



City and County of Swansea

**Minutes of the Swansea Bay  
City Region Joint Committee**

Remotely via Microsoft Teams

Thursday, 11 February 2021 at 10.30  
am

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

**Councillors:**

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

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

Chris Foxall Interim Chair of Swansea Economic Strategy Board  
Ray Selby University of Wales Trinity Saint David  
Steve Wilks Swansea University

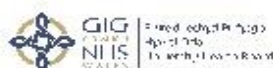
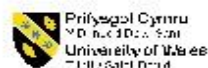
**Officers:**

Richard Brown Interim Chief Executive (Pembrokeshire Council)  
Jonathan Burnes Director (Swansea Bay City Region)  
Huw Evans Head of Democratic Services (Swansea Council)  
Jo Hendy Head of Internal Audit (Pembrokeshire Council)  
Greg Jones Communications & Marketing Officer - City Region  
(Carmarthenshire Council)  
Karen Jones Chief Executive (Neath Port Talbot Council)  
Tracey Meredith Joint Committee Monitoring Officer (Swansea Council)  
Chris Moore Joint S151 Officer (Carmarthenshire Council)  
Phil Roberts Chief Executive (Swansea Council)  
Phil Ryder Swansea Bay City Region  
Wendy Walters Chief Executive (Carmarthenshire Council)

**Apologies for Absence:**

Maria Battle (Hywel Dda University Health Board), Medwin Hughes (University of Wales Trinity Saint David) and Emma Woollett (Swansea Bay University Health Board)

Richard Arnold (Finance Manager (Swansea Bay City Region))



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

In accordance with the Code of Conduct adopted by the City & County of Swansea, no interest(s) were declared.

**30 Minutes.**

**Resolved** that the following Minutes of the Swansea Bay City Region Joint Committee be signed and approved as a correct record:

- 1) 14 January 2021.

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

The Chair made no announcements.

**32 Public Questions**

There were no public questions.

**33 Internal Audit Terms of Reference.**

Jo Hendy (Internal Audit, Pembrokeshire Council) submitted a report, which sought consideration and approval of the Internal Audit Terms of Reference 2020-2021.

**Resolved** that the Internal Audit Terms of Reference 2020-2021 be approved.

**34 Swansea Bay City Deal Quarterly Monitoring Report.**

The Swansea Bay City Region Programme Director (Jonathan Burnes) submitted an information report, which outlined the Quarterly Monitoring Report for both the Swansea Bay City Region Portfolio and its constituent programmes / updates.

**35 Swansea Bay City Deal Change Control Procedure.**

The Swansea Bay City Region Programme Director (Jonathan Burnes) submitted a report, which proposed a fit for purpose Change Control Procedure for the reporting and approval of Change requirements of the associated programmes and projects within the Swansea Bay City Region.

**Resolved** that:

- 1) The Change Control procedure outlined in Appendix A of the report be approved in principle.
- 2) The Portfolio Office Director / Section 151 Officer be granted delegated authority to make any further amendments to the Procedure.

**36 Swansea Bay City Deal Portfolio Governance Evaluation.**

The Swansea Bay City Region Programme Director (Jonathan Burnes) submitted a report, which outlined the Governance Evaluation Work and put forward recommendations for consideration.

**Resolved** that:

- 1) The Governance Evaluation report attached at Appendix A of the report be approved in principle.
- 2) Further work be undertaken to implement the recommendations.

The meeting ended at 11.00 am

**Chair**