

Swansea Bay City Region Joint Committee

At: Lord Mayors Reception Room - Guildhall, Swansea

On: Tuesday, 10 September 2019

Time: 1.30 pm

Chair: Councillor Rob Stewart Swansea Council

Membership:

Councillors:

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

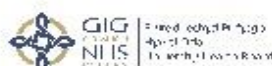
Co-opted Non-Voting Representatives:

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

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|----------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------|
| 1 | Apologies for Absence. | |
| 2 | Disclosures of Personal and Prejudicial Interests.
www.swansea.gov.uk/disclosuresofinterests | |
| 3 | Minutes.
To approve & sign the Minutes of the previous meeting(s) as a correct record. | 1 - 6 |
| 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. | |



Next Meeting: Tuesday, 24 September 2019 at 2.00 pm

Huw Evans

Huw Evans
Head of Democratic Services
Tuesday, 3 September 2019

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, SA1 4PE

Tuesday, 30 July 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:

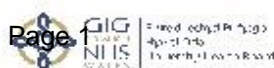
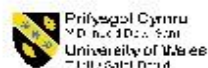
Jane Davidson	Reserve Member (University of Wales Trinity S Davids)
Edward Tomp	Chair of Economic Strategy Board
Emma Woollett	Swansea Bay University Health Board

Officers:

Richard Arnold	Swansea City Region Finance Manager (Swansea Bay City Region)
Huw Evans	Head of Democratic Services (Swansea Council)
Steven Jones	Director of Development (Pembrokeshire Council)
Rebecca Llewellyn	Performance, Governance and Policy Officer (Carmarthenshire County Council)
Chris Moore	Joint Committee S151 Officer (Carmarthenshire Council)
Martin Nicholls	Director of Place (Swansea Council)
Rhian Phillips	Economic Development Area Manager (Carmarthenshire County Council)
Steve Phillips	Chief Executive (Neath Port Talbot Council)
Debbie Smith	Deputy Monitoring Officer (Swansea Council)
Wendy Walters	Chief Executive (Carmarthenshire Council)

Apologies for Absence:

Councillor(s) David Simpson (Pembrokeshire Council)
Judith Hardisty (Hywel Dda University Health Board) and Medwin Hughes (University of Wales Trinity Saint David)
Tracey Meredith (Joint Committee Monitoring Officer (Swansea Council)),
Helen Morgan (Economic Development Manager (Carmarthenshire Council)),
Phil Roberts (Chief Executive (Swansea Council)) and Ian Westley (Chief Executive (Pembrokeshire Council))



1 Declarations of Personal and / or Prejudicial Interests.

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

2 Minutes.

Resolved that the Minutes of the Joint Committee meeting held on 28 May 2019 be signed and approved as a correct record subject to the following amendments:

- 1) In the list of those present:
 - a) Delete the words "Reserve Member" alongside the Councillor names of E Dole, D Simpson & R Jones;
 - b) Add "Steven Jones, Director of Development (Pembrokeshire Council) to the list of those present.
- 2) Minute 1 "Apologies for Absence". Amend the reference to "Phil Roberts (Swansea University)" to read "Phil Roberts (Swansea Council)";
- 3) Minute 8 "Swansea Bay Tidal Lagoon – Energy Island Strategic Options Review". Amend the reference to "Paul Marshall" and "Mr Marshall" to read "Paul Marsh" and "Mr Marsh".

3 Announcement(s) of the Chair.

The Chair stated that a period of 10 Minutes Public Question Time, would be added to each future agenda of the Swansea Bay City Region Joint Committee.

4 Swansea Bay City Deal Projects Update.

The Chair welcomed the announcement from the UK Government that the sum of £36 million would be released in two chunks of £18 million subject to the region's acceptance and fulfilment of appropriate terms and conditions. The first tranche of money being specifically for Yr Egin, Swansea Waterfront and Digital District Business Cases, with the second tranche being made available pending implementation of review recommendations. He stated that it was hoped that the full £36 million would be accessed prior to Christmas 2019.

Each Partner provided an update relating to their Swansea Bay City Deal Projects.

Swansea

Swansea Central project – Enabling works were underway in the area adjacent to the LC. These would lead to the main works for the Arena. Cost certainty was expected by end of August 2019 with a full financial implications report being submitted to Cabinet in due course.

Neath Port Talbot

A revised business case was in place comprising 4 parts. A number of the projects had been re-worked; however the Steel Science project remained unchanged. The Centre of Excellence in Next Generation Services project had changed and would now work on a de-carbonisation theme. Subject to a positive decision by Cabinet on 31 July 2019, the projects would be presented to the Economic Strategy Board in September 2019.

Pembrokeshire

Cabinet had recently considered their Pembroke Dock Marine project. The draft business case would now be considered by both Governments. It was noted that continued delays in project approval presented an increasing threat to the European funding associated with the project and that Pembrokeshire Council and Milford Haven Port Authority were meeting both Governments over forthcoming weeks to try and resolve the funding issues currently preventing project approval.

Carmarthenshire

The Life Science and Well-Being Campus and Village projects were currently in the process of being rebranded with the stakeholders being consulted. A Further Education Medical Partner was being sought. The stop order for planning on the site had been lifted. A business case update for the project would be presented to the Economic Strategy Board in September 2019.

The Chair confirmed that the next tranche of projects coming forward for approval before Christmas were:

- Llanelli Life Science & Well-Being Village;
- New Neath Port Talbot Business Case;
- Pembroke Dock Marine;
- Homes as Power Stations.

Resolved that the updates be noted.

5 Project Lead Updates. (Verbal)

Verbal updates were provided in relation to the Skills & Talent Initiative project and the Digital Infrastructure project.

The Chair asked the Regional Office to ensure that all new Neath Port Talbot Business Cases were submitted informally to the Welsh and UK Government in order to ensure compliance with the Swansea Bay City Region governance arrangements of the current model and the forthcoming arrangements.

Resolved that:

- 1) The updates be noted;
- 2) The Regional Office informally submit the new Neath Port Talbot Business Case to the Welsh and UK Government.

6 Update from the Chair of the Economic Strategy Board - Swansea Bay City Region. (Verbal - Edward Tomp)

Ed Tomp, Chair of the Swansea Bay City Region Economic Strategy Board provided an update on the work of the Economic Strategy Board.

He stated that the following projects had either been considered or would be considered at the September 2019 Board Meeting:

- Digital Infrastructure;
- Homes as Power Stations;
- Life Science and Well-Being Village;
- Pembroke Dock Marine;
- Skills & Talent Initiative.

He also asked if the Economic Strategy Board could have a role in advising the Swansea Bay City Region Joint Appointments Committee with the appointment of the Programme Director.

The Chair of the Joint Committee stated that a representative or representatives of the Economic Strategy Board could not have a vote; however he was willing to see how an advisory role would work, subject to the other Leaders of the Councils agreeing. The other Leaders of the Councils indicated their support.

Resolved that:

- 1) The update be noted;
- 2) The Chair of the Joint Committee liaise with the Joint Committee Monitoring Officer and Carmarthenshire Council about the possibility of allowing a representative or representatives of the Economic Strategy Board to have a non-voting, advisory role in the appointment of the Programme Director.

7 Recruitment of Specialist Advisors to the Economic Strategy Board.

The Regional Office submitted a report which sought approval for the Joint Committee to commence recruitment of Specialist Advisors to the Economic Strategy Board (ESB) in accordance with the procedure outlined within the report.

Resolved that the Joint Committee commence recruitment of Specialist Advisors to the Economic Strategy Board (ESB) in accordance with the procedure outlined within the report.

8 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.

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

9 Amendments to Joint Committee Agreement.

The Deputy Monitoring Officer submitted a report which sought agreement on amendments to the Joint Committee Agreement prior to endorsement by each of the four constituent Councils.

The Chair proposed further amendments in relation to:

- a) Schedule 1 "Terms of Reference of the Joint Committee", specifically Paragraph 5 "Voting" and Paragraph 8 "Quorum";
- b) Recommendation 2 within the report, in order to remove the need for sign off of the amended Joint Committee Agreement from the Welsh and UK Governments. He stated that this was in line with discussions with the relevant Ministers.

These additional amendments were discussed and supported.

Resolved that:

- 1) The amendments to the Joint Committee Agreement as set out in Appendix 2 of the report be agreed subject to the following amendments:
 - a) Schedule 1 "Terms of Reference of the Joint Committee", Paragraph 5 "Voting". Add a Paragraph 5.2 to read:

"The Joint Committee is not permitted to vote on the approval of a business case or any other matter relating to a project if the member representative of a Council involved in that project is not present at the meeting."
 - b) Schedule 1 "Terms of Reference of the Joint Committee", Paragraph 8 "Quorum. Amend Paragraph 8.1 to read:

"The quorum for a meeting of the Joint Committee shall be one representative from three of the four Councils."
- 2) The amended Joint Committee Agreement be forwarded to the Welsh and UK Government for information;
- 3) Each constituent Authority submits a report to their Council seeking agreement of the amendments to the Joint Committee Agreement;
- 4) The Monitoring Officer be authorised to liaise with her counterparts in each constituent Council to make further minor amendments to the Joint Committee Agreement.

10 Recruitment of Programme Director.

The Regional Office submitted a report which sought to approve commencement of recruitment for a Programme Director at the salary scale detailed within the report and Appendix A of the report.

Resolved that:

- 1) The salary of Programme Director be approved at a Head of Service scale (£88,478 - £94,373);
- 2) The Job Description as outlined in the report and immediate commencement of recruitment for a Programme Director with a closing date in mid-September 2019 be approved.

11 Re-Modelled Budget.

The Section 151 Officer submitted a report which outlined a remodelled interim budget and funding options in respect of the administration support function for the Swansea Bay City Deal Programme.

Resolved that:

- 1) The interim budget be noted highlighting the various funding options;
- 2) The Option 1 "Agreed Funding" model be approved as an interim budget and funding for the Joint Committee, Accountable Body and Regional Office (PMO) for 2019-2020.

12 Future Meeting(s)

The Chair asked that the Joint Committee scheduled for 27 August 2019 be cancelled and if possible a date be arranged for early September 2019.

The future dates of the Joint Committee (All commence at 2.00 p.m.) being:

24 September 2019	26 November 2019	28 January 2020
29 October 2019	20 December 2019	25 February 2020

The meeting ended at 2.37 pm

Chair

Agenda Item 6



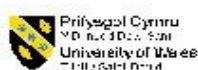
Swansea Bay City Region Joint Committee – 10 September 2019

Statement of Accounts - Annual Return 2018/19

Purpose:	The purpose of this report is to inform and seek approval of the Joint Committee in respect of the Annual Statement of Accounts in relation to the Swansea Bay City Deal programme, for the year ended 31 st March 2019.
Policy Framework:	Swansea Bay City Deal.
Consultation:	Accountable Body.
Recommendation(s):	It is recommended that: 1) The Joint Committee approve the 2018/19 post-audited accounts and Annual Return of the Swansea Bay City Deal, to comply with the Accounts and Audit (Wales) Regulations 2014.
Report Author:	Chris Moore
Finance Officer:	Chris Moore, Section 151 Officer, SBCD
Legal Officer:	Tracey Meredith, Monitoring Officer, SBCD
Access to Services Officer:	

1. Introduction

- 1.1 Carmarthenshire County Council is responsible for the financial stewardship of the Swansea Bay City Deal. This report applies to transactions post the incorporation of the Joint Committee. Accounts in respect of the Swansea Bay City Deal were not required to be presented in the form of a full set of Financial Statements due to the low level of turnover associated with the Administration of the Programme (primarily due to City Deal grant not being released within this period).



- 1.2 Smaller local government bodies in Wales must prepare annual accounts following proper practices as set out in the One Voice Wales / Society of Local Council Clerks (SLCC) publication **Governance and accountability for Local Councils in Wales – A Practitioners’ Guide** (the Practitioners’ Guide). The Practitioners’ Guide states that bodies may prepare their accounts in the form of an annual return to be presented to the Wales Audit Office for review.

2. Statement of Accounts 2018/19

- 2.1 The Annual Return presents the City Deal Accounts in a summary format, reviewed by Carmarthenshire County Council’s Internal Audit Department and the Wales Audit Office. The Annual return represents the period 29th August 2018 to 31st March 2019. Transactions prior to this period have been omitted from the formal City Deal accounts, with balances being included as a brought forward amounts. It is anticipated that future year’s accounts will be presented as full statement of accounts as it is assumed that grant funding will be receipted within the current financial year (2019/20).
- 2.2 To the period ended 31st March 2019 the expenditure incurred totalled £299k, income contributions from partners exceeded this, resulting in a balance of £100k transferred to the City Deal ring-fenced reserve at year end.
- 2.3 Debtor and creditor amounts represent the contributions outstanding from partners, and the amount owing to Carmarthenshire County Council as the Accountable Body.

Appendices: These will be included within the report.

- Appendix A** Swansea Bay City Deal - Annual Return 2018/19
- Appendix B** Swansea Bay City Deal - Annual Return 2018/19 – Final Audit Letter

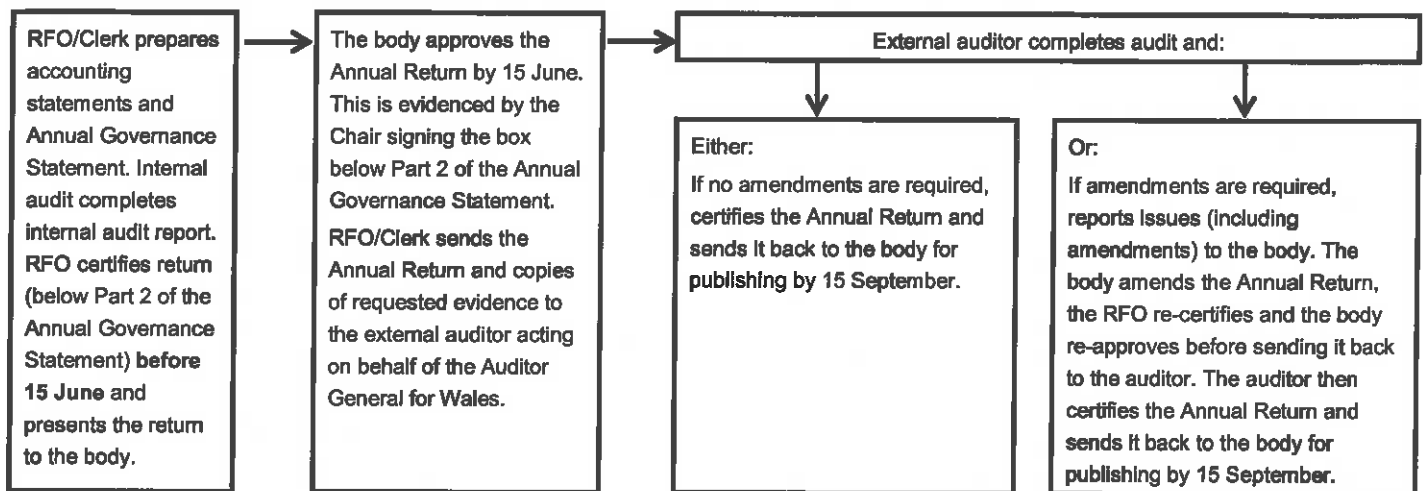
Smaller relevant local government bodies in Wales Annual Return for the Year Ended 31 March 2019

THE ACCOUNTS AND AUDIT PROCESS

Section 12 of the Public Audit (Wales) Act 2004 requires local government bodies in Wales to make up their accounts each year to 31 March and to have those accounts audited by the Auditor General for Wales. Regulation 14 of the Accounts and Audit (Wales) Regulations 2014 states that smaller local government bodies i.e. those with annual income and expenditure below £2.5 million must prepare their accounts in accordance with proper practices.

For minor joint committees with income and expenditure below £2.5 million, proper practices are set out in the One Voice Wales/Society of Local Council Clerks publication 'Governance and accountability for local councils in Wales – A Practitioners' Guide' (the Practitioners' Guide). The Practitioners' Guide requires that they prepare their accounts in the form of an annual return. This annual return meets the requirements of the Practitioners' Guide.

The accounts and audit arrangements follow the process as set out below.



Please read the guidance on completing this Annual Return and complete all sections highlighted in red including the Annual Governance Statement.

APPROVING THE ANNUAL RETURN

There are two boxes for certification and approval by the body. The second box is only required if the annual return has to be amended as a result of the audit. You should only complete the top box before sending the form to the auditor.

The committee must approve the annual return BEFORE the accounts and supporting documents are made available for public inspection under section 30 of the Public Audit (Wales) Act 2004.

The Auditor General for Wales' Audit Certificate and report is to be completed by the auditor acting on behalf of the Auditor General. It MUST NOT be completed by the Clerk/RFO, the Chair or the internal auditor.

Audited and certified returns are sent back to the body for publication and display of the accounting statements, Annual Governance Statement and the Auditor General for Wales' certificate and report.

Accounting statements 2018-19 for:

Name of body: Swansea Bay City Deal Joint Committee

	Year ending		Notes and guidance for compilers
	31 March 2018 (£)	31 March 2019 (£)	
Statement of income and expenditure/receipts and payments			
1. Balances brought forward	0	129,352	Total balances and reserves at the beginning of the year as recorded in the financial records. Must agree to line 7 of the previous year.
2. (+) Income from local taxation/levy	0	0	Total amount of income received/receivable in the year from local taxation (precept) or levy/contribution from principal bodies.
3. (+) Total other receipts	0	287,908	Total income or receipts recorded in the cashbook minus amounts included in line 2. Includes support, discretionary and revenue grants.
4. (-) Staff costs	0	222,232	Total expenditure or payments made to and on behalf of all employees. Include salaries and wages, PAYE and NI (employees and employers), pension contributions and related expenses eg. termination costs.
5. (-) Loan interest/capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on external borrowing (if any).
6. (-) Total other payments	0	95,157	Total expenditure or payments as recorded in the cashbook minus staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	0	99,871	Total balances and reserves at the end of the year. Must equal (1+2+3) – (4+5+6).
Statement of balances			
8. (+) Debtors and stock balances	0	275,000	Income and expenditure accounts only: Enter the value of debts owed to the body and stock balances held at the year-end.
9. (+) Total cash and investments	0	0	All accounts: The sum of all current and deposit bank accounts, cash holdings and investments held at 31 March. This must agree with the reconciled cashbook balance as per the bank reconciliation.
10. (-) Creditors	0	175,129	Income and expenditure accounts only: Enter the value of monies owed by the body (except borrowing) at the year-end.
11. (=) Balances carried forward	0	99,871	Total balances should equal line 7 above: Enter the total of (8+9-10).
12. Total fixed assets and long-term assets	0	0	The asset and investment register value of all fixed assets and any other long-term assets held as at 31 March.
13. Total borrowing	0	0	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).

Annual Governance Statement


We acknowledge as the members of the Committee, our responsibility for ensuring that there is a sound system of internal control, including the preparation of the accounting statements. We confirm, to the best of our knowledge and belief, with respect to the accounting statements for the year ended 31 March 2019, that:

	Agreed?		'YES' means that the Committee:	PG Ref
	Yes	No*		
<p>1. We have put in place arrangements for:</p> <ul style="list-style-type: none"> • effective financial management during the year; and • the preparation and approval of the accounting statements. 	<input checked="" type="radio"/>	<input type="radio"/>	Properly sets its budget and manages its money and prepares and approves its accounting statements as prescribed by law.	6, 12
2. We have maintained an adequate system of internal control, including measures designed to prevent and detect fraud and corruption, and reviewed its effectiveness.	<input checked="" type="radio"/>	<input type="radio"/>	Made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.	6, 7
3. We have taken all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and codes of practice that could have a significant financial effect on the ability of the Committee to conduct its business or on its finances.	<input checked="" type="radio"/>	<input type="radio"/>	Has only done things that it has the legal power to do and has conformed to codes of practice and standards in the way it has done so.	6
4. We have provided proper opportunity for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit (Wales) Regulations 2014.	<input checked="" type="radio"/>	<input type="radio"/>	Has given all persons interested the opportunity to inspect the body's accounts as set out in the notice of audit.	6, 23
5. We have carried out an assessment of the risks facing the Committee and taken appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	<input checked="" type="radio"/>	<input type="radio"/>	Considered the financial and other risks it faces in the operation of the body and has dealt with them properly.	6, 9
6. We have maintained an adequate and effective system of internal audit of the accounting records and control systems throughout the year and have received a report from the internal auditor.	<input checked="" type="radio"/>	<input type="radio"/>	Arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether these meet the needs of the body.	6, 8
7. We have considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on the Committee and, where appropriate, have included them on the accounting statements.	<input checked="" type="radio"/>	<input type="radio"/>	Disclosed everything it should have about its business during the year including events taking place after the year-end if relevant.	6
8. We have taken appropriate action on all matters raised in previous reports from internal and external audit.	<input checked="" type="radio"/>	<input type="radio"/>	Considered and taken appropriate action to address issues/weaknesses brought to its attention by both the internal and external auditors.	6, 8, 23

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

Committee approval and certification

The Committee is responsible for the preparation of the accounting statements in accordance with the requirements of the Accounts and Audit (Wales) Regulations 2014 and for the preparation of the Annual Governance Statement.

<p>Certification by the RFO</p> <p>I certify that the accounting statements contained in this Annual Return presents fairly the financial position of the Committee and its income and expenditure, or properly presents receipts and payments, as the case may be, for the year ended 31 March 2019.</p>	<p>Approval by the Committee</p> <p>I confirm that these accounting statements and Annual Governance Statement were approved by the Committee under minute reference:</p>
	Insert minute reference and date of meeting
RFO signature: 	Chair of meeting signature:
Name: CHRIS MOORE	Name:
Date: 9/9/19	Date:

Committee re-approval and re-certification (only required if the annual return has been amended at audit)

<p>Certification by the RFO</p> <p>I certify that the accounting statements contained in this Annual Return presents fairly the financial position of the Committee, and its income and expenditure, or properly presents receipts and payments, as the case may be, for the year ended 31 March 2019.</p>	<p>Approval by the Committee</p> <p>I confirm that these accounting statements and Annual Governance Statement were approved by the Committee under minute reference:</p>
	Insert minute reference and date of meeting
RFO signature:	Chair of meeting signature:
Name:	Name:
Date:	Date:

Auditor General for Wales' Audit Certificate and report

The external auditor conducts the audit on behalf of, and in accordance with, guidance issued by the Auditor General for Wales. On the basis of their review of the Annual Return and supporting information, they report whether any matters that come to their attention give cause for concern that relevant legislation and regulatory requirements have not been met.

We certify that we have completed the audit of the Annual Return for the year ended 31 March 2019 of:

Swansea Bay City Deal Joint Committee

External auditor's report

Please see attached.

Other matters and recommendations

Please see attached.

External auditor's name:

External auditor's signature:

Date:

For and on behalf of the Auditor General for Wales

* Delete as appropriate.

Annual internal audit report to:

Name of body: Swansea Bay City Deal Joint Committee

The Committee's internal audit, acting independently and on the basis of an assessment of risk, has included carrying out a selective assessment of compliance with relevant procedures and controls expected to be in operation during the financial year ending 31 March 2019.

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

	Agreed?				Outline of work undertaken as part of the internal audit (NB not required if detailed internal audit report presented to body)
	Yes	No*	N/A	Not covered**	
1. Appropriate books of account have been properly kept throughout the year.	☞	☞	☞	☞	Accounting records are updated and maintained frequently during the year. Income and expenditure is recorded through the Authority's Financial Management System which means there are adequate records of accounts. A review of the Main Accounting System concluded it was operating to a good standard. The accounts of the Authority are prepared in line with 2014 Code of Practice on Local Authority Accounting and therefore are correct as required by regulation.
2. Financial regulations have been met, payments were supported by invoices, expenditure was approved and VAT was appropriately accounted for.	☞	☞	☞	☞	Testing of transactions undertaken concluded that all comply with the financial regulations as required with documentation to support all. No issues were identified.
3. The body assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	☞	☞	☞	☞	The risks to the joint committee have been identified and these are monitored periodically through the risk register. It should be noted that an audit was undertaken during the year and concluded that Programme Risk Management was not effective. Consideration hadn't been given to the overall risk appetite for the SBCE and how an effective risk management methodology could be delivered across the Programme.
4. The annual precept/levy/resource demand requirement resulted from an adequate budgetary process, progress against the budget was	☞	☞	☞	☞	Carmarthenshire County Council has a budget monitoring process in place which covers the City Deal Partnership. A review of this process and the budget monitoring

	Agreed?				Outline of work undertaken as part of the internal audit (NB not required if detailed internal audit report presented to body)
	Yes	No*	N/A	Not covered**	
regularly monitored, and reserves were appropriate.					returns identified processes to be satisfactory .A full financial outturn report for 2018/19 was presented to the board on the 28 th May 2019.
5. Expected income was fully received, based on correct prices, properly recorded and promptly banked, and VAT was appropriately accounted for.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	The only income consists of recharges to the four lead authorities and the four co-opted voting members for a contribution to support the administration of the programme (to the Programme Management Office (PMO)).
6. Petty cash payments were properly supported by receipts, expenditure was approved and VAT appropriately accounted for.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	There is no Petty Cash account that exists that covers the City Deal Partnership.
7. Salaries to employees and allowances to members were paid in accordance with minuted approvals, and PAYE and NI requirements were properly applied.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	There are two member of staff funded directly by the programme with a further four supporting through a recharge arrangement by Camarthenshire County Council. All are remunerated through CCC payroll as the host authority.
8. Asset and investment registers were complete, accurate, and properly maintained.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	There are currently no assets with Swansea Bay City Deal.

	Agreed?				Outline of work undertaken as part of the internal audit (NB not required if detailed internal audit report presented to body)
	Yes	No*	N/A	Not covered**	
9. Periodic and year-end bank account reconciliations were properly carried out.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	A review of the bank reconciliations for Carmarthenshire County Council has been undertaken as part of the Audit plan, and procedures were found to be satisfactory. The Swansea Bay city deal forms part of the reconciliations undertaken by Carmarthenshire County Council.
10. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments/income and expenditure), agreed with the cashbook, were supported by an adequate audit trail from underlying records, and where appropriate, debtors and creditors were properly recorded.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	Accounting Statements are prepared in line with the 2014 Code of Practice of Local Authority Accounting.

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

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

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

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

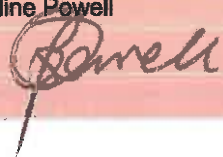
[My detailed findings and recommendations which I draw to the attention of the Committee are included in my detailed report to the Committee dated _____.] * Delete if no report prepared.

Internal audit confirmation

I/we confirm that as the Committee's internal auditor, I/we have not been involved in a management or administrative role within the body (including preparation of the accounts) or as a member of the body during the financial years 2017-18 and 2018-19. I also confirm that there are no conflicts of interest surrounding my appointment.

Name of person who carried out the internal audit: Caroline Powell

Signature of person who carried out the internal audit:



Date: 31/07/2019

Guidance notes on completing the Annual Return

1. You must apply proper practices when preparing this annual return. Proper practices are set out in the Practitioners' Guide.
2. Make sure that the Annual Return is fully completed ie, no empty red boxes. Please avoid making any amendments to the completed return. If this is unavoidable, cross out the incorrect entries, make sure the amendments are drawn to the attention of the body, properly initialled and an explanation for them is provided to the external auditor. **Please do not use correction fluid.** Annual returns that are incomplete or contain unapproved and/or unexplained amendments or correction fluid will be returned unaudited and may incur additional costs. Ask your auditor for an electronic copy of the form if required.
3. Use a second pair of eyes, perhaps the Chair or a member, to review your Annual Return for completeness before sending the original form to the auditor.
4. Make sure that your accounting statements add up, that the balance carried forward from the previous year (line 7 of 2018) equals the balance brought forward in the current year (line 1 of 2019). Explain any differences between the 2018 figures on this annual return and the amounts recorded in last year's annual return.
5. Explain fully any significant variances in the accounting statements. Do not just send in a copy of your detailed accounting records instead of this explanation. The external auditor wants to know that you understand the reasons for all variances. Include a detailed analysis to support your explanation and be specific about the values of individual elements making up the variances.
6. Make sure that the copy of the bank reconciliation you send to your auditor with the Annual Return covers all your bank accounts and cash balances. If there are no reconciling items, please state this and provide evidence of the bank balances. If your Committee holds any short-term investments, please note their value on the bank reconciliation. The auditor should also be able to agree your bank reconciliation to line 9 in the accounting statements. More help on bank reconciliations is available in the Practitioners' Guide.
7. **Every committee must send to the external auditor, information to support the assertions made in the Annual Governance Statement even if you have not done so before.** Your auditor will tell you what information you need to provide. Please read the audit notice carefully to ensure you include all the information the auditor has asked for. You should send **copies** of the original records (certified by the Clerk and Chair as accurate copies) to the external auditor and not the original documents themselves.
8. Please do not send the auditor any information that you are not specifically asked for. Doing so is not helpful.
9. If the auditor has to review unsolicited information, repeat a request for information, receives an incomplete bank reconciliation or explanation of variances or receives original documents that must be returned, the auditor will incur additional costs for which they are entitled to charge additional fees.
10. **Please deal with all correspondence with the external auditor promptly.** This will help you to meet your statutory obligations and will minimise the cost of the audit.
11. **Please note that if completing the electronic form, you must print the form for it to be certified by the RFO and signed by the Chair before it is sent to the auditor.**

Completion checklist – 'No' answers mean that you may not have met requirements		Done?	
Initial submission to the external auditor		Yes	No
Accounts	Do the papers to be sent to the external auditor include an explanation of significant variations from last year to this year?		
	Does the bank reconciliation as at 31 March 2019 agree to Line 9?		
Approval	Has the RFO certified the accounting statements and Annual Governance Statement (Regulation 15 (1)) no later than 15 June 2019?		
	Has the body approved the accounting statements before 15 June 2019 and has Section 3 been signed and dated by the person presiding at the meeting at which approval was given?		
All sections	Have all pink boxes in the accounting statements and Annual Governance Statement been completed and explanations provided where needed?		
	Has all the information requested by the external auditor been sent with this Annual Return? Please refer to your notice of audit and any additional schedules provided by your external auditor.		
If accounts are amended after receipt of the Auditor General's report on matters arising		Yes	No
Accounts	Have the amended accounting statements been approved and Section 3 re-signed and re-dated as evidence of the Committee's approval of the amendments before re-submission to the auditor?		

Mr Chris Moore
Section 151 Officer
Swansea Bay City Deal Joint Committee
c/o Carmarthenshire County Council
County Hall
Carmarthen
CF31 1JP

Reference	JG-SBCDR
Date	2 nd September 2019
Pages	1 of 2

Dear Chris

Swansea Bay City Deal joint committee

In accordance with the requirements of Section 12 and Section 14 of the Public Audit (Wales) Act 2004 I am giving my report on the Swansea Bay City Deal joint committee annual return for the period ended 31 March 2019.

I have undertaken our work in accordance with the specified procedures issued by the Auditor General for Wales. In summary these procedures require us to consider whether the annual statement of accounts:

- has been prepared on a reasonable basis (for example, the figures agree to the underlying records upon which they have been prepared and are consistent with transactions recorded in the statutory accounts of the constituent local authorities for the same reporting period); and
- casts correctly.

Audit report on the annual statement of accounts relating to Swansea Bay City Deal joint committee for the period ending 31 March 2019:

On the basis of our review, in our opinion, the information contained in the Annual Return is in accordance with proper practices and no matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

Other matters

On the basis of our review, we draw the Committee's attention to the following matters and recommendations which do not affect our audit opinion but should be addressed by the Committee:

Governance procedures

The joint committee was formally established in August 2018 and during 2018-19 there have been several reviews of the committee's internal governance arrangements. As a result of these reviews, the joint committee has made several changes to governance structures and responsibilities between the 4 constituent Council's. These changes were approved by the joint committee on 30 July 2019 and are currently being embedded into

operational business. Each constituent Council is currently in the process of approving the revised Joint Agreements.

Recommendation - Going forward the joint committee will need to review the robustness of these new governance arrangements to ensure they are operating effectively.

Accounting procedures

In future years, as Swansea Bay City Deal projects progress and Welsh Government funding is received, it is likely that the joint committee will need to complete a full set of CIPFA Code compliant financial statements. Whilst, a number of the City Deal projects seem to be isolated to an individual Council, there are some projects that are considered regional in nature.

It will be important that the joint committee in conjunction with the 4 constituent Councils establishes exactly what income, expenditure, assets and liabilities are included in future year's Committee's financial statements. Each of the constituent Councils should account for their share of the Committee's financial statements and make appropriate disclosures relating to Swansea Bay City Deal projects.

The projects which have been identified as being regional will need to have an agreed apportionment basis for each Council to account for its share of the project's income, expenditure, assets and liabilities.

Recommendation – An officer group needs to be established to agree what income, expenditure, assets and liabilities are included in future year's Committee financial statements.

I have completed our responsibilities in respect of the annual statement of accounts relating to the Swansea Bay City Deal joint committee for the year ending 31 March 2019.

Ann Marie Harkin

for and on behalf of Adrian Crompton, Auditor General for Wales