



City and County of Swansea

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

Remotely via Microsoft Teams

Thursday, 11 June 2020 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:**

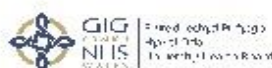
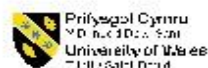
Medwin Hughes	University of Wales Trinity Saint David
Edward Tomp	Chair of Economic Strategy Board
Steve Wilks	Swansea University
Emma Woollett	Swansea Bay University Health Board

**Officers:**

Richard Arnold	Swansea City Region Finance Manager (Swansea Bay City Region)
Jonathan Burnes	Swansea Bay City Region
Huw Evans	Head of Democratic Services (Swansea Council)
Jason Garcia	Team Leader (Audit Wales)
Jon Haswell	S151 Officer (Pembrokeshire Council)
Greg Jones	Communications & Marketing Officer - City Deal (Carmarthenshire Council)
Tracey Meredith	Joint Committee Monitoring Officer (Swansea Council)
Chris Moore	Joint S151 Officer (Carmarthenshire Council)
Nicola Pearce	Director of Environment (Neath Port Talbot Council)
Phil Roberts	Chief Executive (Swansea Council)
Debbie Smith	Deputy Monitoring Officer (Swansea Council)
Wendy Walters	Chief Executive (Carmarthenshire Council)

**Apologies for Absence:**

Councillor(s)  
Maria Battle (Hywel Dda University Health Board)  
Steve Phillips (Chief Executive (Neath Port Talbot Council)) and Ian Westley (Chief Executive (Pembrokeshire Council))



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

In accordance with the Code of Conduct adopted by the City & County of Swansea, the following interest(s) were declared:

- 1) Wendy Walters (Chief Executive of Carmarthenshire Council) declared a Personal & Prejudicial Interest in Minute 64 "Appointment of Senior Responsible Officer (SRO) and withdrew from the meeting prior to its discussion.

**56 Minutes.**

**Resolved** that the Minutes of the Swansea Bay City Region Joint Committee held on 28 January 2020 be signed and approved as a correct record.

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

**1) First Remote Meeting of the Swansea Bay City Region Joint Committee**

Councillor Rob Stewart (Chair) welcomes everybody to the first Remote Meeting of the Swansea Bay City Region Joint Committee.

**2) Pembroke Dock Marine**

Councillor David Simpson stated that the Pembroke Dock Marine project had received the support of both the Welsh and UK Government. He stated that this would great prosperity to Pembrokeshire. He thanked all involved.

**58 Public Questions**

There were no public questions.

**59 Audit Wales 2020 Audit Plan.**

Jason Garcia (Audit Wales) presented the Audit Wales 2020 Audit Plan. The report informed the Joint Committee of the plan and scope in respect of the external audit of the Swansea Bay City Region Joint Committee's Statement of Accounts.

**Resolved** that the proposed plan and scope of the external audit of the Swansea Bay City Region Joint Committee's Statement of Accounts undertaken by the Wales Audit Office be reviewed and agreed.

**60 Funding Agreements.**

The Joint Committee Section 151 Officer (Chris Moore) submitted a report which set out the Funding Arrangements to be utilised in the management of the release of City Deal Funding to Delivery Partners.

**Resolved that:**

- 1) The template funding agreements set out in Appendix A & B of the report be approved and adopted to manage the release of funding from the Programme to the Councils and to delivery partners:
  - i) Appendix A being a standard agreement between the Accountable Body and the Project Lead Authority;
  - ii) Appendix B being a template agreement for amendment by the Project Lead Authority to suit the agreement with the delivery party;
- 2) Authority be delegated to the Swansea Bay City Region Joint Committee Section 151 Officer and Monitoring Officer to make any essential and necessary amendments to the template agreement within Appendix A of the report.

**61 Distribution of Investment Interest.**

The Joint Committee Section 151 Officer (Chris Moore) submitted a report which set out recommendations in respect of the treatment of interest earned through the investment of programme cash balances.

**Resolved** that Option 2 as set out in the report be agreed in respect of the treatment of interest earned as a result of the investment of programme cash balances. Option 2 being:

“Interest generated is redistributed direct to projects on the allocation outlined within the original heads of terms.”

**62 Swansea Bay City Deal Projects Update.**

The Swansea Bay City Region Programme Director (Jonathan Burnes) provided an update on the projects forming part of the City Deal Programme. Those projects include:

- The Swansea City and Waterfront Digital District;
- The Life Science & Well-being development planned for Llanelli;
- The Life Science & Well-being Campuses project;
- Homes as Power Stations;
- Digital Infrastructure;
- Skills & Talent;
- Pembroke Dock Marine;
- Supporting Innovation & Low Carbon Growth;
- Yr Egin.

**Resolved** that the updates and the progress be noted.

**63 Homes as Power Stations Business Case.**

The Chair of the Economic Strategy Board (ESB) (Ed Tomp) provided feedback from the ESB in relation to the Homes as Power Stations project. He thanked Neath Port Talbot Council for their work in relation to the project. He stated that he recommended the project to the Joint Committee.

Councillor Rob Jones and Nicola Pearce submitted a report which provided feedback from the Economic Strategy Board and also sought approval to formally submit the five-case model business case to the UK Government and Welsh Government for approval.

**Resolved** that:

- 1) The formal submission of the Homes as Power Stations five-case model business case seeking approval from the UK and Welsh Government be approved;
- 2) The project's Senior Responsible Owner (SRO) be delegated powers to make any minor amendments to the business case as necessary to obtain that approval.

**64 Appointment of Senior Responsible Owner (SRO).**

The Swansea Bay City Region Programme Director (Jonathan Burnes) submitted a report which sought to appoint a Senior Responsible Owner (SRO) who is accountable to the Swansea Bay City Region Joint Committee for ensuring the Swansea Bay City Deal (SBCD) programme has appropriate governance in place.

**Resolved** that the Chair of the Swansea Bay City Region Programme Board be appointed as the Senior Responsible Owner (SRO) for the Swansea Bay City Deal programme.

**65 Programme Management Office Structure.**

The Swansea Bay City Region Programme Director (Jonathan Burnes) submitted a report which sought approval for the Programme Management Office Structure.

**Resolved** that:

- 1) Option B2 as set out in Appendix A of the report be approved as the Programme Management Office (PMO) Structure to enable recruitment to the PMO;
- 2) The Programme Management Office structure be reviewed within 12 months.

**66 Programme Risk Register and Project Issues Log.**

The Swansea Bay City Region Programme Director (Jonathan Burnes) submitted a report which considered current project issues and immediate Swansea Bay City Deal risks.

**Resolved** that the latest project issues and programme risks be noted.

**67 Integrated Assurance and Approval Plan (IAAP). (For Information)**

The Swansea Bay City Region Programme Director (Jonathan Burnes) submitted a report which provided an update on the development of an Integrated Assurance and Approval Plan (IAAP) for the Swansea Bay City Deal programme.

**Resolved** that the progress being made on developing an Integrated Assurance and Approval Plan (IAAP) for the Swansea Bay City Deal programme be noted.

**68 Feedback from Economic Strategy Board (ESB). (Verbal)**

The Chair of the Economic Strategy Board (ESB) (Ed Tomp) stated that he had provided the ESB feedback earlier in the meeting under Minute 63 "Homes as Power Stations Business Case".

The meeting ended at 11.40 am

**Chair**