented a report to inform the Joint Committee of the recommendations in respect of the programme cash surpluses, programme lending and support for the delivery of the PDM project.

**Resolved** that:

- 1) The scenario analysis undertaken, evaluating the financial support that can be provided to Pembrokeshire County Council in delivering the PDM project be approved by the Joint Committee ;
- 2) The recommendations put forward by the Programme Section 151 Officer (in consultation with Regional Section 151 Officer's), to support Lead Authorities with financial pressures borne in delivering projects within the Programme be approved by the Joint Committee.

## **28 Letter from the Swansea Bay City Region Joint Scrutiny Committee.**

The Monitoring Officer presented a report on correspondence received from the Swansea Bay City Region Joint Scrutiny Committee.

The Committee were asked to consider the recommendations made by the Joint Scrutiny Committee and decide whether any amendments should be made to the Joint Committee Agreement.

The three points for consideration being:

- (a) A reduction in the quorate number of the Joint Scrutiny Committee to 6.
- (b) Clause 9.3 to be rewritten to provide additional clarity on what is being indemnified and by whom.
- (c) The caveat requiring the Joint Scrutiny Committee to seek permission of the constituent Authority Scrutiny Committee be removed.

**Resolved** that the Monitoring Officer respond to the Swansea Bay City Region Joint Scrutiny Committee to confirm that:

- (a) Legal Officers from each Authority will consider whether the amendment to the quorate number can be made under delegated powers.
- (b) In relation to clause 9.3 this is standard wording for an indemnity clause designed to protect the Accountable Body as employer of the Programme Director and Portfolio Management Office but recognising that the Programme Director receives his instructions from and is accountable to the Joint Committee. Therefore if the Programme Director or Portfolio Management Office act in a way that causes any loss to the Councils arising from an instruction given by the Joint Committee, then the Councils agree to share those losses equally. Where such losses arise as a result of the Accountable Body's negligent actions as employer of the Programme Director or Portfolio Management Office, then those losses will be borne by Carmarthenshire County Council. In the circumstances it is considered that the clause is appropriately worded from a legal perspective.
- (c) The caveat around the Joint Scrutiny of individual projects was inserted to protect the integrity of individual constituent scrutiny committees and to avoid any potential for duplication of work. Individual scrutiny committees would be expected to be sympathetic to any request by the Joint Scrutiny Committee and work with the Committee to avoid any duplication of scrutiny work. It is not felt appropriate to remove the caveat but it is suggested that any requests for joint scrutiny be monitored.

## **29 Swansea Bay City Region Joint Committee - Future Dates 2020-2021.**

The Head of Democratic Services, Swansea Council submitted a report to consider future dates of the Committee.

The last diarised meeting of the Swansea Bay City Region Joint Committee was scheduled for 25 February 2020. The report sought to extend the scheduled meetings until April 2021.

**Resolved that:**

- 1) The future dates as outlined in paragraph 3.3 of the report be approved;
- 2) The suggestion to hold Economic Strategy Board (ESB) meetings in Swansea on the same day as the Joint Committee, be made to the ESB for it to consider;
- 3) The suggestion to hold the Programme Board approximately two weeks before the Joint Committee, be made to the Programme Board for them to consider;
- 4) The dates be circulated to other public bodies such as Education through Regional Working (ERW) and West Glamorgan Regional Partnership Board (RPB) to avoid clashes.

**30 Pembroke Dock Marine Business Case.**

Following advice from the Monitoring Officer, this item was moved into open session for discussion.

Edward Tomp, Chair of Economic Strategy Board (ESB) reported that the Board had spent considerable time on this project. It acknowledged it was highly complex but they were fully supportive of the overall project.

However the ESB suggested the following:

- Pembroke Dock Marine (PDM) - An elite partner be identified in terms of governing the risk;
- Marine Energy Engineering Centre of Excellence (MEECE) – The Joint Committee consider academic links with a local university to ensure a legacy and hardware remained;
- Pembrokeshire Demonstration Zone (PDZ) – They were fully supportive of the project but concerned that within the 5 year period nothing would really be developed as the money goes into consent application and there would be nothing to show for it. The other projects would be delivering in that 5 year period but the PDZ would just be approaching time for consent. Funding appears inconsistent with the other projects.

The Chair thanked Mr Tomp for the feedback on behalf of the ESB.

The Regional Office presented a report to consider feedback from the Economic Strategy Board on the Pembroke Dock Marine project and approve the formal submission of the full five case business plan to the UK and Welsh Government for approval.



**Resolved that:**

- 1) The Joint Committee approve the formal submission of the Pembroke Dock Marine full five case business plan to the UK and Welsh Government for approval;
- 2) The Joint Committee grant officers delegated powers to make any minor amendments necessary to obtain that approval.

**31 Exclusion of the Public.**

The Committee was requested to exclude the public from the meeting during the consideration of the item(s) of business identified in the recommendation to the report on the grounds that it involved the likely disclosure of exempt information as set out in the exemption paragraph of Schedule 12A of the Local Government Act 1972, as amended by the Local Government (Access to Information) (Variation) (Wales) Order 2007, relevant to the item(s) of business set out in the report.

The Committee considered the Public Interest Test in deciding whether to exclude the public from the meeting for the item(s) of business where the Public Interest Test was relevant as set out in the report.

**Resolved** that the public be excluded for the following items of business.

**(Closed Session)**

**32 Shortlisting of Programme Director.**

Paul Thomas, Assistant Chief Executive – People Management, Carmarthenshire Council submitted a report to outline the selection and requirement process to appoint the Swansea Bay City Region Programme Director.

**Resolved that:**

- 1) The Swansea Bay City Region Joint Committee endorse the identified short listed candidates;
- 2) The Swansea Bay City Region Joint Appointment Committee endorse the Assessment Centre approach;
- 3) Relevant partners/stakeholders be invited to participate in the assessment process.

The meeting ended at 2.44 pm

**Chair**

# Agenda Item 7



Swansea Bay City Region Joint Committee - 26 November 2019

## Swansea Bay City Deal – Terms and Conditions

<b>Purpose:</b>	To seek approval from the Joint Committee to sign and accept the UK and Welsh Government Funding letter and associated Terms and Conditions
<b>Policy Framework:</b>	Swansea Bay City Deal Joint Committee Agreement.
<b>Recommendation(s):</b>	It is recommended that:  1) That the Joint Committee agrees the UK and Welsh Government Funding letter and associated Terms and Conditions to be signed and approved by each of the four constituent Authorities.
<b>Report Author:</b>	Helen Morgan, Regional Office
<b>Finance Officer:</b>	Chris Moore, Section 151 Officer, SBCRCD
<b>Legal Officer:</b>	Tracey Meredith, Monitoring Officer, SBCRCD

### 1. Introduction

1.1 The purpose of this report is to seek Joint Committee approval to sign and accept the Terms and Conditions associated with the Award of funding by UK and Welsh Government in respect of the first tranche of funding for the Swansea Bay City Region City Deal (SBCRCD).

### 2. Terms & Conditions

2.1 The Welsh Government and the UK Government have committed to provide capital grant funding totalling £241 million to support the Swansea Bay City Region City Deal (SBCRCD). Of this total, £125.4 million is to be contributed by the Welsh Government and £115.6 million by HM Treasury. The release of any funding is to be managed via the Welsh Government on behalf of both governments.

2.2 The Swansea Bay City Deal Award of Funding and associated terms and conditions were received by the region on the 24<sup>th</sup> October 2019 (Appendix 1) and provide for the release of funding of **£18.0 million** in 2019-20 for the SBCRCD based on the business cases submitted for the Creative Digital Cluster – Yr Egin and the Swansea City and Waterfront Digital District Projects.

- 2.3 In addition, **up to £18.0 million** of further funding may be made available in 2019-20 to support the SBCRCD, subject to the conditions, as set out in Appendix 1, being met and the region submitting business cases for further projects which meet the required standards.
- 2.4 The joint ministerial letter of the 23 July 2019, stated that further project business cases will not be considered by government until the programme planning, governance and delivery requirements and other conditions have been delivered to the satisfaction of both Governments.
- 2.5 The Terms and Conditions have been considered by the Section 151 Officers in all four constituent Councils and they have sought from Welsh Government clarification on a number of points within the Terms and Conditions.
- 2.6 The Programme Board has considered the Terms and Conditions and recommend that they are approved subject to satisfactory clarification of the points referred to in Paragraph 2.5 and approval from each of the four Councils.

### **3. Financial Implications**

- 3.1 The Award of Funding relates to 2019-20 only and the release of any funding in future years will be conditional on the conditions being met.

Once the Terms and Conditions have been accepted by the region, it is anticipated that payment will be made before the end of the year.

### **4. Legal Implications**

- 4.1 The Terms of Reference for the Joint Committee set out at clause 2.2 (j) that the Joint Committee's functions include agreeing the terms and conditions of Government Funding.
- 4.2 Schedule 5 of the Joint Committee Agreement sets out Matters Reserved to the Councils and includes approving the funding conditions. It is recommended that the Joint Committee agree the Terms and Conditions subject to approval of all four Councils.
- 4.2 Subject to the Joint Committee's agreement and subsequent approval, the Terms and Conditions will be authorised by the Accountable body (Section 151 Officer) on behalf of the SBCRCD.

**Background Papers:** None

**Appendix 1:** Terms and Conditions



Llywodraeth Cymru  
Welsh Government

Ein cyf/Our ref: qA1363790

Chris Moore  
Director of Corporate Services  
Carmarthenshire County Council

cmoore@carmarthenshire.gov.uk

24 October 2019

Dear Mr Moore

## **RELEASE OF FUNDING FOR SWANSEA BAY CITY REGION CITY DEAL 2019-20**

The Welsh Government and the UK Government have committed to provide capital grant funding totalling £241.0 million over 15 years to support the Swansea Bay City Region City Deal (SBCRCD). Of this total, £125.4 million is to be contributed by the Welsh Government and £115.6 million by HM Treasury. The release of any funding is to be managed via the Welsh Government on behalf of both governments.

The attached Award of Funding relates to the award of a combined government funding contribution for 2019-20 to you as the Accountable Body for the SBCRCD.

As set out in the joint ministerial letter of 23 July 2019 from the Minister for Economy and Transport and the Secretary of State for Wales to the leaders of the City and County of Swansea, Neath Port Talbot Council, Carmarthenshire County Council and Pembrokeshire County Council, the award of funding is being made on an exceptional basis.

The award of funding provides for the early and conditional release of funding of **£18.0 million** in 2019-20 for the SBCRCD based on the business cases submitted for the Creative Digital Cluster – Yr Egin and the Swansea City and Waterfront Digital District Projects.

In addition, **up to £18.0 million** of further funding may be made available in 2019-20 to support the SBCRCD, subject to the conditions in the Award of Funding being met and the region submitting business cases for further projects which meet the required standards. As set out in the joint ministerial letter, further project business cases will not be considered by government until the programme planning, governance and delivery requirements and other conditions in the Award of Funding have been delivered to the satisfaction of both governments.

The Award of Funding relates to 2019-20 only and the release of any funding in future years will be conditional on the conditions in the attached being met.

As indicated in the Award of Funding, if you sign and return the letter by 30 November, we will aim to make payment by 31 December. If you have any queries regarding the Award of Funding, please contact me or Nick McNeill ([nick.mcneill@gov.wales](mailto:nick.mcneill@gov.wales)).

**DEBRA CARTER**

*Deputy Director, Local Government Strategic Finance  
Dirprwy Gyfarwyddwr, Cyllid Strategol Llywodraeth Leol*



Llywodraeth Cymru  
Welsh Government

Ein cyf/Our ref: qA1363790

Chris Moore  
Director of Corporate Services  
Carmarthenshire County Council

cmoore@carmarthenshire.gov.uk

24 October 2019

Dear Sir

**Award of Funding in Relation to the Swansea Bay City Region City Deal in 2019-20 for the Period 1 April 2018 to 31 March 2020**

**1. Award of Funding**

- (a) We are pleased to inform you that funding of £18,000,000 (*eighteen million pounds*) ('the Funding') is awarded to you for the Purposes (as defined in Condition 4(a)).
- (b) The Funding relates to the period 1 April 2018 to 31 March 2020 and must be claimed in full by 30 November 2019 otherwise any unclaimed part of the Funding will cease to be available to you.
- (c) If you have any queries in relation to this award of Funding or the Conditions, please contact the Welsh Government Officials who will be happy to assist you.

## 2. Statutory Authority and State Aid

- (a) This award of Funding is made on and subject to the Conditions and under the authority of the Minister for Housing and Local Government, one of the Welsh Ministers, acting pursuant to functions transferred under section 58A of the Government of Wales Act 2006 and section 31 of the Local Government Finance Act 2003.
- (b) You must comply with the European Commission's State Aid Rules.
- (c) As set out in the joint ministerial letter of 23 July 2019 from the Minister for Economy and Transport and the Secretary of State for Wales to the leaders of the City and County of Swansea, Neath Port Talbot Council, Carmarthenshire County Council and Pembrokeshire County Council (Schedule 4), the Funding is being awarded on an exceptional basis as the programme requirements, including the business cases in respect of the Creative Digital District – Yr Egin Project and the Swansea City and Waterfront Digital District Project, do not yet meet HM Treasury Green Book standards. The Heads of Terms in respect of the Swansea Bay City Region City Deal (SBCRCD) included a commitment on the part of the UK Government and the Welsh Government to provide capital grant funding to support the delivery of an approved City Deal Programme of 11 constituent Projects. The release of funding was to be subject to the submission and approval of required Programme documentation and approved Project business cases. It was expected that the grant funding would be provided on a broadly flat profile over the 15-year lifespan of the SBCRCD. This award provides for the exceptional and conditional release of the Funding in 2019-20 for the Programme based on the business cases for two Projects, the Creative Digital Cluster – Yr Egin Project and the Swansea City and Waterfront Digital District Project.
- (d) This award relates to funding for the SBCRCD in 2019-20 only. The release of funding for the SBCRCD in future years and the consideration of business cases for other Projects will be conditional on the Conditions being met in full.

## 3. Interpreting the Conditions

Any reference in the Conditions to:

**'you'**, **'your'** is to Carmarthenshire County Council as the Accountable Body for the SBCRCD;  
County Hall  
Carmarthen SA31  
1ZD

**'we'**, **'us'**, **'our'** is to the Welsh Ministers;

**'Welsh Government Officials'** is to Debra Carter, Deputy Director – Local Government Strategic Finance and Nick McNeill, Head of City Deals Delivery  
Welsh Government  
Cathays Park  
Cardiff  
CF10 3NQ  
TEL: 03000 251223 / 03000 259704  
EMAIL: [debra.carter2@gov.wales](mailto:debra.carter2@gov.wales) / [nick.mcneill@gov.wales](mailto:nick.mcneill@gov.wales)

or such other Welsh Government Officials as we may notify you.

**'Programme Manager'** is to Chris Moore, Director of Corporate Services, Carmarthenshire County Council, or the Programme Director – Swansea Bay City Region City Deal, Carmarthenshire County Council (to be appointed).  
Carmarthenshire County Council  
County Hall  
Carmarthen  
SA31 1ZD  
TEL: 01267 224120  
EMAIL: [cmoore@carmarthenshire.gov.uk](mailto:cmoore@carmarthenshire.gov.uk)

**'Accountable Body'** is to Carmarthenshire County Council acting on behalf of the Swansea Bay City Region City Deal (SBCRCD). As the Accountable Body you are responsible for managing all financial risks, including without limit any Project costs over and above those identified in the relevant Project business case;

**'City Deal Programme'** or **'Programme'** is to the Programme of 11 constituent Projects which form the SBCRCD;

**'Conditions'** is to the terms and conditions set out in this letter and the Schedules;

**'Costs Incurred'** is to the cost of goods and services you have received regardless of whether you have paid for them by the date of your claim;

**'Heads of Terms'** is to the document entitled 'Swansea Bay City Region City Deal' signed in March 2017 by the Welsh Government, UK Government, City and County of Swansea, Neath Port Talbot Council, Carmarthenshire County Council and Pembrokeshire County Council;

**'Implementation Plan'** is to the implementation plan referred to in the Heads of Terms;

**'Independent Review'** is to the review of the SBCRCD undertaken by



Actica Consulting published in February 2019;

**'Integrated Assurance and Approval Plan'** is to the Integrated Assurance and Approval Plan referred to in the Independent Review;

**'Monitoring and Evaluation Plan'** is to the monitoring and evaluation plan referred to in the Heads of Terms;

**'Notification Event'** is to any of the events listed in Schedule 3;

**'Personnel'** is to your management/employees and suppliers or any other person appointed or engaged by you in relation to the Purposes;

**'Project'** is to one of the 11 constituent projects which form the SBCRCD Programme;

**'SBCRCD'** is to the Swansea Bay City Region City Deal;

**'Schedule'** is to the schedules attached to this letter;

**'State Aid Rules'** is to the rules set out in Articles 107 to 109 of the Treaty on the Functioning of the European Union (or in those Articles that may succeed Articles 107 to 109), secondary legislation including frameworks, guidelines and block exemptions produced by the European Commission derived from Articles 107 to 109, case law of the European Courts and decisions of the European Commission regarding the application of Articles 107 to 109; and

**any reference to any legislation** whether domestic, EU or international law will include all amendments to and substitutions and re-enactments of that legislation in force from time to time.

#### **4. Use of the Funding**

- (a) You must use the Funding solely for the purposes set out in Schedule 1 (the **'Purposes'**).
- (b) You must achieve the targets and outcomes set out in Schedule 2 (the **'Targets'**).
- (c) Any change to the Purposes or Targets will require our written consent which must be obtained from us in advance of implementing any change. Please note that we are not obliged to give our consent but we will consider all reasonable written requests.
- (d) You must not use any part of the Funding for: (1) party political purposes; (2) the promotion of particular secular, religious or political views; (3) gambling; (4) pornography; (5) offering sexual services; (6) purchasing capital equipment (other than as specified in the Purposes);

(7) your legal fees in relation to this letter; (8) Costs Incurred or costs incurred and defrayed by you in the delivery of the Purposes prior to the period referred to in Condition 1 (b); (9) any kind of illegal activities; or (10) any other kind of activity which in our opinion could bring us into disrepute.

## **5. Funding pre-conditions**

- (a) We will not pay the Funding to you until you have provided us with the following information and documentation:
- (i) this letter signed by you;
  - (ii) documentary evidence that you have put in place all staff and other resources as required to commence and complete the Purposes;
  - (iii) the Joint Committee Agreement signed by the City and County of Swansea, Neath Port Talbot Council, Carmarthenshire County Council and Pembrokeshire County Council;
  - (iv) the business cases in respect of the Yr Egin Project and the Swansea City and Waterfront Digital District Project approved by the Welsh Government and the UK Government.
- (b) Where you are required to provide information and documentation to us as evidence that you have satisfied a particular pre-condition, Condition or in support of a claim, the information and documentation must be in all respects acceptable to us. We reserve the right to reject any information and documentation which is for any reason not acceptable to us.

## **6. How to claim the Funding**

- (a) You must claim the Funding by 30 November 2019.
- (b) You must use our claim proforma (which is available from the Welsh Government Officials) and confirm that you have appropriate financial, risk and control systems in place before utilising any part of the Funding to provide a grant to or procure any goods or services from third parties.
- (c) We will aim to pay the Funding to you by 31 December 2019.

## **7. Your general obligations to us**

You must:

- (a) safeguard the Funding against fraud generally and, in particular, fraud on the part of your Personnel and notify us immediately if you have reason to suspect that any fraud within your organisation has occurred or is occurring or is likely to occur whether or not it relates to the

Funding. You must also participate in such fraud prevention initiatives as we may require from time to time.

- (b) comply with all applicable domestic, EU or international laws or regulations or official directives;
- (c) maintain adequate insurances to cover against the risks which may arise in connection with any property or any activity undertaken in delivery of the Purposes. We reserve the right to require you to provide proof of your insurance;
- (d) maintain appropriate financial, risk and control systems before utilising any part of the Funding to provide a grant to or procure any goods or services from third parties;
- (e) cooperate fully with the Welsh Government Officials and with any other employee of the Welsh Government or consultant appointed by us to monitor your use of the Funding and your compliance with the Conditions;
- (f) inform us immediately if any of the declarations made in Condition 8 is incorrect in any respect or, if repeated at any time with reference to the facts and circumstances then existing, would be incorrect.

## **8. Declarations**

You declare that:

- (a) you have the power to enter into and to perform the obligations set out in the Conditions and you have taken all necessary action to authorise the entry into and performance of the obligations under the Conditions;
- (b) no litigation or arbitration is current or pending or, so far as you are aware, threatened, which has or could have an adverse effect on your ability to perform and comply with any of the Conditions;
- (c) you have disclosed to us all material facts or circumstances which need to be disclosed to enable us to obtain a true and correct view of your business and affairs (both current and prospective) or which ought to be provided to any person who is considering providing funding to you;
- (d) you have agreed the Targets and you are confident that they are realistic and achievable;
- (e) the information you have provided us in respect of the SBCRCD is complete, true and accurate.

## 9. Notification Events and their consequences

- (a) You must notify us immediately if a Notification Event has occurred or is likely to occur but we also reserve the right to notify you where we believe a Notification Event has occurred or is likely to occur.
- (b) We will either (i) notify you that we consider the Notification Event is not capable of remedy or (ii) if we consider the Notification Event is capable of being remedied, seek to discuss the Notification Event with you with a view to agreeing a course of action to be taken to address the Notification Event.
- (c) We will be entitled to take any of the actions listed in Condition 9(d) if:
  - (i) despite our reasonable efforts we have been unable to discuss the Notification Event with you; or
  - (ii) we notify you that the Notification Event is not capable of remedy; or
  - (iii) a course of action to address the Notification Event is not agreed with you; or
  - (iv) a course of action to address the Notification Event is agreed with you but you fail to follow it, or any conditions attached to it are not met (including without limitation the timescale for such course of action); or
  - (v) the course of action fails to remedy the Notification Event to our satisfaction.
- (d) If any of the circumstances set out in Condition 9(c) occurs we may by notice to you:
  - (i) withdraw the award of Funding; and/or
  - (ii) require you to repay all or part of the Funding; and/or
  - (iii) suspend or cease all further payment of Funding; and/or
  - (iv) make all further payments of Funding subject to such conditions as we may specify; and/or
  - (v) deduct all amounts owed to us under the Conditions from any other funding that we have awarded or may award to you, including without limit your General Capital Funding; and/or
  - (vi) exercise any other rights against you which we may have in respect of the Funding.
- (e) All repayments of Funding must be made to us within 28 days of the date of our demand. If applicable, you must pay interest on any overdue repayments (on a compound basis) in accordance with the State Aid Rules.

## 10. Monitoring requirements

- (a) You must provide us with such documents, information and reports which we may reasonably require from time to time in order for us to monitor your compliance with the Conditions including monthly reports on progress in implementing the Purposes, achieving the Targets and finalising the business cases in respect of the Yr Egin Project and the Swansea City and Waterfront Digital District Project. As set out in Schedule 1, this includes agreeing an Implementation Plan and a Monitoring and Evaluation Plan with the Welsh Government and the UK Government and providing documents, reports and information on progress in accordance with the Implementation Plan and Monitoring and Evaluation Plan.
- (b) You must maintain and update the business cases for the Yr Egin and the Swansea City and Waterfront Digital District Projects to reflect key developments, for example after the completion of procurement, when financial profiles change, when additional information becomes available.
- (c) You must notify the Welsh Government Official(s) in writing as soon as practicable if there is a change to the financial case for either the Yr Egin and the Swansea City and Waterfront Digital District Projects, eg. financial viability, affordability.
- (d) You must meet with the Welsh Government Officials and such other of our representatives as we may from time to time reasonably require. This will include regular progress meetings as required under the Implementation Plan and the Monitoring and Evaluation Plan.
- (e) You must ensure that the Programme Manager (or such other person as we may agree) together with any other person we may require attends all meetings with the Welsh Government Officials.
- (f) The UK Government and the Welsh Government will carry out periodic reviews of progress to assess whether the SBCRCD is progressing as planned. Reviews will be conducted by the Welsh Cities and Growth Implementation Board (the joint board of officials of the Welsh Government and the UK Government established to oversee the delivery of city and growth deals in Wales), or other mechanisms, as necessary.

## **11. Audit Requirements**

- (a) You must:
  - (i) maintain complete and accurate accounting records identifying all income and expenditure in relation to the Purposes;
  - (ii) without charge, permit any officer or officers of the Welsh Government, Wales Audit Office or European Commission at any

reasonable time and on reasonable notice (in exceptional circumstances, such as the prevention or detection of fraud, it may not be practicable to provide you with reasonable notice) being given to you to visit your premises and/or to inspect any of your activities and/or to examine and take copies of your books of account and such other documents or records howsoever stored as in such officer's reasonable view may relate in any way to your use of the Funding. This undertaking is without prejudice and subject to any other statutory rights and powers exercisable by the Welsh Government, Wales Audit Office or the European Commission or any officer, servant or agent of any of the above;

(iii) retain this letter and all original documents relating to the Funding until we inform you in writing that it is safe to destroy them.

(b) Under paragraph 17 of Schedule 8 to the Government of Wales Act 2006, the Auditor General for Wales has extensive rights of access to documents and information relating to monies provided by the Welsh Government. He and his officials have the power to require relevant persons who control or hold documents to give any assistance, information and explanation that they may require; and to require those persons to attend before them for such a purpose. The Auditor General and his staff may exercise this right at all reasonable times.

## **12. Third party obligations**

- (a) Nothing in the Conditions imposes any liability on us in respect of any liability incurred by you to any third party (including, without limit, employees and contractors).
- (b) You must indemnify us against any liabilities, claims, proceedings, demands, losses, costs and expenses suffered or incurred by us directly or indirectly arising as a result of or in connection with any failure by you to perform fully or in part any obligation you may have to a third party.

## **13. Intellectual property rights and publicity**

- (a) Nothing in the Conditions transfers to us any rights in any intellectual property created by you as a result of the Purposes.
- (b) You must acknowledge our support in relation to the Purposes. Such acknowledgement(s) must be in a form approved by us and must comply with the Welsh Government's branding guidelines.
- (c) You must provide the Welsh Government Officials with details of all the acknowledgement(s) referred to in Condition 13(b) for our approval

before any such acknowledgements are used and you may not use such acknowledgments without our prior written approval. We will endeavour to respond to all written requests for approval within five working days.

- (d) You agree that from the date of this letter until five years from the date of the final payment of Funding we may include details about your organisation and business, the Funding and the Purposes in Welsh Government promotional materials and you further agree to cooperate with our reasonable requests to achieve the production of such materials.

#### **14. Information**

- (a) You acknowledge that we are subject to the requirements of the Freedom of Information Act 2000 (the 'FOIA'), the Environmental Information Regulations 2004 (the 'EIR'), the Data Protection Act 2018 (the 'DPA') and the General Data Protection Regulation (Regulation (EU) 2016/679) (the 'GDPR').
- (b) You acknowledge that we are responsible for determining in our absolute discretion whether:
  - (i) to disclose any information which we have obtained under or in connection with the Funding to the extent that we are required to disclose such information to a person making a disclosure request under the FOIA or the EIR; and/or
  - (ii) any information is exempt from disclosure under the FOIA or the EIR.
- (c) You acknowledge that we may share any data you provide to us with fraud prevention agencies and third parties for the purposes of preventing and detecting fraud. Any personal data we collect will be managed in accordance with our Privacy Notice which is available to view here:  
<https://gov.wales/privacy-notice-welsh-government-grants>

#### **15. Buying goods and services**

If you decide to buy any goods and/or services to deliver the Purposes, they must be purchased in a competitive and sustainable way so as to demonstrate that you have achieved best value in the use of public funds.

#### **16. Giving notice**

- (a) Where notice is required to be given under the Conditions, it must be in writing (this does not include email but may include a letter attached to an email) and must prominently display the following heading:

## **'Notice in Relation to the Swansea Bay City Region City Deal in 2019-20'**

- (b) The address and contact details for the purposes of serving notice under the Conditions are as follows:

You: the Programme Manager(s) at the address stated in Condition 3.

Us: the Welsh Government Official(s) at the address stated in Condition 3.

- (c) A notice will be deemed to have been properly given as follows:

Prepaid first class post: on the second working day after the date of posting.

By hand: upon delivery to the address or the next working day if after 4pm or on a weekend or public holiday

By email attachment: upon transmission or the next working day if after 4pm or on a weekend or public holiday.

### **17. Equal opportunities**

You must apply a policy of equal opportunities as employers, as users of volunteers, and as providers of services, regardless of race, gender/gender identification, sexual orientation, religion and belief, age or any disability.

### **18. Welsh language**

- (a) Where the Purposes include or relate to the provision of services in Wales they must be provided in Welsh and English unless it would be unreasonable or disproportionate to do so. Where they are provided in both Welsh and English they must be provided in such a way as to not treat the Welsh language less favourably than English, in accordance with the Welsh Language (Wales) Measure 2011.
- (b) For advice on providing services bilingually and in accordance with the Conditions, please contact the Welsh Language Commissioner's Hybu team:



## **19. Sustainable development**

Your use of the Funding must contribute to the achievement of the Welsh Government's wellbeing objectives contained in the Welsh Government's Programme for Government. You must work in a sustainable way (sustainable development principle) in delivering the Purposes so as to ensure you are working in a preventative, integrated, long-term and collaborative way that involves people that reflect the diversity of Wales. Please refer to Schedule 1 for further information.

## **20. Welsh Ministers' functions**

You acknowledge that the Welsh Ministers have a range of functions which will continue to accrue and be amended and that decisions in relation to each such function are obliged to be taken in the light of all relevant and to the exclusion of all irrelevant considerations. You agree that nothing contained or implied in, or arising under or in connection with, the Conditions will in any way prejudice, fetter or affect the functions of the Welsh Ministers or any of them nor oblige the Welsh Ministers or any of them to exercise, or refrain from exercising, any of their functions in any particular way.

## **21. General**

- (a) If at any time any of the Conditions are deemed to be or become invalid, illegal or unenforceable in any respect under any law, the validity, legality and enforceability of the remaining provisions will not in any way be affected or impaired.
- (b) No failure or delay on our part to exercise any power, right or remedy under the Conditions will operate as a waiver of any such power, right or remedy or preclude its further exercise or the exercise of any other power, right or remedy. The powers, rights or remedies hereby provided are cumulative and not exclusive of any powers, rights or remedies provided by law.
- (c) Any amendment or variation to the Conditions must be in writing and signed by us and you in the same manner as this letter.
- (d) You may not assign or otherwise dispose of in any way your rights, benefits, obligations or duties under the Conditions.
- (e) Conditions 7, 9, 11, 13, 14, and 21(e) and such other Conditions which by implication need to continue in force beyond the final payment of Funding will so continue in full force and effect.

- (f) The award of the Funding is to you alone and no one else is entitled to make any claim in respect of the Funding or seek to rely on or enforce any of the Conditions.
- (g) The Conditions are to be governed by and construed in accordance with the laws of Wales and England as applied in Wales and the parties hereto submit to the exclusive jurisdiction of the courts of Wales and England.

## 22. How to accept this award of Funding

- (a) To accept this award of Funding you must sign and return a copy of this letter to the Welsh Government Officials. None of the Funding will be paid to you until we have received your signed letter.
- (b) We must receive your signed letter within 28 days of the date of this letter or by 30 November 2019 (whichever is the sooner), or this award of Funding will automatically be withdrawn.

Yours faithfully

Signed by Debra Carter

Deputy Director, Local Government Strategic Finance

*Dirprwy Gyfarwyddwr, Cyllid Strategol Llywodraeth Leol*

Under authority of the Minister for Housing and Local Government, one of the Welsh Ministers

### **SCHEDULE 1 The Purposes**

- 1 This award of Funding is to be used only for the purposes of delivering the SBCRCD Programme as set out in the Heads of Terms.
- 2 The Funding must be used to support expenditure on the Programme based on the business cases for two of the 11 Projects which form the Programme, namely:
  - Creative Digital Cluster – Yr Egin Project; and
  - Swansea City and Waterfront Digital District Project.
- 3 The Funding may only be used to progress the delivery of the Programme and the two Projects specified in paragraph 2 above. You may apportion the Funding between the Programme and the Projects as you deem fit in accordance with the Conditions.
- 4 In the Heads of Terms, the Welsh Government and the UK Government undertook to provide capital grant funding for the SBCRCD to support the delivery of an approved Programme of 11 constituent Projects over the 15-year lifespan of the Programme.
- 5 The Programme was to be underpinned by an approved Implementation Plan and Monitoring and Evaluation Plan, covering all 11 Projects. The

release of funding was to be subject to the submission and approval of required Programme documentation and Project business cases. This Award of Funding on the basis of the business cases for the two Projects referred to in paragraph 2 above represents a deviation from the agreed Programme approach to the approval and release of funding.

## **Programme Management of the City Deal**

- 6 You must establish robust portfolio, programme and project management arrangements for the Programme. This includes implementing all the actions allocated to you in the recommendations of the Independent Review and delivering the Programme documents, governance requirements and capability identified below and in Schedule 2.
- 7 The Programme as set out in the Heads of Terms comprised 11 constituent Projects. The Independent Review included a recommendation that the SBCRCD is to be managed as a portfolio underpinned by an Integrated Assurance and Approval Plan. It is recognised that the ideal composition of programme functions, projects and enabling activities needed to deliver the optimum outcomes will change over the course of the 15-year lifespan of the SBCRCD and that the Programme documentation will need to be adapted and maintained to reflect this. It is also recognised that the Programme composition and some of the 11 constituent Projects identified in the Heads of Terms may need to be reviewed and rescope over the lifespan of the SBCRCD.
- 8 You must provide a complete and up-to-date Implementation Plan and Monitoring and Evaluation Plan which reflect the composition of the Programme at the time the Plans are submitted and no later than the targets shown in Schedule 2.
- 9 You must also develop an Integrated Assurance and Approval Plan and undertake a stocktake of the SBCRCD composition, plans, governance, funding, resources, capacity and capability, to provide assurance as to the readiness of the Swansea Bay City Region to deliver the SBCRCD. The stocktake and assurances should cover, but not be limited to, Project descriptions, timelines, key milestones (eg. procurement) and gateways, staffing and other resources, the plans for securing funding sources and the extent to which these have been secured, and due diligence.
- 10 All Programme and Project documentation must be kept up-to-date following approval.
- 11 The objectives set out in the business cases for the Creative Digital Cluster – Yr Egin Project and the Swansea City and Waterfront Digital District Project must be delivered in line with the timetables and milestones agreed as part of the business cases approved by the joint ministerial letter of 23 July 2019 from the Minister for Economy and Transport and the Secretary of State for Wales to the leaders of the City and County of Swansea, Neath

Port Talbot Council, Carmarthenshire County Council and Pembrokeshire County Council. The letter is at Schedule 4 for ease of reference.

- 12 Where any borrowing has been undertaken in respect of the Purposes, the Funding may be used to pay off the debt principal.

## SCHEDULE 2 The Targets

Description	Date by when it should be achieved
Delivery of a clear plan for addressing the remaining recommendations from the independent review.	31 December 2019
An Integrated Assurance and Approval Plan and a report of the stocktake findings. (Refer to paragraph 9 of Schedule 1 for details.)	31 March 2020
A complete and up-to-date Implementation Plan and a complete and up-to-date Monitoring and Evaluation Plan for the Programme reflecting the composition of the Programme.	31 December 2019
The successful delivery of the recommendations of the Independent Review ahead of any further project business cases being formally submitted for approval.	31 March 2020
Complete, up-to-date Full Business Cases which meet HM Treasury Green Book business case standards to the satisfaction of the Welsh Cities & Growth Implementation Board for the Yr Egin and Swansea City and Waterfront Digital District Projects. Each business case must be approved before submission by the Joint Committee for the SBCRCD and/or the external party responsible under the SBCRCD Joint Committee Agreement.	31 March 2020
<u>Yr Egin</u> – confirmation in writing that appropriate due diligence has been completed to provide assurance that the University of Wales Trinity St David (UWTSD) is able to make its financial contribution and/or access the necessary levels of borrowing over the 15-year lifespan of the Programme.	31 March 2020
<u>Yr Egin</u> – confirmation in writing that appropriate due diligence provides assurance that S4C is expected to remain financially viable over the lifetime of the Project and that the Project is designed to achieve optimal value for money for the public funds invested.	31 March 2020
<u>Yr Egin</u> – confirmation in writing that due diligence has been carried out on the third party management company for Phase 2 when appointed.	31 March 2020
<u>Swansea City and Waterfront Digital District</u> – confirmation in writing that the local authority financial contribution for the Project is committed as set out in the Business Case.	31 December 2019

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Swansea City and Waterfront Digital District – confirmation in writing that due diligence has been completed to provide assurance that UWTSD is able to make its financial contribution and/or access the necessary levels of borrowing over the 15-year lifespan of the Programme.	31 March 2020
Swansea City and Waterfront Digital District – confirmation in writing that due diligence provides assurance that the Project is designed to achieve optimal value for money for the public funds invested.	31 March 2020

### **SCHEDULE 3 Notification Events**

The Notification Events referred to in Condition 9 are listed below:

1. repayment of any part of the Funding is required under European Law (whether under State Aid Rules or otherwise);
2. repayment of any part of the Funding is required by HM Treasury;
3. you fail to comply with any of the Conditions;
4. the Funding, in full or in part, is not being used for the Purposes;
5. you fail to achieve any or all of the Targets;
6. there is unsatisfactory progress towards completing the Purposes, including meeting the Targets;
7. you fail to provide information about the Purposes requested by us, the European Commission or the European Court of Auditors, or any of their auditors, agents or representatives;
8. we have reason to believe that you and/or any of your Personnel are involved in fraudulent activity or have been involved in fraudulent activity whilst the Purposes are/were being carried out;
9. we have made an overpayment of Funding to you;
10. any declaration made in Condition 8 is incorrect in any respect or, if repeated at any time with reference to the facts and circumstances then existing, would be incorrect;
11. there has been a modification (qualification, adverse or disclaimer) to the auditor's opinion on your financial statements;
12. any event occurs or circumstances arise which in our opinion gives reasonable grounds for believing that you may not, or may be unable, to perform or comply with any of your obligations under the Conditions.

### **SCHEDULE 4**

**The joint ministerial letter of 23 July 2019 from the Minister for Economy and Transport and the Secretary of State for Wales to the leaders of the City and County of Swansea, Neath Port Talbot Council, Carmarthenshire County Council and Pembrokeshire County Council**

TO: Cllr Rob Stewart, Leader, Swansea County Council  
Cllr Rob Jones, Leader, Neath Port Talbot Council  
Cllr David Simpson, Leader, Pembrokeshire County Council  
Cllr Emlyn Dole, Leader, Carmarthenshire County Council

CC: Chief Executives  
Chief Finance Officer

**Agreement to early release of funding for Swansea Bay City Deal**

Following the publication of the Independent Review of the City Deal in February, we agreed to work at pace in the consideration of the business cases for Digital District and Yr Egin projects and work together to reach a decision on the early release of programme funding. This responds to the findings of the independent review, which recommended both Governments 'aim to reach a swift conclusion' on the Yr Egin and Digital District business cases.

Our officials have expedited a review of the business cases for these projects to meet this commitment and we are now in a position to confirm that we are content in principle to release early and conditional funding for the programme based on the cases for the Yr Egin and Digital District projects, subject to the region's acceptance of appropriate terms and conditions.

The review highlighted the importance of this agreement to instil confidence in the City Deal. We would therefore like to commit to a joint announcement of this agreement for early and conditional release of funding based on the Yr Egin and Digital District projects. Our officials will be in touch to discuss the details.

We would like to take this opportunity to stress the importance of the region agreeing and delivering a clear plan for addressing the remaining recommendations from the independent review and from your joint internal review, particularly the need for robust and complete programme plans. This will be a requirement set out in the terms and conditions of any funding offer and the successful delivery of the recommendations will be necessary ahead of any further projects being formally submitted for approval.

Thank you for your effort and commitment in working to resolve the issues raised. This is a significant positive step demonstrating joint ambition.

Rt Hon Alun Cairns MP Secretary of State for Wales UK Government	Ken Skates AM Minister for Economy and Transport Welsh Government
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**TWO SIGNATORIES ARE REQUIRED**

We declare we are duly authorised to accept the award of Funding in relation to the Swansea Bay City Region City Deal and the Conditions relating to the Funding.

**Signature**

.....  
*An authorised signatory of Carmarthenshire County Council as the Accountable Body for the SBCRCD*

**Name**

.....

**Job Title**

.....

**Date**

.....

**Signature**

.....  
*An authorised signatory of Carmarthenshire County Council as the Accountable Body for the SBCRCD*

**Name**

.....

**Job Title**

.....

**Date**

.....

**Please sign and return this letter to:**

Nick McNeill

Local Government Strategic Finance Division

Welsh Government

Cathays Park

CF10 3NQ

Email: [nick.mcneill@gov.wales](mailto:nick.mcneill@gov.wales)



# Agenda Item 8



Swansea Bay City Region Joint Committee - 26 November 2019

## Swansea Bay City Region Programme Director

<b>Purpose:</b>	To provide an Update on the Recruitment Process for the Programme Director
<b>Policy Framework:</b>	SBCD Economic Strategy
<b>Recommendation(s):</b>	It is recommended that:  1) Joint Committee agrees that the Interviews for the Programme Director take place on 5 <sup>th</sup> and 6 <sup>th</sup> December 2019.
<b>Report Author:</b>	Helen Morgan, Regional Office
<b>Finance Officer:</b>	Chris Moore, Section 151 Officer, SBCD
<b>Legal Officer:</b>	Tracey Meredith, Monitoring Officer, SBCD
<b>Access to Services Officer:</b>	

### 1. Introduction

1.1 The closing date for the post of Programme Director was 8<sup>th</sup> October, 29 applications were received. Joint Committee agreed on 29<sup>th</sup> October to shortlist 6 candidates.

### 2. Scoring and Assessment Process

2.1 The scoring and assessment process has entailed assessing each individual candidate over 31 discrete "essential" criteria previously agreed by the Joint Committee and included in the Person Specification for the post. These constitute:

- Three qualification / continuous professional development requirements,
- Eight competency based criteria and
- Twenty other criteria relating to knowledge, experience and personal skills

The process to be used to appoint the successful candidate is largely the same as that used by Carmarthenshire County Council for senior appointments. An Assessment Centre is considered to be a fairer and more accurate way of selecting candidates as it offers the Selection Panel an opportunity to assess a

greater range of job related competencies over a longer period of time. This will take place on 5<sup>th</sup> and 6<sup>th</sup> December 2019.

### **3. Financial Implications**

- 3.1 The staffing budget for the running of the Portfolio Management Office, including the post of Programme Director has been agreed and endorsed by Joint Committee

### **4. Legal Implications**

- 4.1 The four councils have agreed to delegate the shortlisting process to the 4 Leaders of the SBCD. The assessment and interview process will be undertaken by the Joint Appointment Committee which will comprise the 4 Leaders and 4 non-executive members appointed by the individual Councils.

Carmarthenshire County Council, as the employing authority, will manage all employment and contractual matters, including support for the recruitment process.

**Background Papers:** None

**Appendices:** None